



# **INTERNSHIP MANUAL**

**for**

# **REHABILITATION COUNSELING**

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**Master of Arts in Counseling**  
**with emphasis in Rehabilitation Counseling**  
**Department of CARE**  
**College of Education**

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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:

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.
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 site 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. The course may be taken twice in the same semester to meet the 600 hour requirement.

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. This sensitivity will promote cultural competence, foster personal growth, and introduce students to counseling approaches and rehabilitation issues that affect service delivery.

## **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 well in advance of submitting the Application for Internship form (page 1 of the Internship Application).

## **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 his/her 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 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**

- Agencies should be selected that have a primary function of serving people with disabilities, this may also include agencies that serve the socially disadvantaged.
- Agencies should have a broad variety of rehabilitation services which are designed to serve persons with disabilities.
- Agencies should be recognized in the community as a viable agency with appropriate accreditation (if it exists for that agency). Affiliation with appropriate funding agencies will be considered in lieu of accreditation.
- 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, chemical dependency, and social disabilities.
- Information regarding those sites that have been approved by UALR Rehabilitation Counseling Program is available from the RC Program Student Services Coordinator. Students who are interested in an internship site that is not yet approved must contact the RC Program Student Services Coordinator for site approval.

### **Internship Agency Responsibilities**

- Assign to the internship student a Certified Rehabilitation Counselor to supervise the internship student. If not possible, the Internship Faculty Supervisor will still need sufficient time to supervise the internship student in coordination with the student's off-site CRC supervisor.
- The Internship Site Supervisor holds regularly scheduled supervisory conferences (one hour weekly for each week during the semester) with the internship student.

- Supervise day-to-day activities of the internship student.
- Assign cases appropriate to the level of competence of the internship student.
- Provides adequate support staff, facilities/equipment, and materials to enable the internship student to complete the agency internship experience and function on a professional level.
- Provides an atmosphere whereby the internship student has an opportunity to benefit from the experience of staff members.
- Provides the internship student with:
  - orientation to the agency's program components, policies, and procedures.
  - introduction to staff and their role and function.
  - access to client records and an accessible client information system.
  - expectations for the internship experience.
  - opportunity for observation of and participation in rehabilitation service delivery (in the office/facility, conferences, and in the field) in all stages of development.
  - opportunities for participation in individual counseling sessions with clients.
- Provides work rules and guidelines to the internship student as part of the overall orientation to the agency.
- Assigns caseload to the internship student that represents a cross-section of clients. Emphasis on case assignment should focus on the internship student's specialty area, where possible.
- Engage in a mid-semester evaluation of the internship student's progress with the Faculty Internship Supervisors. The mid-semester evaluation may be utilized to highlight areas identified as needing improvement and progress by the internship student.
- Complete a final summative evaluation of the internship student's progress and completion of learning goals as identified at the beginning of the internship experience.

Because the internship experience should be a benefit to the agency as well as the student, many aspects of the internship experience may be completed on the job. As with any college class, however, it is expected that the internship student will spend additional hours beyond his/her work hours to complete the internship experience. No overtime compensation will be granted for any internship activities.

### **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 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 preparation provided for available 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 must be an individual who:

- has worked in the agency setting at least one (1) year.
- is interested in supervising students.
- has a minimum of a Master's Degree rehabilitation, counseling, or related field. For exceptions to the above, consult with the UALR Rehabilitation Counseling Program Student Services Coordinator.
- holds CRC certification.

Other Internship Site Supervisor qualifications include:

- appropriate academic training at the Master's or Doctorate level.
- work experiences that will provide the internship student with a proper orientation to the field of rehabilitation.
- an interest and willingness to become a part of an 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 with 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:

- student must be enrolled in the UALR Rehabilitation Counseling Master's program, or pursuing an LPC.
- student must have successfully completed COUN 7365 Rehabilitation Counseling Practicum, with a grade of B or better.
- student must have a minimum of a 3.0 grade point average.
- student must have successfully completed, or received equivalent grade for, all course work in the core (\*with a grade of B or better) and professional experience areas prior to beginning Internship, which includes the following:  
COUN 7360 Rehabilitation Foundations\*

COUN 7363 Career Counseling and Placement\*  
COUN 7364 Rehabilitation Case Management\*  
COUN 7367 Assessment in Rehabilitation\*  
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  
COUN 7361 Medical Aspects of Disability  
COUN 7362 Psychological Aspects of Disability

The student must make a “B” or better in 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.

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 confidential final evaluation of the student, and the student’s timely and thorough completion of all required paperwork, including weekly internship logs.

### **Internship Application Documents and Deadline Dates**

The Internship Application includes all of the following documentation:

- Application for Internship (page 1)
- Internship Proposal
- Internship Agreement
- Internship Student Statement of Learning Objectives
- Internship Student Data Form

The student must complete all Internship Application documentation during the semester previous to when he/she desires to take Internship. The student must have completed and submitted the **Application for Internship** form (**page 1** of the Internship Application) by the following **deadline**:

<b>Fall Semester</b>	<b>-</b>	<b>June 15</b>
<b>Spring Semester</b>	<b>-</b>	<b>September 15</b>
<b>Summer Semester</b>	<b>-</b>	<b>March 15</b>

The student must have completed, 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.**

All Internship Application documentation must be submitted to:

**Stacy McKisick**  
**RC Student Services Coordinator**  
**UALR Rehabilitation Counseling Program**  
**Email: [slmckisick@ualr.edu](mailto: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

## Structure of the Internship Experience

- The Internship Student shall have 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 **during the Fall and Spring Terms. If the student wishes to spread the Internship requirements over two terms, they may enroll for a maximum of 6 credit hours during the Summer Term and complete the other 6 credit hours in the contiguous Fall or Spring 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. In general, the term refers to time spent by Internship students working with and for consumers [CORE Accreditation Manual,].
  - **“Indirect Service”** is defined as Internship service time that does not fall under the “Direct Service” definition.
- The internship fieldwork process should be supervised by an onsite Certified Rehabilitation Counselor (CRC) at the Internship Site (i.e. Internship Site Supervisor).
- A supervisory conference should be held between the Internship Student 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 mid-semester performance evaluation of the Internship Student's progress. The mid-semester performance evaluation is a required evaluation and may be utilized to highlight areas identified as needing improvement and progress by the Internship Student.
- Internship Students who are graduates of an undergraduate rehabilitation program or are working rehabilitation counselors or supervisors of rehabilitation counselors (i.e.: one who was admitted with Advanced Standing status due to work experience) 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:
  - Internship Site Supervisor's completion and submission of the mid-semester evaluation of the student;
  - Internship Site Supervisor's completion and submission of the final confidential evaluation of the student;
  - Student's completion of all required individual and group supervision meetings;
  - Student's timely completion and submission of weekly internship logs;
  - Student's completion of the self-evaluation form; and
  - Student's completion of the internship site evaluation form.

### **Internship Student Responsibilities and Expectations**

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:

- Accrue 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".

- Dress appropriately and in accordance with the situation and environment.
- Prompt attendance at meetings with clients, staff and the site in general.
- Contact the site if delayed or absent.
- Observe agency policies and regulations.
- Adhere to the work schedule and regulations of the agency. Students will observe the agency holiday schedule, rather than the university holiday schedule.
- Demonstrate respect for clients and co-workers regardless of race, color, religion, sexual orientation, age, national or ethnic origin, political beliefs, marital status, disability, or social and family background.
- Maintain confidentiality of client information under agency guidelines.
- Perform the tasks required of an employed rehabilitation counselor in a rehabilitation setting from intake to discharge and/or placement.
- Participate 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.
- Complete a daily Internship Log of all direct and indirect service activities. The student is to utilize the Internship Log form provided by the UALR Rehabilitation Counseling program. Information on the Internship Log form should include:
  - Date and number of direct service hours for each day at the site.
  - Date and number of indirect service hours for each day at the site.
  - Description of internship activities.
- Submit the Internship Log to both the Internship Site Supervisor and the Internship Faculty Supervisor every week during the course of the semester for the purpose of assistance and evaluation.
- Establish personal learning objectives to be met during the Internship. At the beginning of the Internship, the Internship Student and the Internship Site Supervisor are to establish the Learning Objectives for the Internship. A copy of the Learning Objectives is required to be provided to the RC Program Student Services Coordinator.
- Abide by The Commission on Rehabilitation Certification (CRCC) Code of Ethics. A copy of the Code of Ethics may be found at <http://www.crccertification.com/>.
- Provide a copy of this Internship Manual to the Internship Site Supervisor at the beginning of the Internship.
- Complete and obtain signatures on all internship forms and other required paperwork in a timely manner.
- 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 COE 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 COE Dean's Office.

- If the faculty supervisor or site supervisor is in doubt of the practicum student's counseling ability, character or integrity, the student may be required to repeat the Practicum 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 Practicum must repeat the course. Failure to obtain a satisfactory grade in the repeated Practicum 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.

- 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 or are working rehabilitation counselors or supervisors of rehabilitation counselors, (i.e.: one who was admitted with Advanced Standing status due to work experience):
  - 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 a 3-5 page Internship Report with the Internship Site Supervisor 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, before a grade will be assigned.

## Additional Requirement – CRC Exam

**Students beginning their Rehabilitation Counseling program in the Fall 2011 Term will be required to take and pass the Certified Rehabilitation Counselor (CRC) exam in order to complete 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 the exam application process should have been completed as part of their Practicum experience. If this has not been done, the student should apply as soon as possible. A final grade in the last 6 SH of Internship will not be given until this requirement is met. Students will be given a grade of “IP” until notification of their score is received. Information on this process can be obtained from the Commission on Rehabilitation Counselor Certification (CRCC) at <http://www.crccertification.com/> . You should apply under Category G. The student verification form for this can be obtained from the Fieldwork Supervisor. The upcoming application deadlines, testing dates and exam result availability dates are shown below:

Application Deadline	Testing Dates	Exam Results Available
May 16,2011	Oct 7 – 15, 2011	Nov 21, 2011
Oct 15, 2011	Mar 2 – 10, 2012	Apr 16, 2012
Feb 15, 2012	Jul 13 – 21, 2012	Aug 27, 2012
May 15, 2012	Oct 5 – 13, 2012	Nov 19, 2012

In order for us to receive notification of the student’s success on the exam, each student will need to complete, sign and return the release form that is at the end of this manual to the Fieldwork Supervisor. If this is not done, a final grade for the Internship may be significantly delayed.

## Supervisory Requirements and Responsibilities

### Dimensions of Supervision

- 1. Planning:** In the planning phase of supervision, 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. Either the RC Student Services Coordinator, Internship Faculty Supervisor or the Internship Site Supervisor are encouraged to contact the other to discuss any questions, concerns, progress, or problems he or she may have. The RC Program Fieldwork Supervisor feels that this type of communication provides an atmosphere for effective student development.

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 (or designated off-site CRC Supervisor) Responsibilities**

- For the internship, 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 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 provide input to the mid-semester performance evaluation conducted by the Internship Faculty Supervisor.
- 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 3-5 page 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. The Internship Site Supervisor must submit the Final Confidential Evaluation to the Internship Faculty Supervisor before the student is given a grade for the course. The Final Confidential 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 15 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), or CRC eligible.

- This direction shall include 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 long distance travel, the Internship Faculty Supervisor will arrange to make contact by phone, internet discussion or audio chat, and/or two-way, live videocam interaction with the Internship Site Supervisor and the student 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.
- The Internship Faculty Supervisor will conduct a mid-semester 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-semester Performance Evaluation form that requires signatures from both the Internship Student and Internship Site Supervisor.
- If for any reason during the Internship the Internship Student, Internship Site Supervisor, or Internship Faculty Supervisor has a reason to believe that the Internship 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.
- Schedule site visits, as needed and feasible, for the benefit of the Internship Student.
- May 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 Practicum Site regarding liability insurance. All helping professionals are legally liable for professional practice with their clients, including rehabilitation counselors and practicum students in rehabilitation counseling. Since a practicum student is not an employee of either the University of Arkansas at Little Rock or the Practicum Site in which he/she is completing their practicum fieldwork experience, the practicum student is personally and legally responsible for his/her practice of rehabilitation counseling. To reduce the financial risk for the practicum student, the practicum student should consider purchasing 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  
<http://nrca-net.org/insurance.html>

Healthcare Providers Service Organization  
<http://www.hpsso.com/>

Additional sites can be obtained by using google, bing or ask.com for “Counselor Intern Liability Insurance”.

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## INTERNSHIP 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 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. **Note deadline dates.**

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

- **Securing an Internship Site:**
  - Consult with your Faculty Advisor 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. **Note deadline dates.**
  - 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](mailto:slmckisick@ualr.edu) or  
Fax: 501-569-8129.
  - **Take CRC exam** and report score to the Student Service Coordinator.

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**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: \_\_\_\_\_

\_\_\_\_\_  
Student [Signature] Date

**\*Submit completed and signed document to UALR RC Program Student Services Coordinator**



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**INTERNSHIP AGREEMENT-COUN 7660**

Student Name: \_\_\_\_\_ T-number \_\_\_\_\_

Phone: \_\_\_\_\_  
Home Work Cell

Semester: Fall \_\_\_\_\_ Year: \_\_\_\_\_  
Spring \_\_\_\_\_  
Summer \_\_\_\_\_

Internship Site/Agency Name: \_\_\_\_\_

Internship Site Address: \_\_\_\_\_  
Street City/State Zip

Internship Site Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

This Internship Agreement is entered into between:

\_\_\_\_\_ as onsite 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. 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 Internship Site Supervisor to whom the student shall be directly responsible. Supervision shall include regularly scheduled 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. A final 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 occur with the student.

**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 mode of dress.
8. **Attendance:** The Internship Student will fulfill the agreed-upon time commitments. Time lost shall be made up in a way that is agreeable to the Internship Site Supervisor and the Internship Faculty Supervisor.
9. **Ethical standards:** The Internship Student is expected to conform to ethical standards, especially in regard to confidentiality.
10. **Grievances:** The Internship Student shall contact the Internship Faculty Supervisor regarding any difficulties that should 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:**

13. **Regular contact:** The Internship Faculty Supervisor will meet with the Internship Site Supervisor and the Internship student at least twice (at the midpoint and at the end of the Internship) to participate in the evaluation of the student's performance and to provide feedback.
14. **Paperwork:** The Internship Faculty Supervisor will gather and review all required internship documentation and logs.
15. **Signatures.** Internship Faculty Supervisor will obtain all necessary university signatures and check additional signatures to insure all documents are complete.
16. **Files:** Student internship files will be maintained and updated by the Internship Faculty Supervisor.
17. **Grades:** It will be the Internship Faculty Supervisor's responsibility to assign grades based on several factors including the evaluation completed by the Internship Site Supervisor.
18. **Grievances:** The Internship Faculty Supervisor shall be the intermediary should any grievances occur.

\_\_\_\_\_  
Internship Student [Signature]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Site Supervisor [Signature] CRC#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Faculty Supervisor [Signature]

\_\_\_\_\_  
Date

## **INTERNSHIP STUDENT-COUN 7660 STATEMENT OF LEARNING OBJECTIVES**

The Internship Student is required to establish at least three learning objectives for the specified grading period. The learning objectives must be originated by the Internship Student in cooperation with the Internship Site Supervisor, and reviewed by the Internship Faculty Supervisor for validity and relative value.

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.

2.

3.

\_\_\_\_\_  
Internship Student [Signature]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Site Supervisor [Signature]CRC#

\_\_\_\_\_  
Date

**\*Submit completed and signed document to UALR RC Program Student Services Coordinator**

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## INTERNSHIP LOG – COUN 7660

**This log is to be completed by the Internship Student for every week during the Internship and is to be submitted to the Internship Site Supervisor and to the Internship Faculty Supervisor:**

Internship Student Name: \_\_\_\_\_ Week of: \_\_\_\_\_

Internship Site Name: \_\_\_\_\_

<b>MONDAY</b>		<b>Date</b>
<b>Individual Supervision Hours</b>		
<b>Group Supervision Hours</b>		
<b>Total of Direct Service Hours</b>		
<b>Total of Indirect Service Hours</b>		

<b>TUESDAY</b>		<b>Date</b>
<b>Individual Supervision Hours</b>		
<b>Group Supervision Hours</b>		
<b>Total of Direct Service Hours</b>		
<b>Total of Indirect Service Hours</b>		

<b>WEDNESDAY</b>		<b>Date</b>
<b>Individual Supervision Hours</b>		
<b>Group Supervision Hours</b>		
<b>Total of Direct Service Hours</b>		
<b>Total of Indirect Service Hours</b>		

<b>THURSDAY</b>	<b>Date</b>
<b>Individual Supervision Hours</b>	
<b>Group Supervision Hours</b>	
<b>Total of Direct Service Hours</b>	
<b>Total of Indirect Service Hours</b>	

<b>FRIDAY</b>	<b>Date</b>
<b>Individual Supervision Hours</b>	
<b>Group Supervision Hours</b>	
<b>Total of Direct Service Hours</b>	
<b>Total of Indirect Service Hours</b>	

**CALCULATE TOTAL HOURS FOR THIS WEEK:**

<b>Weekly Total of Individual Supervision Hours</b>	
<b>Weekly Total of Group Supervision Hours</b>	
<b>Weekly Total of Direct Service Hours:</b>	
<b>Weekly Total of Indirect Service Hours:</b>	
<b>Weekly Total of All Hours:</b>	

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

<b>Total of Individual Supervision Hours</b>	
<b>Total of Group Supervision Hours</b>	
<b>Total of Direct Service Hours:</b>	
<b>Total of Indirect Service Hours:</b>	
<b>Total of All Hours:</b>	

**\*Submit completed document to Internship Faculty Supervisor and Internship Site Supervisor**

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

Practicum Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Practicum Site/Agency Name: \_\_\_\_\_

Practicum 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.**

<b>Interpretation of Diagnostics:</b>	
Medical:	
Psychological:	
Educational:	
Social:	
Vocational:	
<b>Rehabilitation Planning and Case Management:</b>	
<b>Career and Vocational Counseling:</b>	
<b>Personal Adjustment Counseling:</b>	
<b>Job Development and Placement:</b>	
<b>Community Resource Utilization:</b>	
<b>Recording and Reporting:</b>	
<b>Application of counseling theory and techniques:</b>	
<b>Other Related Tasks:</b>	

\_\_\_\_\_  
Internship Student [Signature]

\_\_\_\_\_  
Date

**\*Submit completed and signed document to Practicum Faculty Supervisor**

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**INTERNSHIP 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.

<b>A. Internship Site</b>	
1. Adequate assistance in meeting university requirements.	
2. Staff acceptance of you as a counseling practicum student.	
3. Support and cooperation of the administrative staff.	
4. Physical facilities (space to work in, phone ...).	
5. Flexibility of site in meeting student's needs and client's needs.	
6. Site requirements were reasonable.	
<b>B. Internship Site Supervisor</b>	
1. He/she offered constructive feedback.	
2. He/she provided support when needed.	
3. He/she provided assistance or referred you to someone who could	
4. He/she allowed adequate time for individual supervision.	

5.	He/she helped me integrate theory and practice.	
6.	Overall evaluation of Internship Site Supervisor	
<b>C.</b>	Please describe how the Internship was a learning experience for you?	
<b>D.</b>	What kind of supervision activities did you have? (e.g., listening to tapes, direct observation, group supervision, individual supervision, other)	
<b>D.</b>	What suggestions could you offer to improve this field site?	

\_\_\_\_\_  
Internship Student [Signature]

\_\_\_\_\_  
Date

**\*Submit completed and signed document to Internship Faculty Supervisor**

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**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 \_\_\_\_\_

**AREAS TO BE ASSESSED**

1.	Professional and appropriate behavior and dress while at Practicum site.	
2.	Ability to develop and maintain positive working relationships onsite.	
3.	Submission of Practicum 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 CRC#

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Internship Faculty Supervisor

\_\_\_\_\_  
 Date

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

Semester/Year \_\_\_\_\_  
 Name of Student \_\_\_\_\_  
 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.

<b>Counseling and Service Delivery</b>	
1. Demonstrated an appropriate application of counseling theory and techniques.	
2. Demonstrated the ability to gather, integrate, and interpret client information, such as diagnostics.	
2. Took pertinent histories and recorded progress notes adequately.	
3. Demonstrated the ability to conduct case planning.	
4. Demonstrated the ability to coordinate services.	
5. Demonstrated the ability to conduct job development and job placement skills.	
6. Adhered to the standards of ethical and professional conduct in relationship to clients, practicum site and other professionals.	
7. Attended and participated in case conferences.	
8. Terminated counseling relationships in a therapeutic fashion.	
<b>General Characteristics</b>	
1. Demonstrated the ability to relate to others.	
2. Demonstrated the ability to communicate verbally and in writing.	

3. Demonstrated knowledge of and adherence to ethical behavior.	
4. Demonstrated conscientiousness and dependability.	
5. Demonstrated adaptability and resourcefulness.	
6. Demonstrated organizational ability.	
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?	
<b>Using the above scale, indicate your overall rating of how the student has met his/her learning objectives:</b>	

\_\_\_\_\_  
 Internship Site Supervisor [Signature] CRC#

\_\_\_\_\_  
 Date of Evaluation

**\*Submit completed and signed document to Internship Faculty Supervisor**

# CORE

(Council on Rehabilitation Education)

## Accreditation Manual

<http://www.core-rehab.org/>

### REVISED CORE ACCREDITATION STANDARDS

(approved by CORE on September 16, 2010)

#### SECTION D: Clinical Experience

- D.1 Students shall have a minimum of 100 hours of supervised rehabilitation counseling Practicum experience with at least 40 hours of direct service to people with disabilities (not role-playing clients). Practicum students shall have experiences that increase their awareness and understanding of the differences in values, beliefs, and behaviors of individuals who are different from themselves.
- D.1.1 The practicum shall include instructional experiences (audio-video tapes and individual and group interaction) dealing with rehabilitation counseling concerns, and clinical experiences (on or off-campus) that facilitate the development of basic rehabilitation counseling skills. During the practicum, students will conduct interviews that will be reviewed by a supervisor. If practicum experiences are provided off-campus, there will be direct and periodic communication throughout the semester between the site supervisor and the faculty (e.g., site visits, conference calls, video-conferencing, electronic communication). Practicum activities shall be documented in logs, progress reviews, and summaries. The program faculty member responsible for practicum supervision must be a CRC.
- D.1.2 Written expectations, procedures, and policies for practicum will be distributed to students and supervisors. This will include the policy that the practicum is a prerequisite to the supervised rehabilitation counseling clinical internship experience.
- D.1.3 Practicum experiences shall include an average of one (1) hour per week of individual **and** 1½ hours per week of group (with no more than **ten** students/group) supervision by a program faculty member or qualified individual working in cooperation with a program faculty member.
- D.1.4 When using distance education modalities, practicum supervision may be provided using a variety of methods such as video conferencing, teleconferencing, real time video contact, or others as appropriate.
- D.1.5 In states that have specific practicum supervision requirements for counselor licensure, the program shall make the required supervision experiences consistent with the licensure

requirements available to those students desiring to qualify for licensure.

D.1.6 There shall be a written progress review of the performance/counseling skills of all students enrolled in a practicum.

D.1.7 There shall be a written procedure for responding to students who do not demonstrate satisfactory practicum knowledge or clinical skills.

D.1.8 The individual supervision of **five** students shall be considered to be equivalent to the teaching of one course.

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 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.



STUDENT CONSENT FOR TRANSFER OF RECORDS

I, \_\_\_\_\_, hereby authorize the Commission on Rehabilitation Counselor Certification (CRCC) to release a pass, fail, or no-show status, as it relates to my status on the recent administration of the Certified Rehabilitation Counselor Examination (CRCE), to the designated faculty member of my master's program. I recognize that my scores will not be released to me until CRCC receives an official transcript indicating the granting of my degree. I also recognize that I may not use the Certified Rehabilitation Counselor (CRC) designation or hold myself out to be a CRC until I receive notification of a passing score directly from CRCC.

Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Date of Birth:

\_\_\_\_\_

CRCC Customer Number (If known)

\_\_\_\_\_

**NOTE:** This form must be returned to the designated faculty member of your master's program.