

**Portland State University  
Department of Counselor Education  
Rehabilitation Counseling Program  
COUN 504  
Internship/Field Placement: Rehabilitation  
2009-2011**

***Preparing professionals to meet our diverse community's life-long educational needs***

*Diversity & Inclusiveness*

- to work in diverse settings
- to promote inclusive and therapeutic environments

*Research-Based Practices & Professional Standards*

- to critically analyze and implement research-based practices
- to demonstrate appropriate professional values, knowledge, and skills

*Impact on Learning and Development / Personal and Professional Growth*

- to ensure students and clients succeed
- to influence policy and provide leadership for organizations

*Evidence-Informed Decision Making*

- to use evidence to solve problems of practice and enhance therapeutic decisions

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Course Description

The internship/field placement is a supervised clinical experience designed to help students integrate and apply the knowledge and skills acquired throughout their rehabilitation counseling program. The internship experience is jointly directed by the academic course instructor/supervisor, and the community-based internship supervisor.

**The Internship: Rehabilitation Syllabus is an abbreviated version of the Rehabilitation Internship Manual Addendum, provide to students and site supervisors at the beginning of each internship experience.**

Course Objectives

1. To develop and expand the formation of, and identification with, a professional role.

2. To expand the knowledge and experience of working with clients who represent individuals with differing disabilities and cultural backgrounds.
3. To develop and implement a personal theory of counseling which guides clinical practice.
4. To develop knowledge and skills of decision making and problem-solving strategies, along with ethical standards, necessary for effective clinical practice.
5. To develop knowledge and understanding of the medical, psychological, social, educational, and vocational domains that contribute to the assessment of client/ person with disability functioning.
6. To develop and conceptualize individual service plans (case formulations) based on data from formal tests, client and family needs and input, and other community sources.
7. To become acquainted with the organizational structure, processes, rules, and working conditions of rehabilitation agencies and related community resources.
8. To gain experience in working as a member of a rehabilitation team.

**This course meets the following CORE clinical experience standards:**

- Students shall have a supervised rehabilitation counseling internship that includes a minimum of 600 clock hours.
- The internship experience shall be carried out under the regularly scheduled supervision of a Certified Rehabilitation Counselor (CRC) in the internship setting and by an RCE faculty member.
- The RCE program shall use internship experience sites that provide rehabilitation counseling services to individuals with disabilities appropriate to the mission of the program.
- The internship experience and the joint supervision by CRC site and academic supervisors are consistent with the Oregon Board of Licensed Professional Counselors and Therapists and renders the intern eligible for the State's licensure credentials (LPC).

**Course Requirements**

1. **Liability Insurance**  
All students must have malpractice insurance commensurate with site policies and regulations and expected clinical responsibilities.
2. **Goals and Objectives Form**  
The "Goals and Objectives" form (see Rehabilitation Internship Manual Addendum) must be completed for **each** academic term (Summer, Fall, Winter, Spring). The forms are due during the **third week** of class and are to be co-signed by student and site supervisor.
3. **Monthly Meetings**  
Students must meet with their academic internship supervisor on a **monthly** basis (for approximately 30-60 minutes each time). During the meeting students present a "case study" and related progress reviews summarizing their work with a client from their rehabilitation internship site (see separate form for structure of case presentation).
4. **Monthly Logging of Internship Hours**  
Students should log all their internship hours (on the approved form) and submit the logged hours,

at the end of **each month**, to the academic supervisor. All forms must be validated (initialed) by the site supervisor (see "Log Form" for specific listed categories).

**5. Student/Intern Evaluation Form**

Students should insure that their "Student/Intern Evaluation" form (see Internship Manual) is completed by their site supervisor in a timely manner prior to the conclusion of each academic term (Approximately on August 10<sup>th</sup>, and December 10<sup>th</sup>, for summer-start internship and on March 10<sup>th</sup>, and June 10<sup>th</sup> for winter-start internship).

**6. Supervision Experience Evaluation Form**

At the completion of their internship experience students should fill out the "Supervision and internship experiences" form (see Internship Manual) and return it to their academic internship supervisor.

**7. Accumulated Logged Internship Hours**

To meet the Counselor Education Program's requirements for graduation, the Council on Rehabilitation Education's (CORE) requirements for program accreditation, and the Commission on Rehabilitation Counselor Certification (CRCC), the student must complete the following during the **entire** internship experience:

- A minimum total of 600 clock hours of supervised clinical experience, of which:
- A minimum of 240 hours must be designated as "direct service" hours to people with disabilities (e.g., individual counseling, group counseling, consultation)
- A minimum of 30 hours (i.e., an average of about one full hour per week) must be designated as "individual supervision" hours (face-to-face supervision with the on-site supervisor).
- A minimum of 45 hours (i.e., an average of about one and one-half hours per week) must be designated as "group supervision" hours (client oriented group meetings, case presentations during staff meetings, joint supervisory meetings)
- « A minimum of 285 hours are to be designated as "other" (miscellaneous) activities and include case management activities, session preparation and goal setting, report/case notes writing, file review, library work, and in-service and other clinical training activities.

Students are permitted to incorporate up to 20 hours from their weekly practicum supervision activities (in the Counseling Clinic) into any of the above areas.

**If you require special accommodations due to a disability (interpreter, note taker, etc.) please notify the instructor/academic internship supervisor immediately. The instructor will coordinate with the site supervisor and the Disability Resource Center at PSU, to facilitate getting you any needed supports.**

Grading

**Grades are assigned quarterly (Fall, Winter, Spring) and are a composite of the following:**

<b>On-Site Supervisor Evaluation</b>	<b>70%</b>
<b>Academic/Internship Instructor Evaluation</b>	<b>15%</b>
<b>Practicum Instructor Feedback</b>	<b>15%</b>

Grades are assigned on a Pass/No Pass basis:

**Pass (P):** positive feedback from all three sources.

**No Pass (NP):** recommendation for NP by on-site supervisor. Students who receive NP are required to complete a “plan of assistance” with their academic supervisor before being permitted to continue with their internship. The “plan of assistance” details the concerns listed by the site supervisor, and details the steps needed to ensure satisfactory clinical performance in the future.

**Incomplete (I):** positive feedback from site supervisor but concerns voiced by University instructor(s)\*

\*no basis for decision on P/NP is mostly due to (a) lack of sufficient, hours accumulated; (b) student's failure to submit logged hours or on-site supervisor's evaluation forms on time; or (c) demonstrated skill level does not warrant a Pass grade (student is still in early developmental stages of clinical skill building).

#### Recommended Texts

Cottone, R., & Tarvydas, V. (1998). *Ethical and professional issues in counseling*. New York: Prentice-Hall.

Riggall, T.F., & Maki, D.R. (Eds.) (2004). *Handbook of rehabilitation counseling*. New York: Springer.

Parker, R. M., & Szymanski, E. M. (Eds.) (2004). *Rehabilitation counseling: Basics and beyond* (4th ed.). Austin, TX: Pro-ed.

Roessler, R.T., & Rubin, S. E. (2008). *Case management and rehabilitation counseling* (5th ed.). Austin, TX: Pro-ed.

**TO: Rehabilitation Counseling Program Interns**  
**FROM: Hanoch Livneh**  
**RE: Intern Supervision Requirements**

Please note that during the present academic year you are required to fulfill the following as part of your *academic* supervised internship (this does not address requirements related to your *clinical* supervised internship at your off-campus site):

1. Complete your "Goals/Objectives" form for each of the three (out of the four) academic terms (Summer, Fall, Winter, Spring). The forms are due during the third week of classes and are to be co-signed by you and your site supervisor.
2. Meet with your academic supervisor (Hanoch) on a monthly basis (for approximately 30 to 60 minutes each time).
3. During each meeting, present a brief "case study" summarizing your work with a client from your internship site (e.g., presenting problem(s), rehabilitation diagnosis, rehabilitation goals, and rehabilitation interventions).
4. Log all your internship hours (on the approved form) and submit the logged hours, on a monthly basis, to your academic supervisor. All forms must be initialed by your site supervisor.
5. Insure that your "Student/intern Evaluation" form is completed (by your site supervisor) in a timely manner prior to the conclusion of each the three academic terms (on approximately August 10<sup>th</sup>, December 10<sup>th</sup>, March 10<sup>th</sup>, and June 10<sup>th</sup>).
6. Report all problems, conflicts, and other unresolved issues that are internship-related to your academic supervisor so that they can be addressed at the earliest possible time.



## Summary of Logged Internship Hours

Student Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Term (please circle):    Fall        Winter        Spring        Summer

Academic Year: \_\_\_\_\_

Direct Client Contact Hours; Term\_\_\_\_ Cumulative Total\_\_\_\_\_

Individual Supervision Hours; Term\_\_\_\_ Cumulative Total\_\_\_\_\_

Group Supervision Hours; Term\_\_\_\_ Cumulative Total\_\_\_\_\_

Other Activities;  
(including clinic activities) Term\_\_\_\_ Cumulative Total\_\_\_\_\_

Total Hours for Term\_\_\_\_\_ Total Cumulative \_\_\_\_\_  
Hours for Year

Comments:

