

**Austin Peay State University**  
**Department of Psychological Sciences and Counseling**  
**COUN 5730: Internship in Mental Health Counseling**

**Term:** Fall 2024

**Credit Hours:** 3 hours

**Meeting Time:** Section 88 (4:30-6:00pm)

**Room #:** CL 343

**Instructor:** Jessica Fripp, PhD, NCC  
Telephone: (931) 221-7238  
Email Address: [frippj@apsu.edu](mailto:frippj@apsu.edu)  
Office Hours: M & W: 2-3:30pm; Tues: 2-4pm

**Prerequisite:** COUN 5080, COUN 5170, COUN 5200, COUN 5410, COUN 5420, COUN 5440, COUN 6010 with a grade of "B" or better, and permission of clinical coordinator.

**Required Readings:**

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (DSM-5). Washington, DC: Author.

American Counseling Association. (ACA). (2014). *ACA code of ethics*. Alexandria, VA: Author.

Association for Multicultural Counseling and Development (AMCD). (2015). *Multicultural and social justice counseling competencies*. Alexandria, VA: Author.

Association for Specialists in Group Work (ASGW). (2007). *ASGW best practice guidelines, 2007 revisions*. Hampton, NH: Author.

See also the supplemental Internet resources available on the companion D2L website.

**Important Tutorial(s):**

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

**Course Description:**

The Internship in Mental Health Counseling is a comprehensive field experience for students in the Mental Health Counseling concentration. Students will spend at least **600 clock hours** in a mental health agency; of these hours, at least **240 will be in direct contact** with clients. The remaining hours will be spent in consultation with peers and the site supervisor, attendance at staffings, case conferences, or profession education workshops, documentation, research activities and other related activities.

## Counseling Program Course Policies

### CoBHS Diversity Statement:

The College of Behavioral and Health Sciences values human diversity in all its richly complex and multi-faceted forms. Elements of diversity may be expressed through race and ethnicity, culture, political and social views, religious and spiritual beliefs, language and geographic characteristics, gender, gender identities and sexual orientations, learning and physical abilities, age, and social or economic classes. Every student will be treated fairly and with respect. Students will be valued and encouraged to share their unique perspectives as an individual, not as a representative of any group. We strive to provide course curriculum that respects diversity of thought, background, and experience within materials and student activities. These values are consistent with the mission of the [Office of Institutional Culture](#).

### Divisive Concepts Statement:

APSU is committed to the free and full exchange of ideas and perspectives that is central to the educational enterprise. We are also committed to encouraging students—and all people—to be exposed to, and think critically about, sensitive topics and issues. This is an essential element of higher education and necessary to better prepare students for community participation and robust civic engagement. Curricular materials on concepts including but not limited to racism, sexism, and classism may be presented and discussed in this class; while students are expected to master course content, it is not expected that students endorse or subscribe to any theory or viewpoint.

### Students with Disabilities:

The M.S. in Counseling program is committed to the principle of universal learning. This means our classrooms, virtual spaces, practices, and interactions will be as inclusive as possible. Any student with particular needs, including a disability that may affect their academic performance, is encouraged to make an appointment with me to discuss this matter, or you may contact the Student Disability Resource Center: (phone #: 221-6230; email: [sdrc@apsu.edu](mailto:sdrc@apsu.edu); website: <https://www.apsu.edu/disability/>)

### Other Campus Resources:

Resource	Website
Adult, Nontraditional & Transfer Student Center	<a href="https://www.apsu.edu/student-life/ants/antsresources.php">https://www.apsu.edu/student-life/ants/antsresources.php</a>
S.O.S. Food Pantry	<a href="https://www.apsu.edu/volunteer/sos-food-pantry/index.php">https://www.apsu.edu/volunteer/sos-food-pantry/index.php</a>
Health & Counseling Services	<a href="https://www.apsu.edu/health-and-counseling/">https://www.apsu.edu/health-and-counseling/</a>

### Counseling Services

The [APSU Health and Counseling Center](#) provides therapeutic services to currently enrolled undergraduate and graduate students on a no-fee basis. Counseling Services include crisis intervention, individual and couples counseling, group counseling on specific topics (e.g., assertiveness training, self-esteem, stress management, relationships, grief), drug and alcohol counseling, outreach programs, referral, and consultation. (phone: 931-221-6162; email: [counselingservices@apsu.edu](mailto:counselingservices@apsu.edu))

### **Academic and Classroom Misconduct:**

Students are expected to conduct themselves appropriately at all times. Academic and classroom misconduct will not be tolerated. Students must read the “Code of Conduct” in the new *Student Handbook* to understand what will be expected of them within the academic setting. [APSU Policy 3:005 Student Academic and Classroom Misconduct](#) will be followed in reporting any suspected cases of academic misconduct.

### **Writing Quality, Academic Honesty, and Plagiarism:**

All written work must meet the academic standards of graduate students using APA 7th edition formatting. If you feel you need assistance with your writing, contact the Writing Center in Woodward Library for in-person or virtual appointments (phone #: 221-6559; email [writinglab@apsu.edu](mailto:writinglab@apsu.edu); schedule an appointment at [apsu.mywconline.com](http://apsu.mywconline.com))

You must adhere to the academic honesty policy described in the APSU Code of Student Conduct. Plagiarism is defined as the adoption or reproduction of ideas, words, statements, images, or works of another person as one’s own without proper attribution and includes, but is not limited to, the following activities:

1. When material is taken from a source without proper citation. Whenever material is directly quoted, it must appear in quotation marks and be cited appropriately. Materials taken from a source (but not directly quoted) must also be cited appropriately. (See the APA 7<sup>th</sup> edition formatting guide for more specific guidance).
2. Having another individual write your assignment and presenting as your own.
3. Self-plagiarism is defined as plagiarism in which the writer republishes a work in its entirety or reuses portions of a previously written text while authoring a new work.
4. Sharing work. Students are expected to refrain from sharing (or selling) completed assignments, which may negatively influence the academic honesty of other students at APSU or other universities.
5. Use of AI resources such as ChatGPT to complete assignments. Choose to use it as a supplement rather than a replacement for your work.
6. Use of AI tools to modify content or evade plagiarism detection.
7. Failure to acknowledge the use of AI in submitted work. (Please refer to the *Counseling Program Handbook* for more information about ethical and responsible use of AI).

If you are in doubt regarding any aspect of this policy, please ask for further clarification. Students found in violation of academic honesty may be subject to additional disciplinary action in accordance with university policy.

Students agree that by taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely to detect plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

Material will be considered to include plagiarism if it returns >25% similarity. However, each case will be evaluated independently. For example, even in cases of lower percentages of similarity, if the matching text is one continuous block of borrowed material, it will be considered plagiarized text of significant concern. On the other hand, text similarity due to the usage of common terminologies and method-related details in the “Methodology” part of a manuscript should not raise serious ethical concerns.

**Policy on Minors:**

Minors (any non-student under the age of 18) accompanying staff, faculty, students, or visitors on campus are not permitted in the classroom. However, affiliated minors may utilize classrooms designated for use by a program approved by the university in which they are a participant.

**Service Animals in the Classroom:**

Consult [Policy 3:007 Animals on Campus](#) for appropriate situations allowing service animals in the classroom.

**Minimal Technology Requirements**

**Hardware:** We prefer that you do not solely rely on mobile devices like tablets and smartphones to complete coursework. To be safe, you should avoid using mobile devices for high-stakes course activities like quizzes, exams, and papers, even though D2L is available through mobile browsers. If you choose to engage in synchronous online meetings via Zoom, you will need access to a camera, speakers, and microphone on a device capable of accessing Zoom.

**Web Browser:** Online course content is delivered through the D2L learning management system, which is accessible through any web browser; however, Distance Education recommends the most up-to-date versions of Google Chrome or Apple Safari. Please use the [D2L System Check](#) to ensure your web browser is configured correctly.

**Software:** For course assignments, you will need software like Microsoft Office for word processing, spreadsheets, and presentations. Currently, enrolled APSU students receive free access to Microsoft Office 365 and can install it on up to 5 compatible PCs or Macs. Additional information is available through the [GOVSTECH Website](#). Contact GOVSTECH at [govstech@apsu.edu](mailto:govstech@apsu.edu) with questions.

You can find more information about technology for digital learning through the [Office of Distance Education](#). You can find more information about technology resources available for students through the [Office of Informational Technology](#).

**Confidentiality:**

Like other courses in the Counseling Program, this course requires that learners maintain absolute confidentiality regarding all personal information related to classmates and clients. The information we discuss in class is not to be discussed outside of our class, only as it pertains to helping a classmate or client. Any breach of confidentiality or respect will be considered a serious ethical and professional violation and result in immediate dismissal from the program. Confidentiality will be followed as outlined in the current ACA Code of Ethics.

**Email Policy:**

Students must remember that faculty are not available 24 hours a day, seven days a week. Wellness and appropriate boundaries are essential values for all counselors and counselor educators. The course instructor will respond to all inquiries, questions, and other electronic correspondence in a timely, but not necessarily immediate, manner. Most electronic communications will be answered within 48 hours (Monday-Friday).

**Requesting Assistance:**

**Communicate** as needed with your instructor. Reach out EARLY if you need assistance and ask questions as they arise. Be sure to express your needs and concerns before the course is almost over. If you wish to meet regarding a grade from an assignment, please wait 24 hours after receiving a graded assignment to make an appointment with the instructor to further reflect on your concerns. Before this meeting, type out a

document detailing what elements of your work merit discussion. Additionally, all correspondence to the instructor should be professional in tone and nature. Please review the following website for email tips: <https://sparkmailapp.com/how-to-email-professor-template>.

### **Student Complaints and Appeals Procedure:**

Please follow the Student Grievance Policy as outlined in the *Counseling Program Handbook*. Additionally, APSU has a variety of policies and procedures for students to file a complaint, appeal, or grievance. Please visit this [webpage](#) for more information.

### **Changes to Course Syllabus**

The instructor reserves the right to make modifications to this syllabus. Any changes to the syllabus will be clearly communicated to students.

## **Assignment Related Policies**

### **Relax, Relate, & Release Policy**

\*NOTE: may not be applicable for an accelerated course

Students can utilize the “Relax, Relate, & Release Policy” to miss one class without penalty. Exceptions to this policy include scheduled presentations. Students are still responsible for assignments due and the material covered. Students utilizing this option must notify the professor before the missed class. Click here for more wellness information:

<https://www.eboniesintheivory.com/news-notes/2020/4/7/relax-relate-release-a-wellness-guide-during-uncertain-times>

### **Late Assignments**

Late assignments will have a **10% per day** point deduction unless the student elects to take advantage of the LIFE HAPPENS policy (for applicable assignments).

### **Life Happens Policy**

Students can submit one late assignment without penalty (up to three days) if needed. This policy does not apply to presentations or assignments due on the final day of class. Students must explicitly state that they are utilizing this option upon submission.

**Be sure to include the grading timeline statement in your syllabus as well. We do not have a set standard for the program, but we anticipate this will be a reasonable amount of time for students to receive and respond to feedback.**

### **CACREP Curriculum Topics Addressed in this Course:**

The Counselor Education Program addresses common core curriculum standards that have been established by the Council for Accreditation of Counseling and Related Educational Programs (CACREP, 2024). The list below contains core areas that this course specifically addresses:

1. Understand etiology, nomenclature, diagnosis, treatment, referral, and prevention of mental, behavioral, and neurodevelopmental disorders (5.C.1)
2. Apply mental health service delivery modalities and networks within the continuum of care, such as primary care, outpatient, partial treatment, inpatient, integrated behavioral healthcare and aftercare (5.C.2)

3. Understand legislation, government policy, and regulatory processes relevant to clinical mental health counseling (5.C.3)
4. Demonstrate competency in the facilitation of intake interviews, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management (5.C.4)
5. Apply techniques and interventions for prevention and treatment of a broad range of mental health issues (5.C.5)
6. Discuss strategies for interfacing with the legal system regarding court-referred clients (5.C.6)
7. Implement strategies for interfacing with integrated behavioral healthcare professionals (5.C.7)
8. Implement strategies to advocate for people with mental, behavioral, and neurodevelopmental conditions (5.C.8)
9. Understand the process of third-party reimbursement and other practice and management issues in clinical mental health counseling (5.C.9)
10. Application of technology related to counseling (3.E.5)
11. Use of culturally sustaining and developmentally appropriate assessment for diagnostic and intervention planning purposes (3.G.7)
12. Develop case conceptualization skills using a variety of models and approaches (3.E.3)
13. Understand counselors' roles and responsibilities as members of interdisciplinary teams including a) collaboration and consultation, b) community outreach, and c) emergency response management (3.A.3)

#### **Course Objectives - Knowledge & Skill Outcomes:**

By the end of the semester students will be able to:

1. Select appropriate individual, family, and group strategies to use with diverse populations
2. Demonstrate knowledge of societal concerns including stress, personal abuse, substance abuse, and discrimination, as well as methods of alleviating these concerns
3. Apply counseling theories and techniques appropriate to specific population
4. Identify the merits and limitations of individual and/or group counseling procedures in given circumstances
5. Demonstrate competency in a variety of counseling skills and intervention techniques
6. Demonstrate use of counselor or consultant behaviors that influence the helping process such as age, gender, ethnic differences, verbal and nonverbal behavior and personal characteristics, orientation, and skills
7. Demonstrate competency in case management procedures, including appropriate record keeping
8. Demonstrate knowledge of the research literature in counseling
9. Demonstrate skill in assessment of their own personal attitudes, characteristics, beliefs and behaviors that affect the counseling process
10. Participate in professional activities designed to enhance their personal development
11. Show competency in group counseling methods including group counselor orientation and behaviors, ethical considerations, appropriate selection criteria and methods of evaluation of effectiveness
12. Use a variety of group approaches, including task groups, prevention groups, support groups, and therapy groups
13. Use career development theories and decision-making theories
14. Recognize the interrelationships among work, family, and other life roles and factors including multicultural and gender issues, related to career development
15. Demonstrate knowledge and competency in using appraisal methods including environmental assessment, performance assessment, individual and group tests, behavioral observation and computer managed and assisted methods
16. Evaluate their own counseling effectiveness

17. Demonstrate knowledge of laws and legal mandates
18. Demonstrate knowledge of the legal rights of clients and students
19. Know the legal and ethical considerations in individual counseling, group counseling, career counseling, appraisal, and consultation
20. Demonstrate knowledge of models and methods of diagnosis as defined in the DSM
21. Demonstrate competence in using various treatment modalities with mentally and emotionally impaired clients
22. Demonstrate knowledge of commonly prescribed medications, including effects and side effects
23. Demonstrate competency in conducting intake interviews and mental status exams
24. Demonstrate competency in the development of treatment plans
25. Demonstrate knowledge of situations and strategies for using consultation with colleagues and supervisors
26. Demonstrate knowledge of strategies and procedures of crisis intervention, such as suicidal ideation and child or domestic abuse

### **Course Assignments, Expectations and Grading Procedures:**

**1. *Site Supervisor Mid-semester and Final Evaluation of Counseling Intern: (40 Points): Midterm Evaluation due October 15<sup>th</sup>, Final Evaluation due December 3<sup>rd</sup>***

Halfway and near the end of the semester the site supervisor will complete a "Site Supervisor Summative Evaluation of Counseling Intern Form" for their respective supervisee. This evaluation will count toward the candidate's final grade in this course. Forms are in the clinical experience handbook for you to provide to your site supervisor. It is your responsibility to produce this document to your supervisor and ensure it is submitted to the course instructor by the stated deadline. This evaluation will be part of your internship grade and folder. If scores on the midterm evaluation form fall below 80%, students are required to collaborate with the instructor to develop a recommended plan of action to improve scores and overall performance. Should no improvement in performance be reached (evidenced by increased scores on final evaluation), this may result in remediation, failure of the course, or potential dismissal from the program. The recommended course of action is at the discretion of program faculty.

**2. *Faculty Internship Evaluation Form: (25 Points)***

Near the end of the semester the university supervisor will complete a "Faculty Internship Evaluation Form" for their respective supervisee. This evaluation will count toward the candidate's final grade in this course. Scores that fall below 80% can result in a remediation plan and possible failure of the course. Students who fail the course must repeat the clinical experience. Your continued enrollment in the program will be reviewed by program faculty.

In addition to your progress with your internship work, your professionalism, attendance, and participation will be considered.

**3. *Professional Development Paper: (15 Points): Due November 12<sup>th</sup>***

This assignment will help you outline an achievable action plan toward your career goals as a rising professional counselor. This paper should provide insight into how you plan to reach your career aspirations, including but not limited to the required examinations, certifications, specialty/trainings, ongoing educational pursuits and identification of a supervisor for licensure. Please be sure to address the following:

1. Re-introduce your theoretical form of practice, including the counseling services/specialty you will provide (if you plan to pursue a terminal degree, you may describe your plan towards your

- doctorate and include your pursuit toward licensure in that respective discipline) as well as population you desire to serve.
2. Describe how your experiences in the classroom and in practicum/internship inform your ability to work with these populations. Identify continued areas of growth to become more proficient with your selected community and how you will improve in these growth areas.
  3. List trainings/professional development you desire to engage in to prepare you as a counseling practitioner and why this is an appropriate choice(s). List and describe how these trainings will help support your overall counseling goals.
  4. What actionable steps must you take to pursue licensure? Indicate what examination(s) you plan to take for your respective state with proposed dates, describe your process toward seeking an employer (what are you looking for in an agency?) and seeking a clinical supervisor (if you plan to pursue a terminal degree, you may describe the steps you must take to acquire the appropriate licensure in your respective discipline). Who will be your contact(s) for professional references? Please consider the financial implications of your chosen path and how you are thinking through funding your professional endeavors.

The goal of this paper is to orient yourself toward the next step of your career and challenge you to formally outline a 3-year professional plan. There is no specific structure; this paper serves you on the next identified path.

Your paper should adhere to all APA guidelines and should be 3-5 pages maximum (excluding cover page and references). Please include at least three citations to support your professional goals.

- 4. *Counseling Internship Candidate Case Presentations: (20 Points): Due on date chosen by student***  
Each candidate is responsible for one case presentation during the semester. Candidates may not provide a case presentation related to a client upon whom they have previously presented in practicum, internship, or any other university course or they shall be in violation of the Clinical Mental Health Counseling Student Handbook and Policies and Procedures Manual and may receive a failing grade in the course and/or be dismissed from the program. Each case presentation needs to be regarding a different client.

The specific dates for these presentations will be determined early in the semester. Students are responsible for switching presentation dates if they are unprepared to present on their scheduled presentation dates.

All presentations must include the following:

- a. a typewritten case summary (**please email a copy to the instructor and submit assignment in D2L dropbox prior to the class in which you are presenting**);
- b. an oral presentation;
- c. a recorded counseling session (only if necessary to consultation);
  - a. Candidates must provide the instructor with an original, signed copy of the "Consent for Videotaping of Counseling Session" form pertaining to the session being presented. Videotapes will not be viewed unless this form is provided to the instructor on the day of the tape review.

Case presentations represent a learning experience concerning how to constructively discuss clients with your colleagues. Thus, the case presentations will require students to express their viewpoints of the counseling sessions. Please note that these case summaries are not to be included in the client's official record at the agency at which the candidate is completing their field experience.



Feedback regarding the case presentations and videotaped sessions will be provided by the instructor and/or peers in the class as part of the presentation.

Typed case summaries must be 8-10 pages (point deductions apply to short or long papers) and must include each of the following sections (headings and page numbers are mandatory). These sections should be written as narratives, not bulleted sections:

- a.) **General Information:** Include counseling intern candidate's name, client's initials or fake name, date of report, and the session number represented by the tape (not including the intake session).
- b.) **Client Description:** Include gender, age, and presenting problem(s) as provided by client.
- c.) **Developmental Profile:** Include the following:
  - i. History (Family, social, educational, vocational, legal, etc.)
  - ii. Relationships (Parents, siblings, peers, authority figures, significant others, etc.)
  - iii. Significant events, traumas, history of abuse, domestic violence, etc.
  - iv. Client resources (Support network, financial, employment, community, etc.)
  - v. Client Strengths (Please be detailed in this section)
- d.) **Client:** Include the following:
  - i. Client motivation, goals, and expectations for counseling.
  - ii. Community and social resources to which client may benefit from being referred.
  - iii. Cultural diversity issues (e.g., age, culture, disability, ethnicity, race, religion/ spirituality, gender, gender identity, sexual orientation, marital status/partnership, language preference, immigration status, socioeconomic status, etc.) potentially involved in client's presenting issues and/or potentially impacting your work with the client.
  - iv. Detailed description of previous counseling (outpatient, inpatient, etc.) received by client in his or her lifetime.
  - v. Did you obtain all records pertaining to previous counseling episodes (outpatient, inpatient, etc.)? Why or why not?
  - vi. Client history of suicidal or homicidal ideations or attempts.
  - vii. Client's current risk level regard to suicidality or homicidality (provide thorough documentation of assessment).
  - viii. Safety plan that has been implemented based upon client's suicide/homicide risk level.
- e.) **Biomedical History:** Include the following:
  - i. Current and past medical conditions or diseases.
  - ii. Previously treated mental health disorders.
  - iii. Thorough substance use history from client's lifetime.
  - iv. Current medications client (psychotropic or otherwise) is being prescribed or is taking of his or her own accord (including over-the counter medications, herbal remedies, or Internet-sourced medications) along with the purposes, duration, and reason for discontinuation with regard to each medication.
  - v. Did you obtain a release to any psychotropic medication prescribers concurrently treating client to facilitate proper interdisciplinary communications (if required)? Why or why not?
  - vi. A comprehensive history of all psychotropic medications and controlled substances the client has been prescribed and/or has taken of his or her own accord in his or her lifetime (including over-the-counter medications, herbal remedies, or Internet-sourced medications) along with the purposes, duration, and reason for discontinuation with regard to each

medication.

- f.) **Clinical Diagnosis:** Include the following:
- i. A complete and comprehensive DSM-5 diagnosis. This diagnosis must be developed by the candidate rather than being copied from a client's agency record.
  - ii. Diagnostic Substantiation: Provide a clear substantiation for all diagnoses included in the DSM-5 diagnosis determined above.
  - iii. Differential Diagnosis: Provide an extensive differential diagnosis section including all diagnoses considered from the DSM-5 but rejected, including reasons for their rejection.
- g.) **Counseling Intern Candidate's Conceptualization of Client Concerns:** Include the following:
- i. What theoretical approach have you applied in working with this client?
  - ii. How would you define the client's presenting problem based upon your selected theoretical approach? (Explain clearly and thoroughly)
  - iii. Why do you believe this theoretical approach is appropriate in working with this client/presenting issue? (Explain clearly and thoroughly)
  - iv. What intervention Strategies do you have planned based upon your core theoretical approach?
- h.) **Counseling Intern Candidate/Client Goals for Counseling**
- i. Include a minimum of three measurable quantitative goals pertinent to client's presenting issue(s) and the counseling internship candidate's theoretical orientation.
  - ii. ii.) Include a minimum of three qualitative goals pertinent to client's presenting issue(s) and the counseling internship candidate's theoretical orientation.  
Please develop both sets of goals on your own rather than simply copying pre-existing goals from a client's chart or record.
- i.) **Personal Issues "Stirred up" in the Counseling Intern Candidate by the Client** and how the counseling internship candidate plans to address these personal issues (e.g., personal counseling, referral, etc.) and practice proper self-care strategies.
- j.) **Counseling Intern Candidate's Questions** for the individual supervisor or supervision group to discuss in reviewing the case presentation.

Please be vigilant in protecting client confidentiality. No real names of clients or their family members may be used (use a fake name). Follow all ethical guidelines and agency requirements in presenting your case. Each candidate has the responsibility of ensuring the confidentiality of recordings and erasing them after they are no longer needed for the class. Counseling internship candidates are also responsible for destroying all case reports prepared for the purposes of this class.

#### **Grading Procedures:**

• Site Supervisor Mid Semester & Final Evaluations	40%
• Case Presentation	20%
• Professional Development Paper	15%
• <u>University Supervisor Summative Evaluation</u>	<u>25%</u>
TOTAL:	100%

### **Additional Requirements:**

- a.) **Liability Insurance.** You are required to obtain liability insurance from an organization, which provides liability insurance to student counselors (names of insurance companies can be obtained from the university faculty supervisor). You will be required to submit a copy of the insurance policy to your university supervisor. This must be submitted at the beginning of the semester.
  
- b.) **Internship Agreement.** You will be required to submit an internship agreement signed by you and the on-site supervisor to your university supervisor for approval prior to the beginning of the internship. The agreement includes:
  - activities the internship will include and the estimated percentage of time for each;
  - tasks that will be accomplished as part of the internship experience; and
  - the site supervisor's responsibilities including providing you with 1 hour of individual face-to-face supervision per week.
  
- c.) **Learning Contract:** Students, in consultation with site and/or APSU supervisors, will choose projects or activities to complete during practicum or internship. Describe the projects or activities in terms of measurable objectives. The APSU supervisor will review and approve the objectives at the beginning of the semester. The site supervisor will describe the degree of accomplishment of the objective, will sign, and return this form to the APSU supervisor at the conclusion of practicum/internship with the students' final evaluation.
  
- d.) **Completion of Time Logs.** You are required to complete time logs of your internship and supervision hours and submit them to your university supervisor with your progress reports weekly. Your university faculty supervisor will provide you with a form to be used for this purpose.

## Tentative Course Schedule

(Please note: This schedule will be subject to change. Material may be added or deleted based upon special needs of students enrolled in this course. All changes will, however, be announced in advance.)

Week	Date	Topic	Readings & Assignments
1	Aug 27th	<b>Welcome! Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	<b>Review the Internship Handbook</b> <b>Proof of Liability Insurance Documentation &amp; Paperwork</b>
2	Sep 3rd	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	
3	Sep 10 <sup>th</sup>	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	
4	Sep 17th	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	
5	Sep 24 <sup>th</sup>	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	
6	Oct 1 <sup>st</sup>	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	
7	Oct 8 <sup>th</sup>	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	
8	Oct 15 <sup>th</sup>	<b>No Class – Fall Break</b>	<b>-Site Supervisor Midterm Evaluation Due</b>
9	Oct 22 <sup>nd</sup>	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	
10	Oct 29 <sup>th</sup>	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	
11	Nov 5 <sup>th</sup>	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	

12	<b>Nov 12<sup>th</sup></b>	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	<b>Professional Development Paper Due</b>
13	<b>Nov 19<sup>th</sup></b>	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	
14	<b>Nov 26<sup>th</sup></b>	<b>Out of Class Activity</b>	
15	<b>Dec 3<sup>rd</sup></b>	<b>Group Supervision</b> [CACREP 5.C.1, 5.C.2, 5.C.3, 5.C.4, 5.C.5, 5.C.6, 5.C.7, 5.C.8, 5.C.9, 3.A.3, 3.E.3, 3.E.5, 3.G.7]	<b>-Site Supervisor's Final Evaluation Due</b> <b>-Submit Final Documentation</b>

## COUN 5730: Internship in Mental Health Counseling Professional Development Paper Grading Summary

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

Criteria	Score	Comments
Grammar, clarity, organizational structure, APA style (3 points)		
Describes theoretical practice, counseling specialty/ies and desired population (3 points)		
Describes classroom experience and continued areas of growth (3 points) <ul style="list-style-type: none"> <li>• Describes how these experiences inform your proficiency to work with these populations</li> <li>• Includes an improvement plan to address growth areas</li> </ul>		
Lists trainings and professional development while describing why these are appropriate choices (3 points) <ul style="list-style-type: none"> <li>• Describes how the trainings support overall counseling goals.</li> </ul>		
Includes actionable steps toward licensure/additional degrees (3 points) <ul style="list-style-type: none"> <li>• Includes financial implications</li> <li>• Includes professional references</li> </ul>		
<b>TOTAL</b>		