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</table>
I. INTRODUCTION

WELCOME TO SEATTLE UNIVERSITY

The faculty of the Department of Counseling and School Psychology would like to express its most sincere appreciation for your willingness to be an on-site internship supervisor for our students in the Department of Counseling and School Psychology at Seattle University. Your contribution to this endeavor by helping future counselors gain experience is a demonstration of your dedication to your profession. We hope that you find the experience as an internship site supervisor to be rewarding.

The Counseling Programs in the Department of Counseling and School Psychology of the College of Education have been preparing counselors for five decades. During the 1950s and 1960s, the major emphasis was on training candidates for school counseling positions. Beginning in the early 1970s, a significant number of students opted for agency counseling and others chose the college and community college programs. In 1987 the graduate program in rehabilitation counseling became part of the other counseling programs. To date, over six hundred students have completed these programs. In 2011, we earned accreditation from the Council for Accreditation of Counseling and Related Programs (CACREP) in community counseling and school counseling. The School Counseling Program qualifies students for the Educational Staff Associate (ESA) Certification in K-12 settings, public and private. The Community Counseling Program prepares students for work in various community settings, such as youth service agencies, mental health centers, psychiatric hospitals, and correctional facilities.

This internship handbook, in conjunction with the internship syllabus, is designed to provide internship site supervisors with knowledge of the program’s expectations, requirements, and evaluation procedures for students. With what we believe to be a strong academic curriculum and 40 years of experience working with schools and agencies to prepare counselors, we feel that with your involvement, we will meet our mission: As a premier program in the Pacific Northwest, the mission of the Seattle University graduate counseling program is to prepare diverse, ethical, reflective, clinically skilled, and multiculturally competent counselors to become leaders and advocates who confront injustice and provide quality service in diverse communities.
II. GENERAL INFORMATION

A. COURSE DESCRIPTIONS

COUN 555-556-557 School Counseling Internship and Graduate Project I, II, III: 4 credits each
A three-quarter course to practice and integrate counseling activities in a school setting and an in-depth study on a particular school-related issue.

COUN 565-566-567 Community Counseling Internship and Graduate Project I, II, III: 4 credits each
A three-quarter course to practice and integrate counseling activities in a community counseling setting and an in-depth study on a particular clinical issue.

B. GENERAL OBJECTIVES

The internship provides counseling students an opportunity to further develop counseling skills they successfully mastered in practicum. The internship is an opportunity for the counseling student to continue with the development of putting their skills into practice in a real-life situation with available on-site supervision. Students who enter into internship have demonstrated they possess the academic, personal, and clinical competence to excel in the internship. Through a combination of site supervision and faculty supervision students will refine their counseling skills. It is important that students have experience with diverse populations and it is incumbent on the internship site supervisor to provide the counseling student with opportunities to work with diverse populations.

C. SEATTLE UNIVERSITY CONTACT INFORMATION

For general questions and information regarding internship, please contact the Field Placement Liaison Annette Rembold at rembolda@seattleu.edu.

For specific questions or concerns regarding internship and the internship student, please contact the university faculty member assigned to the internship class. Contact information is below:

<table>
<thead>
<tr>
<th>School Counseling Faculty</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manivong J. Ratts, Ph.D.</td>
<td>206-296-2843</td>
<td><a href="mailto:vong@seattleu.edu">vong@seattleu.edu</a></td>
</tr>
<tr>
<td>Mary Graham, Ph.D.</td>
<td>206-296-5750</td>
<td><a href="mailto:grahamm@seattleu.edu">grahamm@seattleu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Counseling Faculty</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie Leibsohn, Ph.D.</td>
<td>206-296-5766</td>
<td><a href="mailto:leibsohn@seattleu.edu">leibsohn@seattleu.edu</a></td>
</tr>
<tr>
<td>Bill O’Connell, Ed.D.</td>
<td>206-296-5753</td>
<td><a href="mailto:oconnelw@seattleu.edu">oconnelw@seattleu.edu</a></td>
</tr>
<tr>
<td>Kristi Lee, Ph.D.</td>
<td>206-296-5751</td>
<td><a href="mailto:leekrist@seattleu.edu">leekrist@seattleu.edu</a></td>
</tr>
</tbody>
</table>
III. PLACEMENT

A. RESPONSIBILITIES OF THE CLINICAL COORDINATOR

Both the School Counseling and Community Counseling Program Directors serve as the Clinical Coordinators of their respective programs. The Clinical Coordinators oversee all aspects of the clinical field experience, including the placement process. The responsibilities of the Clinical Coordinator are:

- Coordinate the Practicum and Internship Orientation meetings;
- Oversee and collect practicum and internship paperwork (e.g., contracts and site supervisor resumes);
- Approves practicum and internship placements;
- Respond to student concerns regarding practicum and internship placements;
- Respond to student concerns regarding practicum and internship when the student is on site;
- Serve as the primary liaison between the university and practicum and internship sites

For questions and information regarding these topics, contact the Clinical Coordinator for your program: Jackie Leibsohn at (206) 296-5766 or leibsohn@seattleu.edu for Community Counseling, and Vong Ratts at (206) 296-2843 or vong@seattleu.edu for School Counseling.

B. RESPONSIBILITIES OF THE FIELD PLACEMENT LIAISON

The Field Placement Liaison reports directly to the Clinical Coordinators (See Clinical Coordinator and Field Placement Coordinator Reporting Structure below). The sole responsibility of the Field Placement Liaison is:

- Assist students in finding appropriate placements;
- Identify future placement options for students;
- Respond to field placement questions;
- Assist the Clinical Coordinator with Practicum and Internship Placement Orientations

For questions and information regarding these topics, contact the Field Placement Liaison Annette Rembold at rembolda@seattleu.edu.

Once a student has secured a placement practicum and internship questions or concerns should be directed to the Clinical Coordinator. The Field Placement Liaison does not approve practicum or internship placements.

Clinical Coordinator and Field Placement Liaison Reporting Structure

Clinical Coordinator - School Counseling Program Director

Clinical Coordinator - Community Counseling Program Director

Field Placement Liaison
C. PRACTICUM AND INTERNSHIP PLACEMENT PROCESS

STEP 1:
Attend the Practicum and Internship Placement Information Session

STEP 2:
Submit Practicum and Internship Paperwork to Clinical Coordinator (School Counseling Program Director)

STEP 2:
Submit Practicum and Internship Paperwork to Clinical Coordinator (Community Counseling Program Director)

STEP 3:
School Counseling Program Director reviews practicum and internship paperwork to approve placement

STEP 3:
Community Counseling Program Director reviews practicum and internship paperwork to approve field placement

STEP 4:
School Counseling Program Director contacts student regarding approval of placement

STEP 4:
Community Counseling Program Director contacts student regarding approval of placement
**Step 1:** Students are required to attend the Practicum and Internship Placement Orientation meeting to learn about the placement process. There is a separate orientation for school counseling and community counseling students. Students are required to attend the orientation a year prior to beginning the field experience. Information regarding the dates and times of the orientation will be emailed to students. The orientation is coordinated by the Clinical Coordinators (i.e., School Counseling and Community Counseling Program Directors). The Field Placement Liaison will also be present at the orientation meeting to help explain the placement process to students.

**Step 2:** Students seek out placement opportunities either individually or with the assistance of the Field Placement Liaison. The Field Placement Liaison will help students identify appropriate placements that meet the requirements of the Council for Accreditation of Counseling and Related Educational Programs (CACREP). School counseling students are required to work with the Field Placement Liaison if they intend to be placed in districts that require the Field Placement Liaison to communicate with the district. Students who are working individually, and have identified an appropriate placement, should communicate the practicum and internship requirements to the site supervisor.

**Step 3:** Once a practicum or internship placement has been determined students need to have all forms filled out for the placement. For school counseling students seeking a practicum this includes: Forms #2, #10 and the site supervisor resume. School counseling students seeking a internship this includes: Forms #4, #10, and the site supervisor resume. For community counseling students seeking a practicum this includes: Forms #3, #10 and the site supervisor resume. Community Counseling students seeking a internship this includes: Forms #5, #10, and the site supervisor resume. All forms can be obtained on the program website at: [http://www.seattleu.edu/coe/counseling](http://www.seattleu.edu/coe/counseling) > Current Students > Practicum and Internship. All forms must be submitted to the Counseling Department Office by 4pm on Friday of Finals Week, prior to the beginning of practicum or internship. Incomplete or late forms will not be accepted. The Clinical Coordinator of each program track will review all required forms to determine appropriateness of the placement before approval is granted. Students are strongly encouraged to submit their paperwork as early as possible to the Clinical Coordinators in case a placement is not approved so they may have time to find other placement options. Late forms can delay a student’s field placement up to a year.

**Step 4:** The Clinical Coordinator of the School Counseling Program and the Community Counseling Program will notify students through email regarding the approval or denial of practicum and internship placements. Placements that have not been approved will require the student to work with the Clinical Coordinator to find appropriate placements.
IV. PROGRAM EXPECTATIONS

A. PRE-INTERNSHIP INFORMATION

1. Each internship student’s progress is evaluated prior to the start of a internship using the Personal and Professional Competencies, a review of their overall grades, and upon successful completion of the practicum.

2. School Counseling students must have cleared fingerprints in the Washington State Patrol and FBI database prior to practicum (COUN 554).

3. All counseling students will have attended a practicum/internship orientation prior to staring the internship.

B. DOCUMENTS

Counseling students, the Clinical Coordinator, and site supervisors for internship must sign, signifying agreement, a respective agreement. Counseling students must sign a risk acknowledgement and release form. All clients or students of internship must sign the respective “Disclosure of Information and Client Consent” form. The forms can read and downloaded at www.seattleu.edu/coe/counseling > Current Students > Practicum and Internship. All Internship Site Supervisors must complete the “Supervisor Information” form. Agreements and consent forms are required as follows:

<table>
<thead>
<tr>
<th>Form</th>
<th>Due</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclosure of Information and Consent to Participate (client release) (#8/#9)</td>
<td>Prior to recording</td>
<td>University Instructor</td>
</tr>
<tr>
<td>Risk Release (#10)</td>
<td>Must accompany all internship agreement</td>
<td>Clinical Coordinator</td>
</tr>
<tr>
<td>Internship Agreements (#4/#5)</td>
<td>The last day of the quarter preceding the respective internship.</td>
<td>Clinical Coordinator</td>
</tr>
</tbody>
</table>

Department of Counseling and School Psychology
Seattle University
901 12th Avenue
PO Box 222000
Seattle, WA 98122-1090
Phone: (206) 296-5750; Fax: (206) 296-1892
C. SITE SUPERVISOR EXPECTATIONS

Internship site supervisors are expected to orient the student counselor to the counseling profession well as that of the administration and counseling staff, including emphasis on counseling policies, ethical guidelines, multicultural issues, and any other pertinent information that an emerging student counselor needs to know. Emergency procedures for dealing with potentially suicidal or homicidal clients and for reporting suspected abuse or neglect are expected to be part of this orientation. In addition, internship site supervisors are expected to provide the following:

1. Provide student counselors with a case load of 15-20 clients
2. Access to a confidential office equipped with necessary technology needed to provide quality counseling services
3. Assistance with helping the counseling student develop relationships with staff and administrators
4. Provide the counseling student opportunities to engage in a variety of professional activities expected of counselors on the site
5. School Counseling: Assistance with helping the counseling student observe and participate in classroom guidance plans
6. Support with developing individual and/or group counseling skills
7. Inviting the counseling student to attend and participate in meetings
8. Support of the student counselor in their development as a professional
9. Provide the student counselor with supervision as needed
10. Assist the student counselor in developing ethical and reflective decision making skills
11. Provide the student counselor opportunities to work with diverse populations.
12. Provide a minimum of one hour per week of individual supervision. These individual supervision sessions include, but are not limited to the following:
   - Consultation on a client or family
   - Review of counseling student’s video recorded counseling session
   - Addressing questions from the student counselor
   - Development of professional identity
   - Other related issues that arise during internship

D. ETHICAL STANDARDS

All counseling students are expected to adhere to the ethical standards of the counseling profession. The American Counseling Association’s (ACA) Ethical Codes and/or the American School Counselor Association’s (ASCA) Ethical Standards for School Counselors should be used as guidelines when providing supervision of the internship student.
E. SITE SUPERVISOR QUALIFICATIONS

Community Counseling site supervisors must hold a master’s degree in counseling and have at least three years of post-Master’s experience working as a counselor comparable to that in which the internship will occur. It is desirable for supervisors to be licensed as Mental Health Counselors, Marriage and Family Therapists or Clinical Psychologists. School Counseling site supervisors are required to hold a master’s degree in school counseling and be an ESA Certified School Counselor with three years of post-Master’s experience working as a school counselor. All site supervisors are asked to complete the “Supervisor Information” form and return it along with a copy of the site supervisor’s resume/vitae to the Counseling Clinical Coordinator at the same time the agreement is signed.

F. RELATIONSHIP WITH THE COUNSELING FACULTY

The counseling faculty seeks a collaborative relationship with each site supervisor toward the mutual goal of providing the highest quality learning experience possible for the student counselor. During each internship quarter, a faculty member will meet with the student and the site supervisor on site to reviewing the student's progress and experience. If at any time the site supervisor has any questions or concerns about the student counselor or any aspect of the process or procedures, the internship site supervisor is encouraged to call the students' internship instructor or the Clinical Coordinator. During each quarter of internship there may be a different faculty member supervising the on-campus internship. It is the intention of the faculty to provide the greatest amount of depth, breadth, and diversity in faculty supervision.
V. REQUIREMENTS

A. START OF INTERNSHIP

The internship begins on the first day of classes during the quarter the student enrolls. Exceptions must be documented on the respective internship agreements. Practicum precedes internship; internship continues for three successive quarters, ending the final day of the third successive quarter.

B. INTERNSHIP HOURS

The program requires students to complete a supervised internship of 600 clock hours that is begun after successful completion of the student’s practicum (as defined in Standard III.G). The internship provides an opportunity for the student to perform, under supervision, a variety of counseling activities that a professional counselor is expected to perform. The student’s internship includes all of the following:

1. 240 hours of direct service with clients appropriate to the program of study;
2. weekly interaction with an average of one (1) hour per week of individual and/or triadic supervision, throughout the internship, (usually performed by the on-site supervisor;)
3. an average of one and one half (1 ½) hours per week of group supervision provided on a regular schedule throughout the internship, usually performed by a program faculty member;
4. the opportunity for the student to become familiar with a variety of professional activities in addition to direct service (e.g., record keeping, supervision, information and referral, in-service and staff meetings);
5. the opportunity for the student to develop program-appropriate video recordings of the student’s interactions with clients for use in supervision;
6. the opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, technologies, print and non-print media, professional literature, and research; and
7. a formal evaluation of the student’s performance during the internship by a program faculty member in consultation with the site supervisor.

C. VIDEO RECORDING

The counseling faculty requires that students video record counseling sessions. Such recording allows the internship student, site supervisor, and the university supervisor to effectively evaluate the quality of the student’s counseling skills and give appropriate feedback. Permission for recording and sharing must be obtained from the client, using the “Disclosure of Information and Client Consent” form. Requirements for recording vary. Parental permission may be required. Consent forms are available in Spanish.
D. INTERNSHIP POLICIES

1. Internship is graded Credit (CR) or fail (F). The student, university supervisor, and the site supervisor complete student evaluations for internship.

2. If a student is dismissed by the internship site supervisor or staff, such action can be grounds for dismissal from the counseling program. The Seattle University Fair Practices Policy (Part III) dictates the process to follow regarding the dismissal of a student in a program.

3. Supervision between fall and winter (3 weeks), winter and spring (1 week), and spring and summer (1 week) will be done on an on-call basis. A designated faculty member will be available for consultation. Internship logs must be kept during this 6-week interim.

4. Internship placements must be at a site in the greater Seattle area.

E. FIELD-BASED GROUP COUNSELING

All intern students take part in a group counseling class during their internship. The group should be based on the internship site. The group may be ongoing throughout, or at various intervals, during the internship. Community counseling students will take the course in either fall or spring quarters, school counseling students winter only. Students will need to plan for a minimum of 7 group meetings with a minimum of 6 group members, meeting specific group requirements, and will need one hour of supervision per week for the ten week term.
VI. EVALUATION PROCEDURES

A. INTERNSHIP SYLLABUS AND INTERNSHIP EVALUATION AGREEMENT

The internship syllabus and Internship Assessment form delineates the course expectations, assignments, and evaluation procedures for students. In addition, students’ clinical counseling skills are assessed using the “Clinical Competencies” below:

<table>
<thead>
<tr>
<th>Competency</th>
<th>F (Fail) 0 pts per item</th>
<th>CR (Credit) 1 pt per item</th>
<th>CR (Credit) 2 pts per item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Keeps the focus on the student</td>
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<tr>
<td>2. Uses a wide range of counseling responses and interventions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Adapts responses and interventions to specific populations</td>
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<td></td>
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</tr>
<tr>
<td>4. Works independently with less supervision</td>
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<td></td>
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<td>5. Utilizes and coordinates community and agency resources</td>
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<tr>
<td>6. Articulates how theory and practice relate</td>
<td></td>
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<tr>
<td>7. Knows the rationale for implementing specific interventions</td>
<td></td>
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<tr>
<td>8. Articulates and provides the rationale for an academic, career, personal plan</td>
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<tr>
<td>9. Implements feedback</td>
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<tr>
<td>10. Gives accurate feedback</td>
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<td></td>
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<tr>
<td>11. Establishes an appropriate professional relationship</td>
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</table>

**Depending on the quality of counseling skills demonstrated, the instructor may require the counseling intern to submit additional videos.
## Advocacy Competencies

<table>
<thead>
<tr>
<th>Student Level</th>
<th>School/Community Level</th>
<th>Public Arena Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Empowerment</td>
<td>School/Community Collaboration</td>
<td>Public Information</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Unsatisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Satisfactory</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Exceptional</td>
<td>Exceptional</td>
<td>Exceptional</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Notes:**

<table>
<thead>
<tr>
<th>Student Advocacy</th>
<th>Systems Advocacy</th>
<th>Social/Political Advocacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Unsatisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Satisfactory</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Exceptional</td>
<td>Exceptional</td>
<td>Exceptional</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Notes:**

*Unsatisfactory* – Not able to perform competently at a consistent level.
*Satisfactory* – Able to perform competently at a consistent level.
*Exceptional* – Able to perform competently at a consistently high level.
*Not Applicable* - Client’s presenting concern does not require for advocacy within a specific domain.

**Depending on the quality of counseling skills demonstrated, instructor might require the counseling intern to submit additional tapes.**

### VII. LIABILITY INSURANCE

All enrolled students in the field experience (practicum and internship) have liability insurance through Seattle University for up to $1,000,000.00. However, students are strongly encouraged to obtain additional liability insurance through student memberships in such organizations as the American Counseling Association (ACA) and the American School Counselors Association (ASCA).