Graduate Internship Information

Internship provides the graduate student with practical experiences that are an integral part of the helping profession. Students will work as interns in the counseling profession at Southwestern Adventist University Outreach Center and at any off-campus site chosen from the list provided by the department in consultation with the Faculty Liaison and Program Director. Students who want to work at an off-campus site not on the approved internship sites provided by the graduate program must submit to their faculty liaison the vitae and license information of the off-site supervisor. We encourage students to find off-campus sites that best match their goals in the helping profession. Pay attention to the deadlines for requesting your internship and make sure you complete the required paperwork so that you can have a productive experience.

We ask that you read this manual well so that you may have a wonderful experience during your internship. This manual is your gateway to success, and it provides all pertinent information for you to have a successful internship in an institution that will assist you in preparing for your chosen career in counseling.

We wish you the best at your internship site, and never be afraid to ask for guidance from your supervisor, faculty liaison or your program director. The faculty of the Psychology Dept. of Southwestern Adventist University is here to support and help you succeed in your experience. May you have a rewarding and productive internship.
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Preface

The Psychology Internship Manual has been developed so that students may move comfortably and effectively through their internship experience. This manual provides information, materials and forms, internship requirements, and role definitions for all individuals who play an integral role in this field experience. This publication is not intended to replace personal advising or the University Bulletin; rather, it should be viewed as supplemental to them.

Introduction

Goals

The major goal of this field experience is to enrich our students’ educational experience through supervised practical application. It provides students the opportunity to integrate the knowledge and skills acquired in the classroom. In addition to earning course credit, students can develop new professional skills, and explore career interests.

Objectives:

- To provide students with the opportunity to apply previously studied theories for training in practical work situations and areas of interest in psychology
- To engaged students in a supervised practical experience applying the theoretical underpinnings and practice skills acquired in psychology classes
- Help students develop new professional skills and to explore career choices

Benefits of Internship to Student:

- Opportunity to work in a professional environment
- Opportunity to explore different career options
- Facilitates securing future employment
- Develop their professional work ethics
- Helps develop job searching skills
- Develop confidence in one’s skills and talents

Course Requirements

EDPY 575 Practicum (3 credits, 100 clock hours at least)

Supervised experience in counseling, where student completes a minimum of at least 100 clock hours (see related activities in appendix). Prerequisites: Must complete 21 hours in program.
EDPY 580  School Counseling Internship (3 hours, 300 clock hours)

The Counseling Internship consists of counseling under the direct supervision of a certificated/licensed counselor in an appropriate school system or any institution to meet internship goals. The Internship is contingent upon successful completion of the Practicum. **Must include 120 hours in direct contact with clients** (see related activities in appendix).

**Student’s Eligibility Criteria**

Students must have completed at least 21 hours in psychology for practicum experience, and completion of practicum is required before internship. Students must have completed the practicum/internship request in consultation with advisor and faculty liaison, and received successful approval from field experience committee of the Education and Psychology Department. Students must have a signed approval form from the Department Chair; this constitutes permission to proceed with practicum/internship.
Policies & Procedures

Internship Placement Process

Students anticipating internship experience must complete the application for admittance one semester prior to enrollment. Each applicant is required to participate in an interview with the faculty liaison to jointly assess learning needs and interests. It is the responsibility of the faculty liaison to examine learning needs and interests and determine what kind of placement setting would meet these needs. The faculty liaison will select a minimum of two sites with which the student must arrange placement interviews. Students also have the opportunity to select an off-campus site, however, it must meet the criteria as established by the program and must be approved by the faculty liaison and program director.

Following the pre-placement interviews, the faculty liaison will consult with the student for their impressions. The faculty liaison will also consult with other faculty regarding learning needs of the student that are considered the primary component in determining site selection. A field site agreement will be signed by the designated personnel once the site is selected.

Resolving Internship Concerns

The Psychology Program encourages open communication and regular interaction among students, site supervisor, and the faculty liaison to facilitate understanding and avoid difficulties. However, when problems occur, the program has adopted a grievance procedure which deals solely with the field experience. This process deals exclusively with the psychology internship experience.

The step-by-step procedure as outlined below is to be followed in the order and timetables designated:

1. Whenever a problem related to the internship arises, the parties involved should make every effort to settle the matter between them. If the issue is not resolved, the student or supervisor advises the other party of his/her intent to present the matter to the faculty liaison. At this time, the student or supervisor should contact the faculty liaison.

2. Once the faculty liaison is notified of the situation, a three-way conference with the student, supervisor, and faculty liaison will be set. If a satisfactory solution is not found, the third step may be taken.

3. The third step will involve the Program Director meeting with all parties involved to try to reach a satisfactory resolution. If a satisfactory solution is not found, the fourth step will be initiated and taken by the Program Director.

4. The fourth step will involve the Chair of the Department of Education and Psychology meeting with all parties involved to try to reach a satisfactory resolution. The resolution as worked out with the Chair and other parties involved
will be binding, and all parties will have to adhere to the final decision that will be given in writing to the parties concerned in 5 days.

**Dismissal of Students from Internship**

Psychology graduate students are expected to be individuals who exhibit high levels of personal and professional integrity as well as academic honesty. In keeping with this expectation, students who involve themselves in unethical behaviors and/or academic dishonesty may be dismissed from the Psychology Program, thus removed from their internship. Failure to comply with conditions as spelled out in this manual will be reason enough to be removed from this internship; resulting with a failing grade (NP). The final decision to dismiss a student from his/her internship will involve the supervisor, faculty liaison, the Program Director of Psychology, and the Chair of the Department of Education and Psychology.

**Criteria for Internship Site Selection**

Agencies are selected for their ability to provide the student with opportunities to acquire practical experience, interact with professionals, and participate in directed instruction. The actual criteria for agency selection are as follows:

1. Demonstrated commitment to active participation as a partner in professional psychology education, including but not limited to, acceptance of the American Psychological Association (APA) Code of Ethics, State Board of Education Texas, and the mission of the Psychology Internship Program of Southwestern Adventist University.

2. Demonstrated willingness and capacity to devote time and effort in the training of professional psychology students.

3. Demonstrated ability to offer a learning environment which offers a diversity of learning experiences.

4. Demonstrated ability to provide qualified staff to serve as student supervisor. Designated instructional staff is expected to have adequate time to devote to student teaching and supervision.

5. Opportunities for learning experiences with staff, and professionals representing a range of disciplines.

6. Adequate work space for student learners, including privacy for interviewing, access to a telephone, desk, site forms, site policies and procedures, and other resources as deemed necessary.
Criteria for Student’s Supervisor Selection

The selection standards are articulated in the Field Internship Manual and are as follows:

1. Student supervisor must have one of the following qualifications:
   a. Doctorate degree in a related field with licensure in the counseling field.
   b. Master’s degree with licensure and minimum of two years of experience in counseling

2. Employment at the approved field agency for at least six months prior to becoming a student supervisor

3. Interest in, and commitment to mentorship and education.

4. Commitment to attend student supervisor seminars and meet with faculty liaison at least twice per semester.

5. Availability to provide instruction as well as to provide supervisory conferences at least one hour per week offering assessment and feedback to students.

6. Willingness to communicate with the student and faculty liaison of any problems or extenuating circumstances in a timely manner.

7. Ability to demonstrate and model effective supervisory skills.

8. A written reference from a supervisor attesting to their supervisory and interpersonal skills.

9. A current professional resume or vitae.
Roles & Responsibilities

Faculty Liaison Responsibilities

Before beginning the internship each student will be assigned a faculty liaison. The Faculty Liaison is the person assigned as the University contact for the student and the student supervisor.

The responsibilities of the faculty liaison include:

• Serves as the liaison to the student supervisor and internship site.
• Helping the student plan his/her field experience (internship).
• Assisting students and supervisors with preparation of the internship learning contract.
• Meets at least twice during the semester with the student, and the student supervisor. At these meetings, the learning contract and student progress will be discussed.
• Assisting students with any concerns they have relating to their supervisor, integration of classroom work with the field placement, or other issues related to the site.
• Acting as an educational consultant to student supervisor to enhance their teaching skills.
• Reviews and approves learning contracts, mid-term evaluations, and final evaluations.
• Assigning students a grade in internship in collaboration with student supervisor.
• Monitor the internship site sufficiently enough to be sure the program requirements are being met, and eventually to assess the adequacy of the site.

Student Supervisor Responsibilities

The responsibilities of student supervisor include:

• Providing 1 to 1 ½ hours per week for student conferences.

• Assigning tasks that will meet the educational needs of the student and can be developed in terms of the student's capacity to carry out the functions of the work place.

• Meeting program requirements, such as conferring with the faculty liaison, attending meetings for site supervisors, and writing evaluations on student performance.

• Assessing the educational needs of the student.

• Establishing goals to meet those needs, making available to the student appropriate learning experiences in relation to the educational assessment.
• Helping the student to integrate theoretical knowledge and knowledge from previous experience with the student's present practice.

• Orienting the student to the agency, its history, function, polices, and procedures.

• Working closely with the student in the actual delivery of services.

• Integration of the student's work with that of site personnel.

• Scheduling the student's work week.

• Encouraging the student to develop and implement new knowledge and skills and modeling motivation of lifelong learning.

**Psychology Program Responsibilities**

The responsibilities of the Psychology Program of Southwestern Adventist University include:

• Providing a faculty liaison to the internship sites with which it has internship agreements.

• Conferring with the site about numbers of students it might accept for placement, the nature of sites program needs, and its expectations of students in meeting those needs.

• Providing the site with appropriate information about each student's professional interests and background.

• Providing required seminars for new student supervisors.

**Internship Site Responsibilities**

The responsibilities of the internship site include:

• Furnishing necessary space with adequate furniture and equipment for the student to work.

• Requiring the students assigned to the agency to maintain the same attendance regulations and working policies as is in effect under the agency's personnel policies.

• Retaining full responsibility for the care of clients along with maintenance of administrative and professional supervision responsibilities of students insofar as their presence affects the operation of the site and care of clients.

• Providing students with a thorough orientation to the agency setting and a working policy of the agency.

• Providing assignments geared toward maximizing educational experiences.
Student’s Responsibilities

Students who register for the internship make a commitment to meet the requirements of the course and accept the obligations associated with successful completion of the course. It is imperative that students assume a sense of responsibility for the assignments given and carry them through in a professional manner. Once an internship site assignment has been made, absences and tardiness can seriously affect the overall relationship between the student, the site and the Psychology Program.

Attendance in the internship setting is compulsory. Noncompliance will be reflected in the overall performance evaluation. Students are required to:

• If student must be absent (serious illness, death in family, etc.), or tardy for a reason beyond their control, the supervisor must be notified. If the supervisor is unavailable, a message must be left with an appropriate person at the site. Absence from internship site without notification is not permissible and student risks dismissal from internship.

• Become familiar with their respective site's holiday observances, lunch periods, breaks, etc. These times differ by setting, and the students are expected to function accordingly.

• Make up any time missed for whatever reason by special arrangement with the site supervisor. All make-up time must be completed by the end of the semester in which the course is taken.

• Take responsibility for cancellation of appointments with clientele. The appropriate handling of any situation during an absence must also be taken care of by the student.

• Observe school holidays, when the agency is open, only after consultation with your supervisor.

• Work and/or attend meetings and programs, or in-service training that the site may have as a part of its internship experience.

• Refrain from social visits and telephone calls on the job. Student should not permit their friends, families and/or others to make visits and/or calls during working hours.

• Keep a record of hours and submit it weekly to the faculty liaison.

• Arrange for transportation to internship site. It should be understood that the University in no way assumes any responsibility or liability in regard to transportation.

• Support and uphold the APA Code of Ethics when functioning at the site.

• Promote an effective and humane operation of systems that provide people with services, resources, and opportunities.
• Communicate regularly and freely with the faculty liaison.

• Use interpersonal skills and develop meaningful relationships.

• Observe sites policies regarding services to clients and demonstrate professional behavior.

• Attend seminars (bi-weekly) held on campus or as assigned by faculty liaison.
Educational Policies

Learning Contracts

The Psychology Internship learning objectives will be used to develop the Learning Contract. The learning contract consists of tasks that will be completed by the student to demonstrate the knowledge and skills identified in the learning objectives.

Students will complete a learning contract with assistance from the student supervisor and faculty liaison in the first month of their field placement.

Evaluations Procedure

The learning contract should be used when completing the formal evaluations both at midterm and end of the semester.

There is an evaluation form included in this manual under documents. The evaluation form will measure skills demonstrated by the student. The evaluation of students is a shared process involving both the supervisor and the student. It is expected that the supervisor and student will discuss variations and similarities in their assessments. Evaluations are reviewed by the faculty liaison and discussed with both the supervisor and student. The student’s midterm and final grade are based primarily on the completed evaluation form, and grades will be assigned as P/NP.

Students will complete an evaluation of their internship experience and the role of the supervisor at the end of their placement. This evaluation will be reviewed by the faculty of the psychology program and will be used to identify strengths and weaknesses in the internship process. It will also be used to assist in determining areas where supervisors need more orientation or training from the Psychology Program.

On completion of internship the supervisors will evaluate the faculty liaison, as well as their overall field experience. This evaluation will be reviewed by the faculty of the Psychology Program and will be used to identify areas of strengths and needed growth.
Department of Education and Psychology  
Guidelines and Expectations  
EDPY 575/580

General Internship Guidelines

• The site supervisor will need to have a master’s degree or higher with licensure in a counseling related field and at least two years of professional experience.

• Within the specified time frame, the site supervisor will be the primary internship/practicum supervisor. The site supervisor and intern shall communicate with the faculty liaison regarding progress, concerns and performance evaluations.

• Master’s level interns need to accrue at least 300 clock hours of internship (at least 120 of these 300 hours need to be direct contact hours); 100 clock hours for practicum.

• Interns can create an internship/practicum at their place of employment if they are able to design an internship experience that is different from their normal work responsibilities. The new responsibilities must be in compliance with the counseling profession to which they aspire, and must be approved by internship coordinator and university supervisor.

• Indirect internship/practicum hours or non-contact time (i.e. planning, research for a counseling project, see evaluation form for more options) can be accrued while the intern is away from the site, with the approval of the site supervisor. This approval should be granted before interns decide to complete counseling related work away from their site.

The Internship Site Supervisor Agrees to:

• Expose intern to the activities/responsibilities that a professional would experience in this setting and provide opportunities for participation according to their educational needs and demonstrated abilities.

• Work with the intern in selecting programs, projects, and research activities that are relevant to the site and will help the intern enhance their counseling skills.

• Meet a minimum of one hour each week for supervision sessions and be available for on-site emergency situations.

• Ensure that the intern has the opportunity to accumulate the agreed upon clock hours.

• Review “live” samples of the intern’s involvement with their client(s). This work sample must be at least 30 minutes and can be reviewed by direct observation, audiotapes or videotapes.

• Validate (with signature) the amount of clock hours intern spent on various counseling related activities. Interns will complete the internship log sheets for your signature.

• Collaborate with the Faculty Liaison on the intern’s progress and complete a written evaluation of the intern’s performance and potential at mid-point and end of internship.
The Faculty Liaison agrees to:

- Ensure that the attached internship plan meets the educational needs of the intern.
- Verify that the intern has a current liability policy during their counseling internship.
- Remain in contact with visit site supervisor. The number of visits will vary depending on individual intern situation and need. If concerns arise, the faculty liaison is typically the first level of mediation.
- Solicit evaluative feedback from the site supervisor and assume primary responsibility for assigning a grade.
- Confirm that the periodic review of intern’s work performance is being conducted by the site supervisor. This review must include observations, audiotapes or videotapes.

**NOTE:** See handbook for more detailed explanations and additional duties

The Intern agrees to:

- Establish agreed upon internship plan, hours, and dates for each site. This may involve a modification to the internship agreement if a particular project the intern is involved in runs beyond the expected end-date for internship.
- Provide documentation of liability insurance prior to accruing internship hours.
- Maintain accurate, written internship log of activities, and obtain site supervisor’s signature. All hours should be documented with daily activity sheets or in a similar format.
- Periodically review the number of contact and in-direct hours accrued with the site-supervisor.
- Accrue at least 300 hours at their primary internship site for internship, and 100 hours for practicum. Students can have a maximum of two internship sites in one semester. For each site you need at least 100 clock hours for internship, and at least 50 hours for practicum.
- Meet a minimum of one hour each week for supervision conducted by site supervisor(s).
- Conduct oneself in accordance to the professional ethics and codes for counseling as well as their respective internship site(s).
- Seek information and knowledge to be successful in the counseling role to which I aspire.
- Participate in projects, programs and research activities, and other opportunities that have been agreed upon with site supervisor.
- Complete all responsibilities agreed upon with site supervisor.
- Frequently evaluate and discuss my progress with site and university supervisor. This may involve negotiating initial internship plan/goals.
• Make arrangements for site supervisor to review “live” samples of your work. You want to include at least a 30 minute sample of your work where you are actively involved with you client(s). Your work sample must be reviewed by utilizing direct observations, audiotapes, or videotapes.

• Contact faculty liaison immediately if there are concerns related to the internship.

• Provide site supervisor with an evaluation form to complete and sign.
Department of Education and Psychology

APPLICATION FOR INTERNSHIP/PRACTICUM

For Spring internship/practicum: Applications due NO LATER THAN SEPTEMBER 15
For Summer/Fall internship/practicum: Applications due NO LATER THAN FEBRUARY 15

Name ___________________________ E-mail ___________________________
Address ___________________________ ST-ID # ___________________________
City, Zip Code ___________________________ Advisor ___________________________
Home or Cell Phone ___________________________ Work Phone ___________________________
Employer Address ___________________________

Circle those that apply to you: EDPY 575 EDPY 580 (I) EDPY 580 (II)

I plan to do internship/practicum for 1 2 3 Semesters (including summer session) as listed below.

Circle one

Semester # Credit Hours Tentative Site
(Fall, Spring, Summer, date)
________________________________________________________________________
________________________________________________________________________

Please list all prior counseling practicum, internship, and supervision experiences including those you are currently enrolled in:

<table>
<thead>
<tr>
<th>University</th>
<th>Course #</th>
<th>where taken</th>
<th>Site</th>
<th>Supervisor</th>
<th>Dates</th>
<th>Clock</th>
<th>Hours</th>
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</table>

My internship/practicum plans (check correct answer)

_____ a) are firmly set
_____ b) are tentative
_____ c) I need help in arranging a site

The above information is correct. I understand that it is my responsibility to arrange for an internship site. I have met with my advisor to discuss my internship plan.

______________________________ Date ________________
Student Signature

______________________________ Date ________________
Advisor Signature

Please return form to the Internship Coordinator
Department of Education and Psychology
Counseling Internship Site-Visit Report

Intern: _______________________________ Date of Site Visit: _________________

University Supervisor: ___________________________ Semester: _______________

Site Visited: ___________________________________________________ Time: __________

On-Site Supervisor: _______________________________________

Comments (Share general comments as a result of the site visit. Include how the intern is doing, strengths, problems, insights):

Signature of University Supervisor: ________________________________

Date: _______________________

NOTE: This report will go into the intern’s file.
Department of Education and Psychology

575/580 PRACTICUM/INTERN SITE EVALUATION
QUESTIONNAIRE

Name: ___________________________ Date Completed Internship/Practicum: _____/_____/_____

Area: School Counseling  Counseling Psychology

1. Agency Name: ____________________________________________________________

Mailing Address: ___________________________________________________________

________________________________________________________________________

Telephone: (_____) ______________________

2. Give a brief description of the agency. (Mission, purpose, population, etc...)

3. What were your duties as an intern at the agency?

4. What did you like best about your internship/practicum experience?

5. What did you like least about your internship/practicum experience?
6. How did this experience prepare you for future work as a counselor?

7. Would you recommend this site to other students? Yes No Explain:

8. How would you rate your internship/practicum site?

   Excellent  Very good  Average  Below average  Poor
   1          2          3          4          5

9. What was the name of your site supervisor? ______________________________________

10. How would you rate your on-site supervision?

    Excellent  Very good  Average  Below average  Poor
    1          2          3          4          5

11. Briefly describe how the on-site supervision aided you during the internship/practicum experience.

12. What, if anything, would you have liked to be done differently at your internship/practicum site?

13. I am willing to have this evaluation on-file for other students to preview as they consider an internship/practicum setting. Yes No
**Department of Education and Psychology**  
**Internship/Practicum Activities Time Log**  

**SUPERVISION FORM**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Univ. Supervisor:</td>
<td></td>
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<tr>
<td>On Site Supervisor:</td>
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<table>
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<tr>
<th>Log #</th>
<th>Semester:</th>
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On this log:  
Cumulative hours this term:  
Direct service hours:  
TOTAL HOURS (Direct and Indirect:)

### Report

**Activities**

<table>
<thead>
<tr>
<th><em>Direct supervision with supervisee</em></th>
<th>Total # Hours This Report</th>
<th>Cumulative # Hrs. This Term</th>
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</thead>
<tbody>
<tr>
<td><em>Crisis intervention</em></td>
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<tr>
<td><em>Indirect supervision with feedback</em></td>
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<tr>
<td>(One-way mirror/tape feedback)</td>
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<tr>
<td><em>Classroom Teaching/Workshops Presented</em></td>
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<tr>
<td><em>Individual Client Counseling</em></td>
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<tr>
<td><em>Consultation on supervision/counseling issues</em></td>
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<tr>
<td><em>Case conceptualization with supervisees</em></td>
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<tr>
<td>Lesson planning &amp; preparation for workshops</td>
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<tr>
<td>In supervision with field supervisor or trainer</td>
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<td>In supervision with university supervisor</td>
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<td>Observations</td>
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<td>Research and resource gathering</td>
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<tr>
<td>Record keeping and/or administrative tasks</td>
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<tr>
<td>Assessment/evaluation preparation</td>
<td></td>
<td></td>
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<tr>
<td>Telephone contacts</td>
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<tr>
<td>Professional workshops/seminars/presentations attended</td>
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<tr>
<td>Other</td>
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**Direct Service Activities**

Additional Comments: ____________________________________________

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University Supervisor Initials: ___________  
Intern Signature: ________________________

Supervisor Signature: _________________
Department of Education and Psychology  
Site Supervisor  

COUNSELING INTERNSHIP/PRACTICUM EVALUATION  

Student ____________________________________________  Semester ___________ 20___  

Agency or School _________________________________________  

Site Supervisor _______________________________________________  

Dates of Supervision: Beginning ___________________________  Ending ___________________________  

Please rate each task from the student's internship plan according to the following:  
Superior  More than Satisfactory  Satisfactory  Needs Improvement  Unsatisfactory  
1  2  3  4  5  

If changes in tasks or involvement have been made during the semester, please explain in the comments section.  
Add additional duties under Part 1-A and rate and/or comment in the appropriate section.  

Part 1. Performance Review  

<table>
<thead>
<tr>
<th>A. Site Assignments/ Duties (from Internship plan)</th>
<th>B. Evaluation Comments</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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Part II. General Appraisal of Performance

Intern's Response:
__ Read and agree
__ Read and accept with reservation
__ Read and disagree
__ Comments attached

_____________________________________________________________________
Intern's Signature Date

_____________________________________________________________________
Site Supervisor's Signature Date

THANK YOU SO MUCH FOR WORKING WITH OUR INTERN