

Tarleton State University – Central Texas
CNSL 595 (all sections) – INTERNSHIP IN COUNSELING I

UNIVERSITY SUPERVISOR: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

INTERNSHIP DIRECTOR: Dr. Kelly Barnett
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I. OVERVIEW

This course provides students with opportunities to participate in relevant experiences in approved counseling or educational settings. Each student receives supervised experiences while practicing knowledge and techniques learned in prior graduate course work.

II. OBJECTIVES

Students will:

A. Participate in programs approved by the Internship Supervisor in counseling, or educational settings to:

1. demonstrate skills and knowledge learned in prior graduate course work.
2. utilize, evaluate, and further develop personal philosophies and techniques of counseling from the experiences gained within the internship setting.
3. experience the actual working conditions, demands, and stressors of providing counseling services while being an integral part of the community program/agency/school.

B. Discuss, expand, critique, and interpret internship experiences in individual sessions with the university supervisor or internship director.

III. INSTRUCTIONAL MATERIALS

Baird, B.N. (2007). The internship, practicum, and field placement handbook (5th ed.). Upper Saddle River, NJ: Prentice Hall. Selected handouts, books, videos, and materials as required by the university or field supervisor.

IV. COURSE REQUIREMENTS

- A. Students must complete a minimum of 150 site supervised contact hours in the placement. These hours must be verified by the site supervisor on the attached time sheets. Site supervisors are also asked to sign, and thereby verify, supervision of at least one (1) hour of group/individual face-to-face supervision each week (at least ½ of the total supervision hours for the internship must be in individual sessions). Time sheets need to be summarized at the end of the semester on the Summary Log form.
- B. Students need to be aware of the rules of the board for the particular license/certification they are seeking. Specifically, students need to be aware of the minimum number of direct client contact hours that must be obtained and which particular activities may be required and which activities may not be acceptable. At a minimum, all students must complete no less than 100 client contact hours in their internships.
- C. Site supervisors are required to submit a grade on the TSU evaluation and grade sheet (attached) for the student at the end of the internship experience.
- D. All students must have appropriate liability insurance.
- E. Students must meet with their university supervisor at least four times during the semester. One of these meetings will be at the internship site and the other three meetings will be at the university supervisor's office. Attendance at these meetings is mandatory.
- F. An introspective autobiography will be written. This paper should be 7 to 10 pages in length, APA (5th edition) style. **It is due at the first meeting.** Students should include information regarding the following: a brief introduction to your life and family background. Most important is your introspection regarding your life's experiences and how they have contributed to your being the person you are; further, what are your attributes that "fit" counseling, what are your perceived strengths, and your areas for growth.
- G. Students will read the course textbook at their own pace. Quizzes will be given over selected chapters in the course textbook.
First quiz – Chapters 2, 3, 4
Second quiz – Chapters 6, 7
Third quiz – Chapters 9, 10, 11

These quizzes may be taken at any time upon request to the department secretary, but all must be taken **NO LATER THAN ONE MONTH AFTER THE FIRST OFFICIAL DAY OF CLASS**. No quizzes may be taken after that date. The results will be forwarded to the university supervisor.

- H. Two counseling/therapy tapes (preferably video but audio is acceptable) will be completed. Be sure to obtain informed consent for each tape you make (use the permission to photograph/tape form). You must critique each tape using the tape critique form. One tape and its critique will be due at the second, third, or fourth meetings with the university supervisor (to be determined by the supervisor). The university supervisor will also critique your tape and evaluate your effort. **IF A STUDENT CANNOT COMPLETE COUNSELING/THERAPY TAPES, THE FOLLOWING ACTIVITIES MAY BE SUBSTITUTED:** (1) A formal case study submitted in writing to the university supervisor and orally presented/discussed at one of the supervision meetings with the university supervisor; (2) direct observation of the student conducting a counseling/therapy/testing session by the university supervisor; (3) a written transcript of a counseling/therapy session submitted to the university supervisor along with an in-depth discussion of the session (including goals, theoretical orientation, techniques, etc.); (4) role playing an actual counseling session with the university supervisor (with the student as counselor and the supervisor as client).

YOUR HOURS (EACH TIME SHEET SIGNED BY THE SITE SUPERVISOR), SUMMARY LOG, AND SITE SUPERVISOR'S EVALUATION ARE DUE TO THE UNIVERSITY SUPERVISOR NO LATER THAN 5:00 PM ON THE MONDAY OF THE WEEK OF FINALS. A GRADE OF "F" WILL BE SUBMITTED FOR THE COURSE IF THIS DOCUMENTATION IS NOT PROVIDED.

A NEW APPLICATION FORM MUST BE SUBMITTED BY THE DESIGNATED DEADLINE FOR EACH SEMESTER OF INTERNSHIP.

V. GRADING

Contributions toward the final grade:	
Tapes & Critiques	25%
Quizzes	10%
Autobiography	15%
Supervisor's Evaluation	<u>50%</u>
TOTAL	100%

VI. AMERICANS WITH DISABILITIES ACT

If you believe you have a disability, you may wish to self-identify. You can do so by providing documentation to the office of the Disability Services Director on the Stephenville campus or to the office of the Academic Dean of the Killeen campus. You are

encouraged to speak with the university supervisor or internship director about accommodations that might be needed to help assure success in this class.

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