

## Internship Quick Facts for Site Supervisors for students in Counselor Education Program.

### Responsibilities of the Site Supervisor:

1. Provide an orientation with the agency and staff for the student unless the supervisor is off-site. This should include such items as agency policies, structure, personnel, and resources.
2. Ensure access to agency manuals, policy statements, and files as needed for the student.
3. Assist the student to refine details of Practicum activities appropriate to the specific setting.
4. Provide structure for the student to achieve Practicum objectives.
5. Establish weekly supervisory meetings with the student. The supervisor uses this time to hear student's self-report of Practicum activities, listen to session recordings, provide feedback, plan tasks, and discuss other aspects of the Practicum experience with the student.
6. Critique observed and recorded interviews. The supervisor shall have access to all recorded counseling sessions by the student.
7. Provide evaluations of the student's counseling skills and progress by completing assessments in Supervision Assist.
8. Initiate immediate contact with the student's Faculty Supervisor if problems are encountered with the student during the placement.

### Student hour requirements:

Practicum:	
Direct Client Contact:	240
Indirect Counseling Hours	Minimum 360
<b>Total Practicum Hours:</b>	<b>600</b>
Supervision:	
Individual Supervision:	1 hour per week with site supervisor.
Group Supervision:	1.5 hours per week with counseling faculty.

### Description of categories:

Direct Client Contact for CMHC and CRCP includes hours:

- a. as a co-therapist/counselor in individual, marital, family, or group therapy,
- b. in intake interviews,

Direct Client Contact for SC includes hours:

- a. individual counseling, group counseling, classroom guidance, individual assessment and observation, consultation with teachers, parents, etc.

Individual Supervision includes:

- a. 1 hour per week of individual and/or triadic supervision with approved supervisor.

Related Activities (Indirect) include, as related to concentration:

- a. *observing* counseling sessions conducted by experienced therapists at your site,
- b. informal therapeutic interactions with clients,
- c. staff meetings,
- d. counseling related administrative work,
- e. writing progress notes,
- f. filing counseling-related files & documents,
- g. telephone calls to clients,
- h. billing insurance companies
- i. program planning and coordination
- j. professional development