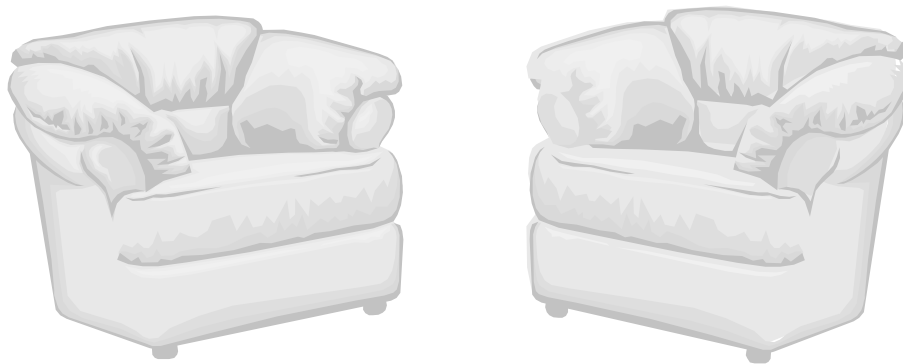


Counselor Education Program Portland State University



~ Internship Site Application Packet ~

To host interns in the following specialties:

Community Counseling

Couples, Marriage and Family

Vocational Rehabilitation

INTRODUCTION

The purpose of this manual is to acquaint internship site hosts with the Portland State University Counselor Education Program's policies and procedures for the internship (field placement) sequence. The specified guidelines describe the responsibilities of students, field supervisors, and academic supervisors. The establishment and maintenance of communication among these parties are seen as essential components in producing a quality clinical experience for all students in the Counselor Education Program. The internship experience allows the student to integrate the academic (theoretical knowledge) and clinical skills (practical applications) previously gained in the training program. As the three term sequence progresses, the student is expected to be able to demonstrate increased counseling skills and specialty track expertise. Students will benefit from the internship experience in the following ways:

1. Have direct involvement with clients/students, supervisors, and peers.
2. Learn the operation of and services provided by specific agencies.
3. Have the opportunity to develop expertise in various areas of counseling.
4. Receive 240 hours of direct service counseling in an overall 600-hour minimum internship experience.

Internship Overview

Internship is the field-based component of the Counseling Program's clinical counseling experience. CACREP and CORE accreditation standards require that interns log a minimum of 600 hours during the full length of the student's internship (see the "Breakdowns of 600 hours required" for details). Internship experiences should be appropriate to the intern's specialization/track. Please note that the Oregon Board of Licensed Professional Counselors and Therapists requires that those aspiring to licensure as an LMFT do their internship at a site that provides couples and families as clients (see "Breakdown..." for details).

Supervisors at the internship site must agree to provide the intern with **a minimum of one hour of direct, individual supervision as well as 1-½ hours of group supervision on a weekly basis**. Supervisors also perform **quarterly formal evaluations** (paperwork provided). Internship sites should provide a variety of experiences similar to the roles and responsibilities expected of a staff counselor at the site including facilitation or co-facilitation of a group (minimum 10 hours). There should be an emphasis on direct client service since CACREP requires that interns have a **minimum of 240 clock hours of individual, group, couples or family counseling**.

While enrolled in internship, the intern must maintain a primary commitment and responsibility to the staff and clients at the internship site. The intern is expected to be at the placement site during the weeks it is open, regardless of the PSU academic calendar. Any absences or time-off must be mutually agreed upon between the counselor-in-training and the site supervisor.

Students may already be employed by a school or agency and wish to do their internship at that site. Students may do so as long as all regular requirements of an internship site can be met. Internship experience should expand and enhance the intern's current job responsibilities, not merely duplicate them. In addition, if an intern intends to establish an internship at his/her regular place of employment, and counseling responsibilities are not a usual part of the position; the intern must arrange specific, significant time blocks for internship specific work experience.

Interns are required to maintain PROFESSIONAL LIABILITY INSURANCE COVERAGE during their internship placement year. Please verify intern's liability insurance coverage.

To whom it may concern,

Portland State University Counseling education program appreciates your interest in becoming an internship site for program interns. Our interns specialize in Community Counseling, Couples, Marriage and Family Therapy, or Vocational Rehabilitation. We are constantly adding quality internship sites to our resource list (The Yellow Pages) which our students use in their pursuit of a perfect placement. This information packet includes student requirements for completion of their internship in accordance to CACREP and CORE standards as well as an internship site application. Please take a few minutes to review this packet and to fill out the internship site application.

Why should you host Portland State interns?

Portland State interns have completed two quarters of practicum counseling experience. These interns have seen clients from the community and have been directly supervised during this experience. Supervisors observe the counseling sessions and sessions are video taped for review. Students receive feedback at the end of each practicum meeting. We believe this supervised practicum experience prepares our students for internship and gives our interns a unique experiential advantage when they begin their internship.

The internship placement process:

Students are expected to pursue their own placements with the aid of our internship site resource lists. Students identify potential internship sites and contact the site's placement coordinator or internship supervisor to arrange an initial meeting or interview. The site supervisor and the student negotiate the internship conditions including a minimum commitment of 600 hours at the site for a minimum of three quarters (a typical placement). Students generally commit to 20 hours a week. The length of internship and the number of weekly hours is negotiated between the intern and the site supervisor. Students file the appropriate paperwork with a faculty advisor and arrange for quarterly visits from an identified faculty member.

Site requirements are outlined in the Internship Overview

Please feel free to contact me with any questions.

Susan E. Halverson Ph.D.

Clinical Supervisor

Counselor Education Program
Portland State University
~ **Internship Site Application** ~

Date: _____

Agency: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Internship Coordinator or Supervisor:

Phone: (HM.): _____ Alt Phone: _____

Email: _____

Type of internship placement available (Check all that apply):

Couples marriage and family counselor (our site can meet the minimum couples and family direct contact hours of 123 hours)

Community Counseling

Vocational Rehabilitation

Brief description of your site: _____

Brief description of student duties: _____

Return to:

Dr. Susan Halverson **Fax: 503- 725- 4253**