College of Education & Health Professions
Counseling, Adult Rehabilitation Education Department

INTERNERSHIP MANUAL for COUN 7660:
Internship in Rehabilitation Counseling

Master of Arts in Counseling Degree Program
with an emphasis in Rehabilitation Counseling

Revised: December 2015
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Mission and Goals

The mission of the Rehabilitation Counseling Program at the University of Arkansas at Little Rock (UALR) is to promote quality rehabilitation services for individuals with disabilities through a pre-service and in-service education program which provides qualified, certified rehabilitation counselors to work in public and private agencies.

The primary goals of the Rehabilitation Counseling Program are to:

1. Provide a comprehensive graduate degree curriculum that prepares students to provide high quality services to individuals with disabilities;
2. Promote values, skills and knowledge that results in genuine commitment to human rights, professionalism, personal integrity and ethical practice;
3. Advance the basic philosophical tenets of rehabilitation; and
4. Provide a high quality, accessible learning experience for each student which allows program graduates to gain national certification as a rehabilitation counselor (CRC).

Introduction

This manual is intended to provide the student with detailed information and procedures for applying for and participating in his/her rehabilitation counseling internship experience. Information is provided for applying for internship, internship site requirements, internship site supervisor requirements, internship faculty supervisor requirements, student’s internship requirements, and copies of required forms. Please read this manual carefully as it should answer most of your questions.

The faculty of the UALR Rehabilitation Counseling program believes that practicum and internship are among the most important experiences in our graduate program. Every effort will be made to enable students to have a range of experiences that will enhance their personal and career development.

Purpose

The primary purpose of the internship experience is to provide the student with advanced field work in rehabilitation counseling in an off-campus field placement. The Commission on Rehabilitation Counselor Certification requires 600 hours of applied experience in a rehabilitation agency or facility under the supervision of an experienced Certified Rehabilitation Counselor, with at least 240 hours of direct service to individuals with disabilities. Students are required to take two 6-hour course sections of Internship in order to fulfill this requirement. The course may be taken twice in the same semester.

The internship student should have experiences that increase his/her awareness and understanding of the differences in values, beliefs, and behaviors of individuals from diverse populations. The Faculty Internship Supervisor, the Onsite Internship Supervisor, and the Internship Student will cooperatively determine the exact nature of the internship experience, depending on the capacities and needs of the site, and the learning needs and interests of the student. The internship experience allows the student to elect to work with various disability populations, which may include persons with physical impairments, sensory impairments, intellectual disabilities, mental illness, emotional disturbances, chemical dependencies, terminal illnesses, chronic health conditions, and others.
Goals and Objectives

Goals

The goal of the internship experience is to enable the internship student to perform the roles and functions of a practicing rehabilitation counselor as defined by the Commission on Rehabilitation Counselor Certification (CRCC). This learning process will enable the internship student to provide rehabilitation counseling to individuals with disabilities. The internship consists of advanced fieldwork in rehabilitation counseling in an off-campus field site placement.

Objectives

The following objectives apply to all internship students. Achievement of these objectives is important for the development of rehabilitation counselors. Through the internship experience the internship student will be able to:

- Apply knowledge and effective utilization of occupational knowledge and information in developing vocational rehabilitation plans for clients.
- Demonstrate vocational counseling and job placement skills relevant to the clientele served.
- Demonstrate appropriate case management strategies.
- Apply counseling theories and models in the practice of individual and group counseling.
- Articulate and implement, under supervision, a personal theory of counseling which guides the intentionality of clinical practice.
- Express knowledge of a developmental approach to counseling and supervision.
- Demonstrate the ability to use constructive supervisory feedback.
- Express knowledge and awareness of agency operations, policies and procedures.
- Engage in productive communication and cooperation with other members of the agency’s professional team and with professional colleagues from other cooperating agencies.
- Express knowledge of and effective use of community and professional networks.
- Express knowledge of ethical standards, decision-making strategies, and governance considerations necessary to effective clinical practice.
- Accept individual differences in clients and develop and articulate an awareness of self as a person.

Policies and Procedures for Internship Site and Site Supervisor

The selection of an appropriate internship site is the key to a successful field experience. It is important to emphasize a careful evaluation of possible sites by the student. The agency can also determine whether its resources are in agreement with the student’s needs, interests, and expectations. The student and the agency are involved in a reciprocal relationship. Each has something valuable to offer the other. The student brings to the agency his/her knowledge, skills and enthusiasm to learn. The agency offers the student the opportunity to put these skills to work. If an appropriate internship site is chosen, the experience ultimately benefits the student, the agency, and the rehabilitation counseling program.

One of the most common dilemmas the student faces in site selection is where to begin. The student is required to make the initial contact with the proposed site and speak with on-site personnel in the evaluation of an appropriate field site. Students are encouraged to discuss potential sites with the RC Student Services Coordinator along with his/her RC Faculty Advisor and the RC Program Fieldwork Placement Supervisor well in advance of submitting the Application for Internship form (see Appendices).
Internship Site Requirements

Agencies or programs selected as internship sites must offer a broad range of rehabilitation counseling activities and must be approved as an internship site by the RC Program Student Services Coordinator and RC Program Fieldwork Placement Supervisor. Internship sites must agree to enter into an Internship Agreement with the UALR Rehabilitation Counseling program.

The internship will be completed at a State-Federal Rehabilitation Agency/Facility, a Veterans Administration Rehabilitation Services Agency/Facility, a private, not-for-profit rehabilitation or related agency/facility, a private-for-profit rehabilitation or related agency/facility, or Disability Support Service at a university.

Students seeking to do their internship at a new, unapproved site must provide information about the site for review and approval. The RC Program Student Services Coordinator and the RC Program Fieldwork Placement Supervisor must approve the site before the internship can begin. Students seeking approval for a new internship site must submit a written request to the RC Program Student Services Coordinator who will present the request to the RC Program Fieldwork Placement Supervisor. A description of the agency, the agency’s service population, a job description detailing the tasks and duties to be performed by the internship student, and the name and credentials of the agency staff member who will serve as the student’s Site Supervisor. The proposed Site Supervisor must hold at least a master’s degree in rehabilitation counseling or a closely related field and must hold the CRC credential. Internships may not be completed at unapproved sites. An Internship Agreement which outlines the expectations for the internship shall be signed by the student, the Internship Faculty Supervisor, and the Internship Site Supervisor.

Internship Agency Selection and Approval

- Agencies should be selected that have a primary function of serving people with disabilities or chronic health conditions; this may also include related human service agencies and high schools.

- Agencies should have a broad variety of rehabilitation services which are designed to serve persons with disabilities; including but not limited to counseling, job readiness/training and placement, rehabilitation, advocacy, and/or assistive technology.

- Agencies should be recognized in the community as viable agencies with appropriate accreditation (if it exists for that agency). Affiliation with appropriate funding agencies will be considered in lieu of accreditation.

- Internship agencies should provide services to adult clients, the youngest of whom may be transition aged (at least 16 years old).

- Agencies should be able to provide assurances that they can give adequate and appropriate opportunities for the internship student to work with people with physical, mental, psychological, developmental, and addiction issues. This includes an adequate number of clients to work with, with an adequate frequency, in order to complete Internship requirements in a timely manner.

- Information regarding those sites that have been approved by the UALR Rehabilitation Counseling Program is available from the RC Student Services Coordinator. Students who are interested in an internship site that is not yet approved must contact the RC Student Services Coordinator for site approval.
• The student is responsible for making the initial contact with the potential placement site regarding his/her internship. If the student is unable to locate an Internship Site, then the student must contact the RC Student Services Coordinator and student’s Faculty Advisor to discuss site possibilities. The internship site chosen should be based on personal interests and professional development needs, as well as the ability to prepare the student for potential future professional employment in the rehabilitation field.

• When final arrangements have been made for the internship, the student must submit the completed and signed Internship Application form to the RC Student Services Coordinator for approval.

**Place of Employment as the Internship Agency**

• Students are allowed to obtain full or part-time jobs, at qualified agencies, to fulfill their internship requirements. Students are allowed to use their current employment, at qualified agencies, to fulfill their internship requirements, if:
  
  o The logged internship duties are different from their regular job duties (i.e. alternate clientele, program, or services within the same agency). These duties may or may not be fulfilled during the student’s regular hours of employment. That decision must be made by the employee’s supervisor.

**Internship Agency Responsibilities**

• Assign to the internship student a supervisor, with a Master’s degree, who has sufficient experience to help the intern develop as a counselor

• Hold regularly scheduled supervisory conferences (one hour weekly for each week during the semester) with the intern

• Supervise day-to-day activities of the intern

• Assign cases of appropriate type and number to the level of competence of the intern

• Meet regularly with the Faculty Internship Supervisor to evaluate the intern’s progress (at least two times during the semester)

• Engage in a mid-semester evaluation of the intern’s progress with the Faculty Internship Supervisor

• Complete a final summative evaluation of the intern’s progress and completion of learning goals as identified at the beginning of the internship experience

• Provide adequate and safe facilities/equipment and materials to enable the intern to function on a professional and safe level

• Provide an atmosphere whereby the intern has an opportunity to benefit from the experience of other members of the staff

• Provide the intern with:
  a. An orientation to the agency’s program components, policies, and procedures
  b. An introduction to staff and their roles and functions
c. Expectations for the internship experience

d. Opportunities for observation and feedback of rehabilitation service delivery (in the office/facility, conferences, and in the field) in all stages of development

e. Opportunities for participation in individual and/or group counseling sessions with clients

Internship Site Approval

The student is responsible for identifying and securing the Internship Site and the Internship Site Supervisor. If the student is unable to locate an Internship Site, then the student must contact the RC Program Student Services Coordinator and the student’s Faculty Advisor to discuss site possibilities. The internship site chosen should be based on personal interests and professional development needs, as well as the opportunity for preparation future professional employment.

When final arrangements have been made for the internship, the student must submit the completed and signed Internship Application documentation to the RC Program Student Services Coordinator.

The student is required to obtain approval for the internship site from the UALR Rehabilitation Counseling (RC) program Student Services Coordinator and the Fieldwork Placement Supervisor.

Internship Site Supervisor Qualification Requirements

The Internship Site Supervisor acts as mentor and role model to the intern, and plays a critical role in the internship experience.

The Internship Site Supervisor must be an individual who:

- has worked in the agency setting for at least one (1) year.
- is interested in supervising students.
- has a minimum of a Master’s Degree in rehabilitation, counseling, or a related field.

*For exceptions to the above, consult with the UALR Rehabilitation Counseling Program Student Services Coordinator.

Other Internship Site Supervisor qualifications include:

- certification as a rehabilitation counselor
- licensure as a counselor or mental health professional
- work experiences that will provide the internship student with a proper orientation to the field of rehabilitation
- an interest and willingness to become a contributing member to the student’s academic training program
- flexibility of schedule that allows the necessary time required for training and supervising internship students as part of the supervisor’s daily activities
- sufficient experience and/or education in area of counseling to provide internship students with supervision in interviewing and/or counseling techniques
- familiarity with the working relationship between other community agencies

The Internship Site Supervisor is eligible for up to 10 contact hours of continuing education credit for supervision of internship students. These hours can be applied toward meeting CRC recertification requirements and may be usable for other certification and licensure continuing education needs. To obtain paperwork verifying this continuing education credit, please contact the UALR Rehabilitation Counseling Program Student Services Coordinator at the end of the Internship Supervision process.
Policies and Procedures for the Internship Application and Registration

Prior to submitting the Internship Application, the student must contact his or her Rehabilitation Counseling Program Faculty Advisor to discuss readiness for the Internship fieldwork experience. A review of the student’s plan of study is recommended to determine that all required coursework has been successfully completed.

Student Eligibility Requirements

The student must meet the following requirements in order to be eligible for the internship experience:

- The student must be enrolled in the UALR Rehabilitation Counseling Master’s program.
- The student must have successfully completed COUN 7365 Rehabilitation Counseling Practicum, with a grade of B or better.
- The student must have a minimum of a 3.0 grade point average.
- The student must have successfully completed, or received equivalent grades for, all Rehabilitation Counseling program course work (*with a grade of B or better) prior to beginning Internship, which includes the following:
  - COUN 7360 Rehabilitation Foundations*
  - COUN 7361 Medical Aspects of Disability
  - COUN 7362 Psychological Aspects of Disability
  - COUN 7363 Career Counseling and Placement*
  - COUN 7364 Rehabilitation Case Management*
  - COUN 7367 Assessment in Rehabilitation*
  - COUN 7369 Introduction to Family Counseling
  - COUN 7370 Psychopharmacology for Counselors
  - CNSL 7301 Theoretical Approaches to Counseling*
  - CNSL 7302 Techniques for Counseling Interviews*
  - CNSL 7307 Theories and Techniques for Group Counseling*
  - EDFN 7303 Introduction to Educational Research
  - CNSL 7308 Cross Cultural Counseling
  - EDFN 7330 Human Development
  - Elective (3 hour course)

Note: With permission of the student’s advisor, one of the above required courses may be taken concurrently with COUN 7660 Internship in Rehabilitation.

The student must earn a “B” or better in each section of COUN 7660 Internship in Rehabilitation Counseling, or he/she will need to repeat the course. This is not a quantitative class in which points are accrued; however, students are required to demonstrate satisfactory counseling skills and knowledge, and complete course assignments satisfactorily.

The grade in Internship is determined by the Internship Faculty Supervisor and is based on a variety of factors including: the Internship Site Supervisor’s final evaluation of the student, and the intern’s timely and thorough completion of all required paperwork, weekly logs, required clinical hours, and additional requirements as outlined by the course syllabus.
Internship Application Documents and Deadline Dates

The Internship Application includes all of the following documentation (see appendices):
- Application for Internship
- Internship Proposal
- Internship Agreement
- Internship Student Statement of Learning Objectives

The student must complete all Internship Application documentation during the semester prior to when he/she desires to take Internship. The student must have completed and submitted the Application for Internship form by the following deadlines:

<table>
<thead>
<tr>
<th>Begin Internship</th>
<th>Paperwork due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>June 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>September 15</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>March 15</td>
</tr>
</tbody>
</table>

The student must have completed all pages, obtained appropriate signatures, and submitted all pages of the Internship Application documentation by the following deadline:

*No later than two (2) weeks prior to the beginning of the semester in which the student is registered for the Internship course.* Students who have not yet acquired an Internship site by the time their Internship course starts may be required to drop the course.

All Internship Application documentation must be submitted to:

Stacy McKisick  
RC Student Services Coordinator  
UALR Rehabilitation Counseling Program  
Email: slmckisick@ualr.edu

**Note:** The student cannot begin counting Internship clinical hours until all Internship Application documentation is completed, signed, and submitted to the UALR Rehabilitation Counseling Program Student Services Coordinator.

**Structure of the Internship Experience**

- The Internship Student shall complete a minimum of 600 hours of supervised rehabilitation counseling internship, with at least 240 hours of direct service to persons with disabilities. To achieve this, two six-credit hour courses (two sections of COUN 7660 Internship in Rehabilitation Counseling, requiring 300 clock hours each) may be taken concurrently for a total of 12 credit hours. If the student wishes to spread the Internship requirements over two terms, they may enroll for 6 credit hours during a given term and complete the other 6 credit hours in the next contiguous term. The student’s intended plan for completing all 12 credit hours must be specified on page one of the Internship application.

  - “Direct Service” is defined as the application of counseling and case management skills with consumers, including the use of consultant and advocacy skills on behalf of consumers.
general, the term refers to time spent by Internship students working with and on behalf of consumers (CORE Accreditation Manual).

- “Indirect Service” is defined as Internship service time that does not fall under the “Direct Service” definition. This may include case note documentation, staff meetings, site trainings and orientations, and on-site supervision time.

- The internship fieldwork process should be supervised by an onsite Certified Rehabilitation Counselor (CRC) (i.e. Internship Site Supervisor) or the Faculty Supervisor.

- A supervisory meeting should be held between the Intern and Internship Site Supervisor at least once each week throughout the semester for approximately one (1) hour each, so that the Internship Student’s progress can be evaluated. In addition, the internship student should have informal access to the Internship Site Supervisor during the internship hours as the need arises.

- The Internship Log will be completed by the Internship Student and submitted in a timely manner to both the Internship Site Supervisor and the Internship Faculty Supervisor for every week during the course of the semester.

- The Internship Student will learn primarily from reading, studying, observing, engaging in, and discussing various problems and issues with the Internship Site Supervisor. The student will also engage in interaction with the Internship Faculty Supervisor as needed for professional development.

  - Areas of observing and participating may include:
    - Accepting referral information
    - Contacting clients
    - Counseling and guidance for clients
    - Establishing eligibility
    - Preparing a service plan
    - Arranging services to meet client needs
    - Participating in and/or conducting interviews
    - Assuming responsibility for arranging services for clients and developing a small caseload. These cases should be representative in terms of complexity, cultural diversity, and disability
    - Other activities pertinent to the internship site.

  - Reading and studying materials may include:
    - Agency/Facility plan
    - Procedural manual
    - Manual of forms
    - New employee orientation manual
    - Confidentiality requirements
    - Other materials and information pertinent to the internship site.

- If for any reason during the Internship the Internship Student, Internship Site Supervisor, or Internship Faculty Supervisor has a reason to believe that the student is unable to perform the essential functions and requirements of the Internship, that person will notify the Internship Faculty Supervisor and the RC Program Student Services Coordinator immediately.

- The Internship Student, Internship Faculty Supervisor, and Internship Site Supervisor will engage in a
• Internship Students who are admitted with Advanced Standing status due to work experience or an undergraduate rehabilitation degree are required to write a research paper on an approved "Rehabilitation Issues" topic. The content and structure of the paper, case work-up, or project must be approved by the Internship Faculty Supervisor and the Internship Student will work with the Internship Faculty Supervisor on an ongoing basis in developing this paper or project.

• Once the internship experience has been completed, the following documents must be completed and submitted to the Internship Faculty Supervisor, in order for the Internship Student to receive a grade for Internship. The grade in Internship is determined by the Internship Faculty Supervisor and is based on a variety of factors that also include:
  o Internship Site Supervisor’s completion and submission of the mid-semester evaluation of the student;
  o Internship Site Supervisor’s completion and submission of the final confidential evaluation of the student;
  o Student’s completion of all required individual and group supervision meetings;
  o Student’s timely completion and submission of weekly internship logs;
  o Student’s completion of the self-evaluation form; and
  o Student’s completion of the internship site evaluation form.

**Internship Student Responsibilities**

Professional conduct is expected and will be evaluated by the Internship Site Supervisor and the Internship Faculty Supervisor along with the requirements for completing the Internship fieldwork experience. Evaluation will include, but not be limited to the following:

• **Accrual of a minimum of 600 clock hours of service to complete the internship, which includes at least 240 hours of direct service to persons with disabilities.** The definition of “Direct Service” and “Indirect Service” are located under “Structure of the Internship”.

• **Dressing appropriately and in accordance with the setting and environment**

• **Prompt attendance at meetings with clients, staff, and the site in general.** The student should contact the site in a timely manner if delayed or absent

• **The observation of agency policies and regulations**

• **Adherence to the work schedule and regulations of the agency.** Students will observe the agency holiday schedule. Observation of the university holiday schedule will be decided between the Internship Student and the Site Supervisor.

• **Demonstration of respect for clients and co-workers regardless of race, color, religion, sexual orientation, age, national or ethnic origin, political beliefs, marital status, socioeconomic status, disability, or social and family background.**

• **Maintaining of confidentiality of client information under agency and ethical guidelines.**
• Participation in weekly scheduled individual supervision meetings with the Internship Site Supervisor for an average of one (1) hour in duration for each supervision meeting. Attendance at these meetings is required.

• Participation in regularly scheduled Individual –OR- Group Supervision meetings with the Internship Faculty Supervisor either in-person, or via two-way, live webcam interaction for an average of 1 or 1 ½ hours for each supervision meeting per week, respectively. Attendance at these meetings is required.

• Completion of a weekly Internship Log of all direct and indirect service activities. The student is to utilize the most current Internship Log form provided by the UALR Rehabilitation Counseling program. Information on the Internship Log form should include:
  o Date and number of direct service hours for each day at the site
  o Date and number of indirect service hours for each day at the site, including on-site supervision
  o Date and number of hours of individual supervision meetings with the Faculty Supervisor
  o Date and number of hours of group supervision meetings with the Faculty Supervisor
  o Description of internship activities
  o Site Supervisor’s signature

Submission of the Internship Log to both the Site Supervisor and the Faculty Supervisor every week during the course of the semester for the purpose of assistance and evaluation is required.

• Establishing ongoing relationships with clients, to ensure maximum benefit from the internship experience. With the help of the Site Supervisor, the student will identify at least 3-5 regular clients who he/she will work with throughout the course of the internship. This will vary based on the nature of the agency and the frequency of client interaction.

• Establishment of personal learning objectives to be met during the Internship. At the beginning of the Internship, the student and the Site Supervisor are to establish the Learning Objectives for the Internship. These Learning Objectives will encompass skills, information, techniques, etc. that the student desires/needs to acquire and/or enhance. A copy of the Learning Objectives must be provided to the UALR Rehabilitation Counseling Program Fieldwork Coordinator.

• Upholding of the CRCC Code of Ethics. A copy of the Code of Ethics may be found in the Internship course in Blackboard.

• Provision of a copy of this Internship Manual to the Site Supervisor upon signature of the Internship Agreement. Obtainment of signatures on all internship forms and other required paperwork and submission in a timely manner.

**Internship Student Expectations**

• If for any reason during the Internship the Internship Student, Internship Site Supervisor, or Internship Faculty Supervisor has a reason to believe that the student is unable to perform the essential functions and requirements of the Internship, that person will notify the Internship Faculty Supervisor and the RC Program Fieldwork Supervisor immediately. When the initial remediation efforts have been unsuccessful or if the behavior is egregious, a Concerns Conference will be convened by the RC Program Fieldwork Supervisor. Participants in the conference will include the student, appropriate program faculty, the individual who initially reported the concerns, and the COEHP Associate Dean. The committee will attempt to describe the concern, propose a plan for remediating the concern, as well
as describe the means for evaluating the success of the plan and potential actions if the concern continues. Certain egregious and/or problematic behaviors may require a referral of the student to the Dean of Students for further action, as described on the UALR Dean of Students website http://ualr.edu/deanofstudents/. However, the hope is that the concern can be dealt with in a manner that will allow for remediation within the program. Students can appeal the Concerns process and this appeal process is described in the UALR Student Handbook (also found on the UALR Dean of Students website http://ualr.edu/deanofstudents/). Hard copies of these records of faculty concerns about a student and Concerns conferences are maintained in the COEHP Dean’s Office.

- If the faculty supervisor or site supervisor is in doubt of the internship student’s counseling ability, character or integrity, the student may be required to repeat the Internship to demonstrate an acceptable level of skill and/or personal traits. If the problems are not alleviated, the student may not be permitted to continue in the program or complete their degree regardless of their GPA in other courses.

- Students who earn a grade of less than “B” in either section of Internship must repeat the course. Failure to obtain a satisfactory grade in the repeated Internship course may result in a recommendation for dismissal from the program. This recommendation will be made by a committee composed of the Site Supervisor, Faculty Supervisor, Fieldwork Supervisor, and appropriate faculty.

- Student should discuss feedback from the mid-semester performance evaluation report with the Internship Site Supervisor and Internship Faculty Supervisor and develop strategies to remediate any identified deficiency areas.

- For students who are graduates of an undergraduate rehabilitation program, are currently working as rehabilitation counselors, or are supervisors of rehabilitation counselors and were admitted with Advanced Standing status:
  - A research paper, case work-up report, or other substantial and similar project must be submitted before credit will be given. The research paper should be of potentially publishable quality and follow the most recent APA Style Manual guidelines.
  - The content and structure of the paper, case work-up, or project must be approved by the Internship Faculty Supervisor and the student will work with the Internship Faculty Supervisor on an ongoing basis in developing this paper or project.

- Near the completion of the Internship, the Internship Student will:
  - Write an Internship Report outlining the internship experience before a grade will be assigned by the Internship Faculty Supervisor;
  - Complete the Self-Evaluation form;
  - Complete the Internship Site Evaluation form; and,
  - Submit all of the above documents to the Internship Faculty Supervisor, and pass the CRC exam, before a grade will be assigned.

**Internship Requirement – CRC Exam**

Students who began their Rehabilitation Counseling program in the Fall 2011 Term and afterward will be required to take and pass the Certified Rehabilitation Counselor (CRC) exam in order to complete and receive a grade for the last 6 semester hours of their Internship. The exam is scheduled three times per year and application for the exam must be completed in advance. Therefore, completion of the exam application process should have been completed as part of their Practicum or Internship application experience. If this has not been done, the student should apply as soon as possible. A final grade in the last 6 semester hours of Internship will
not be given until this requirement is met. Students will be given a grade of “IP” until notification of their passing score is received. Information on this process can be obtained from the Commission on Rehabilitation Counselor Certification (CRCC) at http://www.crccertification.com/. Students should apply under Category G. The upcoming application deadlines, testing dates and exam result availability dates can also be found on the website.

**Supervisory Requirements and Responsibilities**

**Dimensions of Supervision**

1. **Planning:** In the planning phase of supervision, the RC Student Services Coordinator, the Internship Fieldwork Supervisor, or the Internship Faculty Supervisor will consult with the Internship Site Supervisor to discuss the internship experience. They will discuss:
   a. The respective roles of the Faculty Supervisor and the Site Supervisor in close evaluation and consideration of the Internship Student’s progress.
   b. The expectations and requirements of the Internship as described in the Internship Manual.
   c. Opportunities for professional development within the agency; and
   d. How the student’s interests and needs can best be met by the opportunities available.

2. **Supervision Process:** Supervision involves on-going, consistent contact with students by the designated Site Supervisor in an atmosphere, which encourages the student and supervisor to meet as frequently as necessary to discuss clinical practice. Supervision is a responsibility of the supervisor and is one of the goals of the supervised clinical practice. Supervision is also a responsibility of the student, since one of the goals of supervised clinical practice is to give the student a clinical awareness of the goals, limitations and operational framework in which rehabilitation is practiced.

3. **Evaluation:** Evaluation is always a joint responsibility of both the Internship Site Supervisor at the internship site and the Internship Faculty Supervisor. Evaluation is conducted through individual onsite supervision with the Internship Site Supervisor on a weekly basis throughout the internship experience, joint mid-semester performance evaluation with the Internship Faculty Supervisor, and completion of the final confidential evaluation. The Internship Faculty Supervisor reviews the progress of the Internship Student on a regular basis.

A critical component of the RC Counseling Program fieldwork experience is the opportunity for communication between the RC Student Services Coordinator, the Internship Faculty Supervisor and the Internship Site Supervisor. It is vital that there is a clear understanding between the RC Student Services Coordinator, Internship Faculty Supervisor and the Internship Site Supervisor of the Internship objectives, expectations, methods and processes. The RC Student Services Coordinator, Internship Faculty Supervisor and the Internship Site Supervisor are encouraged to contact the other to discuss any questions, concerns, progress, or problems he or she may have.

Evaluation is an ongoing part of the internship experience. The Internship Site Supervisor and Internship Faculty Supervisor are expected to provide constant feedback to the student regarding his/her performance, and to advise the student immediately should performance fall below satisfactory levels.

**Internship Site Supervisor Responsibilities**

- An Internship Site Supervisor must be assigned to provide supervision throughout the internship experience.
- The Internship Site Supervisor, acting as a mentor and model to the Internship Student, plays a critical role.
role in the internship experience.

- A supervisory conference should be held with the Internship Student at least once each week throughout the semester for approximately one (1) hour each, so that the Internship Student’s progress can be evaluated. In addition, the Internship Student should have informal access to the Internship Site Supervisor during the internship hours as the need arises.

- The Internship Site Supervisor will conduct the mid-semester performance evaluation.

- If for any reason during the Internship the Internship Student, Internship Site Supervisor, or Internship Faculty Supervisor has a reason to believe that the student is unable to perform the essential functions and requirements of the Internship, that person will notify the Internship Faculty Supervisor and the RC Program Student Services Coordinator immediately.

- Upon receipt of the Internship Student’s Internship Report, the Internship Site Supervisor will complete the Final Confidential Evaluation of the Internship Student and then forward both documents to the Internship Faculty Supervisor, in order for the student to be given a grade for the course. The Final Evaluation may be shared with the Internship Student at the discretion of the Internship Site Supervisor.

- If the Internship Student is scheduled to graduate at the end of the internship semester, all work must be completed and the paperwork submitted one (1) week prior to the date that grades are due at the end of the semester.

- The Internship Site Supervisor is eligible for up to 10 contact hours of continuing education credit for supervision of internship students. These hours can be applied toward meeting CRC recertification requirements and may be usable for other certification and licensure continuing education needs. To obtain paperwork verifying this continuing education credit, please contact the UALR Rehabilitation Counseling Program Student Services Coordinator at the end of the Internship Supervision process.

**Internship Faculty Supervisor Responsibilities**

Each student will be under the direction of an Internship Faculty Supervisor who is a faculty member in the UALR Rehabilitation Counseling program and is a Certified Rehabilitation Counselor (CRC). The Faculty Supervisor will:

- Conduct at least one on-site visit per semester unless the travel distance is prohibitive. Additional visits will be scheduled as needed for the benefit of the student. In the case of excessive distance, the Internship Faculty Supervisor will arrange to make contact the student by phone, email, two-way, live webcam interaction, and/or other electronic means on a regular basis.

- Review progress of the Internship Student on a regular basis.

- Arrange meetings, at least twice within the semester, with the Internship Site Supervisor for purposes of feedback and evaluation.

- Complete a mid-semesteral performance evaluation with each Internship Student enrolled in an internship. As part of the evaluation, the Internship Faculty Supervisor will contact the Internship Site Supervisor for feedback. The Internship Faculty Supervisor will discuss the results with the student and give written feedback to the student using the Mid-semesteral Performance Evaluation form that requires signatures from both the Internship Student and Internship Site Supervisor.
• Notify the Internship Site Supervisor and the RC Program Student Services Coordinator, if for any reason during the Internship the Internship Student, faculty Supervisor, or Site Supervisor has a reason to believe that the Internship Student is unable to perform the essential functions and requirements of the Internship.

• Schedule site visits, as needed and feasible, for the benefit of the Internship Student.

• Contract additional supervision by qualified persons when necessary.

• The Internship Faculty Supervisor reserves the right of final retention or dismissal of the internship student, and agrees to withdraw the intern student from the internship site when the student’s practice and/or behavior does not meet minimum standards of the Agency and is so requested by the Internship Site Supervisor.

**Liability Insurance**

The student should check with his/her Internship Site regarding liability insurance. All helping professionals are legally liable for professional practice with their clients, including rehabilitation counselors and internship students in rehabilitation counseling. Since an internship student is not an employee of either the University of Arkansas at Little Rock or the Internship Site in which he/she is completing their Internship fieldwork experience, the internship student is personally and legally responsible for his/her practice of rehabilitation counseling. **To reduce the financial risk for the internship student, the internship student is required to purchase professional liability insurance.**

The student is encouraged to obtain a group insurance policy through the host agency or through related professional associations. Some agencies may require proof of insurance while others provide coverage for practicum and/or internship student placements. More information on student liability insurance may be found at the following websites:

- National Rehabilitation Counseling Association (NRCA)
  [http://nrca-net.org/insurance.html](http://nrca-net.org/insurance.html)

- Healthcare Providers Service Organization (HPSO)

- American Counseling Association (ACA)
  [http://www.counseling.org/membership/aca-and-you/students](http://www.counseling.org/membership/aca-and-you/students)

- National Rehabilitation Association (NRA)
  [https://nationalrehab.org/](https://nationalrehab.org/)
INTERNERSHIP CHECKLIST - COUN 7660

Student Name _____________________________________________________________

No internship hours may be accrued before the approval of the internship site and internship site supervisor by the RC Program Student Services Coordinator and RC Program Fieldwork Placement Supervisor.

- **Faculty Advisor Consultation:** Consultation with your Faculty Advisor and/or the RC Program Fieldwork Placement Supervisor is required to determine that you have taken all of the pre-requisite courses.

- **Semester/Year:** Determine the Semester and Year you desire to complete Internship.

- **Application for Internship [page 1 of the Internship Application]:** Complete and submit to the RC Program Student Services Coordinator.
  
<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>June 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>September 15</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>March 15</td>
</tr>
</tbody>
</table>

- **Securing an Internship Site:**
  
  - Consult with your Faculty Advisor, the RC Program Fieldwork Placement Supervisor, and the RC Program Student Services Coordinator to discuss determination of an appropriate internship site and required documentation.
  - Research and gather information about potential appropriate agencies that you may be interested in completing your internship.
  - Contact potential agency supervisors and discuss potential internship placement.
  - If agency is a new/unapproved potential internship site, then submit proposal for site review and approval by the RC Student Services Coordinator and the RC Fieldwork Supervisor. See information about submitting proposal in the Internship Manual.
  - Secure approval for internship site/agency from the RC Program Student Services Coordinator and the RC Program Fieldwork Supervisor.

- **Once Internship Site is Approved:**
  
  - Complete Internship Application, obtain necessary signatures, and submit to the RC Program Student Services Coordinator.
  - All blanks must be completed and all signatures/dates must be secured.

- **Complete Application to:** Stacy McKisick, RC Student Services Coordinator
  
  UALR Rehabilitation Counseling Program, Email: slmckisick@ualr.edu or Fax: 501-569-8129.

- **Take CRC exam** and report score to the RC Program Fieldwork Placement Supervisor, Student Services Coordinator, and the Faculty Internship Supervisor.
APPLICATION FOR INTERNSHIP-COUN 7660

The Application for Internship [page 1 of the Internship Application] must be completed by the following deadline dates:

- Fall Semester  - June 15
- Spring Semester  - September 15
- Summer Semester  - March 15

Semester(s) Desired for Internship: [Semester/Year]. If you are planning to take the internship over two terms, please specify both terms so one application will cover both.

- Spring Term Year ___ One section (6 SH) ___ Two sections (12 SH) ___
- Summer Term Year ___ One section (6 SH) ___
- Fall Term Year ___ One section (6 SH) ___ Two sections (12 SH) ___

Student T-number _________________________________________________________

Student Name:___________________________________________________________

Last                                First                                      Middle

Student Address: _________________________________________________________

Number/Street                                 City/State                        Zip

Phone Numbers:  _________________________________________________________

Home                                           Work                                 Cell

Email Address: ___________________________________________________________

“I understand that I must secure an internship placement before my internship course (COUN 7660) begins, and that failure to do so may require me to drop the course.”

______________________________________ ______________________________
Student [Signature]     Date

*Submit completed and signed document to UALR RC Program Student Services Coordinator
UNIVERSITY OF ARKANSAS AT LITTLE ROCK
MASTER OF ARTS IN COUNSELING
WITH EMPHASIS IN REHABILITATION COUNSELING

INTERNSHIP PROPOSAL - COUN 7660

Student Name: _____________________________________________

Student Address: ____________________________________________

Phone Numbers: _____________________________________________

Email Address: ___________________________ T-number ____________

_________________________________________________________________

requests to complete his/her Internship at:

(Internship Student)

Name of Internship Site/Agency: __________________________________

Name of Internship Site Supervisor: _________________________________

Degree Type of Site Supervisor: __________________ CRC? (Y/N) ______

Agency Address: _______________________________________________

Agency Phone: ________________________________________________

Agency Details: ________________________________________________

Requested Internship Start date: ___________ End Date: _____________

Proposal Description: (1) Reason for choosing this site and (2) Proposed work schedule.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Has the Site Supervisor worked at this agency for at least one calendar year? (Y/N) __________

Proposal Approved by:

Internship Site Supervisor [Signature] ____________________________

Date ____________________________

Student Services Coordinator [Signature] ____________________________

UALR Rehabilitation Counseling Program ____________________________

Date ____________________________

Internship Faculty Supervisor [Signature] ____________________________

UALR Rehabilitation Counseling Program ____________________________

Date ____________________________

UALR Rehabilitation Counseling Program
UNIVERSITY OF ARKANSAS AT LITTLE ROCK
MASTER OF ARTS IN COUNSELING
WITH EMPHASIS IN REHABILITATION COUNSELING

INTERNERSHIP AGREEMENT-COUN 7660

Student Name: ___________________________________ T-number ___________________

Phone: __________________________________________

<table>
<thead>
<tr>
<th>Home</th>
<th>Work</th>
<th>Cell</th>
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<td></td>
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</tbody>
</table>

Semester: Fall ______ Year: _____
Spring    ______
Summer   ______

Internship Site/Agency Name: ___________________________________________________

Internship Site Address: ________________________________________________________
Street                                      City/State                                  Zip

Internship Site Phone: ____________________________ Fax: _________________________

Does the Site Supervisor agree to provide 1 hr of weekly supervision to the student? (Y/N) ____

This Internship Agreement is entered into between:
_______________________________________________ as the on-site supervisor for
(Internship Site Supervisor)
____________________________________________ an Internship student enrolled in
(Student’s Name)

the UALR Rehabilitation Counseling Masters program. This fieldwork Internship
placement shall involve a time commitment of ________ hours that will commence on
______________________ and terminate on _______________________________.
(month/day/year)                                                   (month/day/year)

The Internship Site Supervisor agrees to assume responsibility for assisting the student in conducting activities
related to his/her Internship experience. These activities are defined below between the Internship Student and
the UALR Rehabilitation Counseling Program and agreed to by the Internship Site Supervisor.
As the provider of the Internship setting, the Internship Site/Agency agrees to provide the following:

1. **Appropriate experience:** The Internship setting will provide sufficient opportunity for the Internship Student to be involved in appropriate experiences. Appropriate experiences are those activities in which counseling personnel employed at this facility participate with emphasis on refining the Internship Student’s counseling techniques and approaches. Also considered as appropriate experiences are activities that have been agreed upon by the Internship Student, Internship Site Supervisor, and Internship Faculty Supervisor as specified in the Internship Student’s Statement of Learning Objectives.

2. **Supervision:** The Internship setting shall provide an onsite Internship Site Supervisor to whom the student shall be directly responsible. Supervision shall include regularly scheduled supervisory sessions at least once each week during the Internship.

3. **Evaluation:** The Internship Site Supervisor and Internship Faculty Supervisor shall make regular contact during the Internship in order to evaluate the Internship Student’s progress (at least two times during the semester). A Final Confidential Evaluation by the Internship Site Supervisor is to be completed and submitted to the Internship Faculty Supervisor at the conclusion of the Internship experience.

4. **Learning Climate:** It is expected that the climate in the agency will be conducive to learning. Policies and procedures governing the provision of the agency’s services will be clearly defined. Learning opportunities are expected to provide variety and depth.

5. **Program:** The Internship Student’s Statement of Learning Objectives will serve as the basis for the Internship Student’s activities at the agency.

6. **Grievances:** The Internship Site Supervisor shall contact the Internship Student and the Internship Faculty Supervisor, should any difficulties arise during the placement.

**The Internship Student will be responsible for the following:**

7. **Adherence to rules and regulations:** The Internship Student will assume a role as a member of the agency’s staff in adhering to policies, regulations, and procedures within the agency. Also, the Internship Student will observe and work within the framework of the agency, as related to staff protocol and behaviors, as well as to mode of dress.

8. **Attendance:** The Internship Student will fulfill the agreed-upon time commitments. Time lost shall be made up in a way which is agreeable to the Internship Site Supervisor and Internship Faculty Supervisor.

9. **Ethical standards:** The Internship Student is expected to conform to ethical standards, especially with regard to confidentiality.

10. **Grievances:** The Internship Student shall contact the Internship Faculty Supervisor regarding any difficulties that arise regarding the placement.

11. **Education Guidelines:** The Internship Student will abide by the conditions as listed in the Student Expectations section in the Internship Manual.

12. **Agency Orientation:** The Internship Student will have completed all necessary agency forms and in-service training concerning confidentiality and appropriate procedures.
The Internship Faculty Supervisor will assume responsibility for the following:

1. **Regular contact:** The Internship Faculty Supervisor will meet with the Internship Site Supervisor and the Internship Student at least twice during the Internship to participate in the evaluation of the Internship Student’s performance and to provide feedback.

2. **Paperwork:** The Internship Faculty Supervisor will gather and review all required Internship documentation and logs.

3. **Signatures:** The Internship Faculty Supervisor will obtain all necessary university signatures and check additional signatures to insure all documents are complete.

4. **Files:** Student Internship files will be maintained and updated by the RC Program Fieldwork Coordinator, with a copy to the Internship Faculty Supervisor.

5. **Grades:** It will be the Internship Faculty Supervisor’s responsibility to assign grades based on the evaluation of the Internship Site Supervisor.

6. **Grievances:** The Internship Faculty Supervisor shall be the intermediary, should any grievances occur during the Internship.

____________________________________  __________________________
Internship Student [Signature]    Date

____________________________________  __________________________
Internship Site Supervisor [Signature]   Date

____________________________________  __________________________
Internship Faculty Supervisor [Signature]   Date

*Submit completed and signed document to Student Services Coordinator, UALR Rehabilitation Counseling Program
INTERNSHIP STUDENT - COUN 7660
STATEMENT OF LEARNING OBJECTIVES

The Internship Student is required to establish at least three (3) learning objectives for the specified grading period. The primary focus of the Internship course is to improve counseling skills, especially the core skills of helping. Secondary emphasis is on providing quality client service and case management, and for new counselors, an orientation to the field and to the specific agency in which he/she is completing the Internship.

Learning objectives should reflect the counseling focus, as well as any secondary focus areas, and emphasize specific areas where the student needs to enhance or acquire skills (i.e. theory-based techniques, case note documentation, service plan development). The learning objectives must be originated by the Internship Student in cooperation with the Internship Site Supervisor, and reviewed by the Internship Faculty Supervisor. Please consult your Internship Faculty Supervisor if you need help in formulating your objectives. Goals should be specific, measurable, attainable, relevant, and time-bound.

The Internship Site Supervisor will evaluate the Internship Student’s success in achieving the learning objectives at the end of the grading period. The university will award academic credit for successful accomplishment of the learning objectives listed below:

1. (Related to counseling skills)

2.

3.

_________________________________  ______________________________
Internship Student [Signature]       Date

_________________________________  ______________________________
Internship Site Supervisor [Signature]  Date

*Submit completed and signed document to Student Services Coordinator, UALR Rehabilitation Counseling Program
This log is to be completed by the Internship Student for every week during the Internship and is to be submitted to the Site Supervisor and to the Faculty Supervisor. Faculty individual and group supervision hours do not count toward direct and indirect hour. However, site supervision does count toward indirect hours.

Internship Student Name: _________________________    Week of: ____________________

Internship Site Name: _________________________________________________________

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>Date</th>
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<tbody>
<tr>
<td>(Duties)</td>
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</tr>
<tr>
<td>Individual Supervision (w/Faculty) Hours</td>
<td></td>
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<tr>
<td>Group/Class Supervision Hours</td>
<td></td>
</tr>
<tr>
<td>Direct Service Hours</td>
<td></td>
</tr>
<tr>
<td>Indirect Service Hours (incl. site supv.)</td>
<td></td>
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</tbody>
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<tr>
<th>TUESDAY</th>
<th>Date</th>
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<td></td>
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<tr>
<td>Individual Supervision (w/Faculty) Hours</td>
<td></td>
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<tr>
<td>Group/Class Supervision Hours</td>
<td></td>
</tr>
<tr>
<td>Direct Service Hours</td>
<td></td>
</tr>
<tr>
<td>Indirect Service Hours (incl. site supv.)</td>
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<tr>
<th>WEDNESDAY</th>
<th>Date</th>
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<td></td>
<td></td>
</tr>
<tr>
<td>Individual Supervision (w/Faculty) Hours</td>
<td></td>
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<tr>
<td>Group/Class Supervision Hours</td>
<td></td>
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<tr>
<td>Direct Service Hours</td>
<td></td>
</tr>
<tr>
<td>Indirect Service Hours (incl. site supv.)</td>
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</tbody>
</table>
### THURSDAY

<table>
<thead>
<tr>
<th>Individual Supervision (w/Faculty) Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Group/Class Supervision Hours</td>
<td></td>
</tr>
<tr>
<td>Direct Service Hours</td>
<td></td>
</tr>
<tr>
<td>Indirect Service Hours (incl. site supv.)</td>
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</tbody>
</table>

### FRIDAY

<table>
<thead>
<tr>
<th>Individual Supervision (w/Faculty) Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Group/Class Supervision Hours</td>
<td></td>
</tr>
<tr>
<td>Direct Service Hours</td>
<td></td>
</tr>
<tr>
<td>Indirect Service Hours (incl. site supv.)</td>
<td></td>
</tr>
</tbody>
</table>

**CALCULATE TOTAL HOURS FOR THIS WEEK:**

<table>
<thead>
<tr>
<th>Weekly Total of Individual Supervision Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Total of Group Supervision Hours</td>
<td></td>
</tr>
<tr>
<td>Weekly Total of Direct Service Hours</td>
<td></td>
</tr>
<tr>
<td>Weekly Total of Indirect Service Hours</td>
<td></td>
</tr>
<tr>
<td><strong>Weekly Total of Direct &amp; Indirect Hours:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**CALCULATE TOTAL HOURS TO DATE IN INTERNSHIP:**

<table>
<thead>
<tr>
<th>Semester Total of Individual Supervision Hours</th>
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</thead>
<tbody>
<tr>
<td>Semester Total of Group Supervision Hours</td>
<td></td>
</tr>
<tr>
<td>Semester Total of Direct Service Hours</td>
<td></td>
</tr>
<tr>
<td>Semester Total of Indirect Service Hours</td>
<td></td>
</tr>
<tr>
<td><strong>Semester Total of Direct &amp; Indirect Hours:</strong></td>
<td></td>
</tr>
</tbody>
</table>

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**Supervisor Name**

**Supervisor Signature**

**Date**

---

**UNIVERSITY OF ARKANSAS AT LITTLE ROCK**  
**MASTER OF ARTS IN COUNSELING**  
**WITH EMPHASIS IN REHABILITATION COUNSELING**

**INTERNSHIP STUDENT**  
**SELF-EVALUATION-COUN 7660**

Internship Student Name: _______________________________ Date: _______________

Internship Site/Agency Name: _______________________________________________

Internship Site Supervisor Name: ____________________________________________

Period of Evaluation: From ______________ to _________________ [Day/Month/Year]

**Directions:** Please indicate the degree to which each competency has been demonstrated using the following scale:

- 5 - Indicates a frequently demonstrated very high degree of competence.
- 4 - Indicates a frequently demonstrated high degree of competence.
- 3 - Indicates an adequate degree of competence.
- 2 - Indicates a relatively low level of competence.
- 1 - Indicates extremely low level of competence.

**Summarize your activities related to each of the following categories. If a category does not apply to you, write N/A.**

<table>
<thead>
<tr>
<th>Interpretation of Diagnostics:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical:</td>
</tr>
<tr>
<td>Psychological:</td>
</tr>
<tr>
<td>Educational:</td>
</tr>
<tr>
<td>Social:</td>
</tr>
<tr>
<td>Vocational:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rehabilitation Planning and Case Management:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Career and Vocational Counseling:</th>
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</table>

<table>
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<tr>
<th>Personal Adjustment Counseling:</th>
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<table>
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<tr>
<th>Job Development and Placement:</th>
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</table>

<table>
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<tr>
<th>Community Resource Utilization:</th>
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</table>

<table>
<thead>
<tr>
<th>Recording and Reporting:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Application of counseling theory and techniques:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Related Tasks:</th>
</tr>
</thead>
</table>

Internship Student [Signature]   Date
INTERNATIONAL STUDENT
SITE EVALUATION-COUN 7660

Internship Student’s Name _________________________ Semester ___________ Year _________

Internship Site ____________________________________________________________________

Site Address ______________________________________________________________________

Internship Site Supervisor Name/Phone ________________________________________________

Internship Faculty Supervisor Name ___________________________________________________

**Directions:** Please indicate the degree to which each competency has been demonstrated using the following scale:

- 5 - Indicates a frequently demonstrated very high degree of competence.
- 4 - Indicates a frequently demonstrated high degree of competence.
- 3 - Indicates an adequate degree of competence.
- 2 - Indicates a relatively low level of competence.
- 1 - Indicates extremely low level of competence.

### A. Internship Site

<table>
<thead>
<tr>
<th>Competency</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adequate assistance in meeting university requirements.</td>
<td></td>
</tr>
<tr>
<td>2. Staff acceptance of you as a counseling Internship student.</td>
<td></td>
</tr>
<tr>
<td>3. Support and cooperation of the administrative staff.</td>
<td></td>
</tr>
<tr>
<td>4. Physical facilities (space to work in, phone …).</td>
<td></td>
</tr>
<tr>
<td>5. Flexibility of site in meeting student’s needs and client’s needs.</td>
<td></td>
</tr>
<tr>
<td>6. Site requirements were reasonable.</td>
<td></td>
</tr>
</tbody>
</table>

### B. Internship Site Supervisor

<table>
<thead>
<tr>
<th>Competency</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. He/she offered constructive feedback.</td>
<td></td>
</tr>
<tr>
<td>2. He/she provided support when needed.</td>
<td></td>
</tr>
<tr>
<td>3. He/she provided assistance or referred you to someone who could</td>
<td></td>
</tr>
<tr>
<td>4. He/she allowed adequate time for individual supervision.</td>
<td></td>
</tr>
<tr>
<td>5. He/she helped me integrate theory and practice.</td>
<td></td>
</tr>
</tbody>
</table>
6. Overall evaluation of Internship Site Supervisor

C. Please describe how the Internship was a learning experience for you?

<table>
<thead>
<tr>
<th>D. What kind of supervision activities did you have? (e.g., listening to tapes, direct observation, group supervision, individual supervision, other)</th>
</tr>
</thead>
</table>

E. What suggestions could you offer to improve this field site?

Internship Student [Signature]    Date

*Submit completed and signed document to Internship Faculty Supervisor*
UNIVERSITY OF ARKANSAS AT LITTLE ROCK
MASTER OF ARTS IN COUNSELING
WITH EMPHASIS IN REHABILITATION COUNSELING

MIDSEMESTER PERFORMANCE EVALUATION
INTERNSHIP STUDENT-COUN 7660

Semester/Year _________________ Date of Mid Semester Evaluation: _________________
Name of Student ______________________________________________________________
Name of Internship Site ________________________________________________________
Internship Site Supervisor _________________________________ Phone ________________
Internship Faculty Supervisor _________________________________________________

Directions: Please indicate the degree to which each competency has been demonstrated using the following scale:

5 - Indicates a frequently demonstrated very high degree of competence.
4 - Indicates a frequently demonstrated high degree of competence.
3 - Indicates an adequate degree of competence.
2 - Indicates a relatively low level of competence.
1 - Indicates extremely low level of competence.

AREAS TO BE ASSESSED

1. Professional and appropriate behavior and dress while at Internship site.

2. Ability to develop and maintain positive working relationships onsite.

3. Submission of Internship logs in a thorough and timely manner.

4. Attendance and participation in supervision.

5. Demonstration of active steps towards achieving his/her learning goals.

6. Strengths of this student.

7. Areas in which the student needs to improve.

___________________________________                  _______________________
Internship Student                   Date

___________________________________                _______________________
Internship Site Supervisor                    Date

**UNIVERSITY OF ARKANSAS AT LITTLE ROCK**
**MASTER OF ARTS IN COUNSELING**
**WITH EMPHASIS IN REHABILITATION COUNSELING**

**INTERNSHIP SITE SUPERVISOR**
**FINAL EVALUATION OF INTERNSHIP STUDENT**
**COUN 7660**

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Name of Student</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Internship Site</th>
<th>Internship Site Supervisor</th>
<th>Phone</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Internship Faculty Supervisor</th>
<th></th>
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</table>

**Directions:** Please indicate the degree to which each competency has been demonstrated using the following scale:

- 5 - Indicates a frequently demonstrated very high degree of competence.
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- 3 - Indicates an adequate degree of competence.
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- 1 - Indicates extremely low level of competence.

### Counseling and Service Delivery

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Demonstrated an appropriate application of counseling theory and techniques.</td>
</tr>
<tr>
<td>2</td>
<td>Demonstrated the ability to gather, integrate, and interpret client information, such as diagnostics.</td>
</tr>
<tr>
<td>2</td>
<td>Took pertinent histories and recorded progress notes adequately.</td>
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<tr>
<td>3</td>
<td>Demonstrated the ability to conduct case planning.</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrated the ability to coordinate services.</td>
</tr>
<tr>
<td>5</td>
<td>Demonstrated the ability to conduct job development and job placement skills.</td>
</tr>
<tr>
<td>6</td>
<td>Adhered to the standards of ethical and professional conduct in relationship to clients, Internship site and other professionals.</td>
</tr>
<tr>
<td>7</td>
<td>Attended and participated in case conferences.</td>
</tr>
<tr>
<td>8</td>
<td>Terminated counseling relationships in a therapeutic fashion.</td>
</tr>
</tbody>
</table>

### General Characteristics

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>Demonstrated the ability to relate to others.</td>
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<tr>
<td>2</td>
<td>Demonstrated the ability to communicate verbally and in writing.</td>
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<tr>
<td>3</td>
<td>Demonstrated knowledge of and adherence to ethical behavior.</td>
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<tr>
<td>4.</td>
<td>Demonstrated conscientiousness and dependability.</td>
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<tr>
<td>5.</td>
<td>Demonstrated adaptability and resourcefulness.</td>
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<tr>
<td>6.</td>
<td>Demonstrated organizational ability.</td>
</tr>
</tbody>
</table>

What do you recognize as strengths of this student?

What do you recognize as limitations of this student?

Do you have any suggestions for addressing these limitations?

Using the above scale, indicate your overall rating of how the student has met his/her learning objectives:

Internship Site Supervisor [Signature]      Date of Evaluation

*Submit completed and signed document to Internship Faculty Supervisor*
<table>
<thead>
<tr>
<th>Acknowledgement</th>
<th>Student Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Internship student has received and read the COUN 7660 Internship Manual.</td>
<td></td>
</tr>
<tr>
<td>The Internship student must take and pass the CRC examination in order to receive a passing grade for the second semester of the COUN 7660 Internship course.</td>
<td></td>
</tr>
<tr>
<td>The Internship student must obtain liability insurance before logging internship hours, and provide proof of insurance to the Faculty supervisor.</td>
<td></td>
</tr>
<tr>
<td>The internship student must complete 600 internship hours, with at least 240 hours being direct service, in order to pass Internship.</td>
<td></td>
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</tbody>
</table>

*This checklist is due to the Faculty Internship Supervisor and the Student Services Coordinator by the start of the Internship course.*
REVISED CORE ACCREDITATION STANDARDS

(approved by CORE on September 2012)

SECTION D: Clinical Experience

D.2 Students shall have supervised rehabilitation counseling internship activities that include a minimum of 600 hours of applied experience in an agency/program, with at least 240 hours of direct service to individuals with disabilities.

D.2.1 The internship activities shall include the following:

D.2.1.a. orientation to program components, policies and procedures, introduction to staff and their role and function, identification of the expectations for interns, confidentiality and due process procedures, risk assessment, and the Code of Professional Ethics for Rehabilitation Counselors;

D.2.1.b. observation of all aspects of the delivery of rehabilitation counseling services, as practiced by the agency or organization, including diverse populations;

D.2.1.c. work assignments, performing the tasks required of an employed rehabilitation counselor at the agency or organization; and

D.2.1.d. reporting, including all required academic reports as well as logs, weekly progress reviews, and summaries of activities.

D.2.2 Written expectations, procedures, and policies for the internship activities shall be contained in a manual or other appropriate document(s) and distributed to students and supervisors.

D.2.3 For the internship, an on-site supervisor must be assigned to provide weekly supervision throughout the internship experience.

D.2.4 The internship shall include an evaluation of student performance, including self-evaluation by the student, the field site supervisor, and the faculty supervisor.

D.2.5 The RCE Program shall use internship experience sites that provide rehabilitation counseling services to individuals with disabilities appropriate to the mission of the program.

D.2.6 Internship students shall have experiences that increase their awareness and understanding of differences in values, beliefs and behaviors of persons who are different from themselves. Internship shall promote cultural competence, foster 40 09/2012
personal growth, and assist students in recognizing the myriad of counseling approaches and rehabilitation issues that affect service delivery.

D.3 Internship experiences shall include an average of one (1) hour per week of individual or 1½ hours per week of group (with no more than ten students/group) supervision by a program faculty member who is a CRC or qualified individual working in cooperation with a program faculty member who is a CRC.

D.3.1 When using distance education modalities, supervision may be provided using a variety of methods such as video conferencing, teleconferencing, real time video contact, or others as appropriate.

D.3.2 In states that have specific supervision requirements for counselor licensure, the program shall make the required supervision experiences consistent with the state licensure requirements and available to those students desiring to qualify for licensure.

D.3.3 There shall be a progress review of all students enrolled in an internship.

D.3.4 There shall be a written procedure for responding to students who do not demonstrate satisfactory internship knowledge or clinical skills.

D.3.5 The individual supervision of five students shall be considered equivalent to the teaching of one course due to the intensive, one-on-one instruction and the ongoing evaluation necessary in internship.