



**CLINICAL MENTAL HEALTH
COUNSELING**

**STUDENT INTERNSHIP
HANDBOOK**

2017-2018 Edition



Alliance Graduate School of Counseling

N.Y.C. Campus
2 Washington Street
New York, NY 10004

TABLE OF CONTENTS	
TOPIC	PAGE
Welcome	
a. Letter from Director of Clinical Internship & Field Placement	4
b. Preface	5
c. Scope of this Handbook	5
d. Internship Program Faculty	6
e. Accreditation	8
Purpose	
a. Training Plan	9
b. Goals and Objectives	10
Expectations	
a. Professionalism	11
b. Confidentiality	12
c. Ethics and Professional Practice	12
d. Course selection	13
e. Faculty-Student Relationship	13
Policies	
a. Administrative Structure	14
b. Internship Attendance	16
c. Incompletes	16
d. Attire and Conduct	17
e. Evaluation	17
Requirements	
a. Clinical Instruction	18
b. Minimum Standards	19
c. Appropriate Counseling Experiences	22
d. Supports, Safety, Schedule	22
e. Intern-Staff Relations	24
f. Internship Stipends	25
Practicum	
a. Prerequisites	26

b. Individual Counseling	27
c. Acquiring a Site	28
d. Duration of Practicum	30
e. Direct and Indirect Service	31
f. Clinical Supervision and Evaluation	32
Internship	
a. Track I: Duration of internship	34
b. Clinical Supervision and Evaluation	37
c. Track II: Decelerated	38
Practicum and Internship Completion	
a. Early Termination	39
b. Due Process	39
c. Termination by Site	40
FAQ about Clinical Instruction	41
Forms	
a. Internship Preparedness Questionnaire	43
b. Declaration of Internship Eligibility	45
c. MHC Questionnaire	48
d. Site Supervisor's Evaluation	49
e. Malpractice Insurance Information	52

Letter from Director of Clinical Internship & Field Placement

Congratulations on starting this last leg in your journey towards completing our graduate mental health counseling program and becoming a professional counselor. This is both an exciting and anxiety provoking time because you will be putting into practice all of the knowledge, theory, and skills that you learned thus far in the program. This three semester sequence in the graduate program will be rewardingly demanding.

It will be my job to encourage all of you to practice self and relational care so you can remain as mentally, emotionally, and spiritually healthy as possible throughout the experience. Therefore, I recommend that as you begin your practicum and internship experience that you reflect on all your life demands and make intentional choices related to employment and field placement hours. For example, if you are working full-time, you may want to consider taking more than three semesters to finish the required 700 hours of internship. I will meet with each of you to consider your individualized course selection schedule as it pertains to practicum and internship.

I am here to help you succeed and reap the most benefits from this clinical experience. It is my hope that you will grow in amazing ways both professionally and spiritually throughout this process. I wish you all the best on your professional journey.

Thank you,
Dr. Anna Flores Locke

Preface

Internship Program Description:

The Alliance Graduate School of Counseling (AGSC) offers a three semester sequence designed to help you complete the required practicum and internship clinical hours needed to graduate. You will need a total of 700 clinical hours (280 of which are direct service hours with clients) at an approved field placement site to meet the requirements of this component of your graduate mental health counseling program.

Scope of this Handbook:

The purpose of the handbook is to provide you with information concerning the internship program at Nyack College. It is intended to clarify relevant information, policies, procedures, requirements, expectations, and evaluation procedures.

The listed courses, requirements, and policies for completion of this component of the program are subject to change even after a student is admitted and students are encouraged to annually review the requirements and discuss them with their advisor. If the courses and/or requirements change, these new requirements may be applied to students who are already enrolled in the counseling program.

Internship Program Faculty

Name/Degree: Anna Flores Locke, PHD

Position: Assistant Professor, Director Clinical Internship & Field Placement

Degree from: Montclair State University (CACREP accredited)

Relevant counseling experience: 10 years of outpatient counseling experience; owner of a counseling private practice

Relevant supervision training and experience: ACS (Approved Clinical Supervisor) extension on license from CCE (Center for Credentialing & Education)

Name/Degree: Michele Hernandez, MA

Position: Adjunct Professor, & Owner of Private Practice

Degree from: Nyack College Alliance Graduate School of Counseling

Relevant counseling experience: Over 13 years of outpatient counseling experience

Relevant supervision training and experience: ACS (Approved Clinical Supervisor) extension on license from CCE (Center for Credentialing & Education)
Over 5 years of experience providing supervision to interns and Master Level Clinicians

Name/Degree: Fanita Henderson, LMHC

Position: Adjunct Professor at AGSC

Degree from: Nyack College Alliance Graduate School of Counseling

Relevant counseling experience: Private Practice, specialize in serving individuals, couples, families and groups.

Relevant supervision training and experience: Current member of the American Counseling Association, and Eastern Group Psychotherapy Association.

Accreditation

The program is intentionally designed to meet all requirements for New York State licensure as a Mental Health Counselor, as well as national certification by the National Board of Certified Counselors (NBCC) *Note: All 50 States now require licensure in order to practice as a Mental Health Counselor.*

Below are useful links regarding this topic.

<http://www.op.nysed.gov/prof/mhp/mhelic.htm>

<http://www.nbcc.org/certification>.

An increasing number of States are beginning to require applicants to “present evidence of receiving a master’s degree in counseling from a program that is accredited as a mental health counseling program of 60 semester hours by the Commission on the Accreditation of Counseling Related Education Programs (CACREP)” in order to obtain licensure. See CACREP web site:

<http://www.cacrep.org/wp-content/uploads/2013/12/2009-Standards.pdf>).

AGSC is committed to facilitating licensure for its graduates in any of the 50 States. Therefore, AGSC is currently in the process of the self-study in order to apply for CACREP accreditation.

PURPOSE

The Internship Program is designed to take the theoretical and academic and to refine that knowledge with applied and practical experience. It is an integrative learning experience designed to bridge the gap between the scientific research based approach to human behavior and the practice of counseling with real life problems, dynamics, and circumstances.

The model for the internship-training program is consistent with the goals and objectives of the mission of AGSC. The program emphasizes experiential learning in the integration of modern counseling theory and practice with relevant value and faith issues, sensitivity to multi-cultural/ethnic and cross-cultural issues, mentoring through supervision and nurturing of professionalism, multi-modal instructional experiences, and aggregate and case study applications.

Training Plan of Clinical Instruction:

The clinical instruction is an ***integrative learning experience*** designed to bridge the gap between the social science of human behavior and the practice of counseling people with real life problems in the context of their environment.

The Practicum/Internship Program engages in positive efforts designed to ensure that interns will have opportunities to learn about and experience cultural and individual diversity as they relate to the practice of counseling.

Goals and Objectives of Clinical Instruction:

The objectives of the training program include the following:

- (1) To provide a properly administered, well-structured and programmed sequence of professionally supervised training experiences characterized by progressively greater depth, breadth and duration during the internship experience;
- (2) To train interns primarily through experiential learning, including socialization into the profession of counseling by such things as mentoring, didactic exposure, role-play/enactment, observational learning and supervisory guidance;
- (3) To ensure that intern supervision is regularly scheduled and sufficient relative to the intern's professional responsibility, including at least one hour of face-to-face individual clinical supervision for every 15 hours on-site at the internship. Supervision is to be conducted with a state licensed counseling professional familiar with the internship setting. Additionally, the intern will receive at a minimum of at least one and a half hours of face to face group supervision (conducted by AGSC faculty) for this same period;
- (4) To educate the intern through training activities which address the application of current scientific knowledge, principles, and theories to the professional delivery of counseling services. Such training should include instruction in professional, ethical practice;
- (5) To maintain an administrative structure and process which systematically coordinates, controls, directs, and organizes the training activity and resources, emphasizing the learning and training experiences of

- the intern over the service delivery and revenue generation needs of the internship site, and;
- (6) To provide a designated faculty director who is a doctoral level mental health professional, appropriately credentialed to practice and supervise counseling in the jurisdiction in which the internship is located. The director is primarily responsible for directing the program and assuring that the internship experience is consistent with the mission, philosophy and training goals of AGSC.

INTERNSHIP PROGRAM EXPECTATIONS

Professionalism

The Counseling Program and its faculty support the highest level of professionalism as set forth by "best practices" in the field, as well as ethics and standards of such organizations as the American Counseling Association (ACA) and the National Board for Certified Counselors (NBCC). The Program expects each student to be knowledgeable of and to act in accordance with these ethics and standards.

Beyond written standards set forth by related professional organizations, professionalism embraces a high standard for interpersonal interaction, including respect for people, processes, and property.

The faculty expects you to engage in behavior that reflects a high level of health and integrity. You should be stable and psychologically well adjusted.

You should possess effective interpersonal skills, a genuine concern for others, and an active commitment to personal growth and professional development.

Professional behavior is expected in class. Faculty expects you to complete reading assignments **prior** to class. Additionally, faculty expects you to come to class prepared for the day's topics/discussions and to arrive on time. At a minimum, you should expect three hours of work outside of class per credit hour. Also, students should exhibit a positive attitude, active learning style, receptivity to new ideas, openness to feedback, flexibility, and respect for faculty members and peers.

Confidentiality is the norm for all classroom interaction. Therefore, in keeping with the ethical guidelines of the counseling professions, information that is discussed about students, clients or others affiliated with the counseling program is not to be discussed outside of the class or setting in which it originated.

Ethics and Professional Practice of the Student

Students are expected to comply with the 2014 ACA Code of Ethics. Maintain a copy of the 2014 ACA code of ethics as you engage in clinical work. Find at: www.counseling.org/resources/aca-code-of-ethics.pdf

Students are to manage clinical liability risk by engaging in practice that meets and/or exceeds the standards of professional practice. This includes maintaining the boundary between academic life and professional practice. The activities at the clinical sites are to be conducted as a professional activity (i.e., a job) and as such, the intern is to function at the agency/site in

accordance to the site's human resources guidelines, regulations and schedule unaffected by the academic calendar and demands of AGSC coursework.

Course Selection

You are highly recommended to adhere to your degree plans and take three or fewer courses per semester, especially if they are working full time. You are encouraged to adjust your course load so you are not overextended. This guideline is stipulated in order for you to be able to devote sufficient time for adequate class preparation, learning, and clinical performance at the field placement site.

Faculty-Student Relationship

You can expect faculty to return telephone calls and email messages within two business days of receiving them. If faculty are out of the office, they will respond to calls and emails within two business days of their return to the office. In preparation for a professional workplace, you are also expected to timely respond to telephone calls and email messages from faculty and others in the School. You can expect faculty to return papers and exams within three weeks.

INTERNSHIP PROGRAM POLICIES:

Administrative Structure of the Internship Program

AGSC Internship Director

A designated AGSC faculty member directs the Internship Program. The Director of Clinical Internship and Field Placement administers plans, structures, and programs, organizes and maintains internship sites, along with the field work professors, while recruiting potential new internship sites for students qualified to take the Internship sequence.

The director also tracks each student's clinical hours accrued as reported on the logs and addresses any problems with meeting the required internship hours to graduate. The AGSC Internship Director will communicate with the seminar professors on a once a month basis.

The director and field work professors also meet with each site supervisor at the field placement site at least once a year. The purpose of this visit is to strengthen the working relationship between the site and the program, to ensure that the site meets the requirements for internship, to establish and assess intern's clinical goals, and to remediate any problems with the placement.

The AGSC Internship Program, with involvement from administrators and interns, is to engage in an ongoing self-assessment and quality enhancement program. These self-studies are to address the appropriateness of the interns' preparation for the internship experience, the identification and maintenance of achievements within internships, the identification of shortcomings within internships, and the accomplishment of goals and

objectives for the Internship Program, which meet national standards for the profession.

Internship sites

Each internship site may offer a different internship experience depending on the mission of the organization offering the internship, the clinical populations served, the available resources, and modalities of intervention available. Therefore, student interns should seek a site that best meets their desired internship experience. All internship sites contracted with AGSC meet all minimum requirements to satisfy national accreditation boards.

Internships are structured in the following manner:

- (1) The details of each clinical site are negotiated and established between the AGSC Internship Director and a responsible Administrator of the organization offering the internship. An affiliation agreement is signed with each internship site.

- (2) The implementation of the internship within the organization is the responsibility of the Administrator and her/his staff. The AGSC Internship Director, along with the seminar professors, will monitor that the internship experience meets the specifications and expectations as delineated in this handbook.

- (3) Administrators of the facility and the Site Supervisor are to directly contact the AGSC Internship Director, any matters pertaining to the positive or negative conduct or performance of the intern.

Internship Attendance:

You are expected to attend your internship for 15-20 hours per week. Additionally, you are expected to be consistent in your attendance; that is, you should be present at predetermined times set up between you and your on-site supervisor. Likewise, you should not be taking more than one or two weeks off at a time (except in special circumstances.) As such, you will continue attending your internship site throughout academic holidays and breaks. You will need to keep records of the times you are present at your site, recording this on the “Internship Weekly Activity Log” that will be provided to you in practicum class.

Incompletes:

A student who earns a grade of “incomplete” in a course has up to one year to complete the coursework and have the incomplete grade replaced by a regular grade. Nyack College policy does not allow for grade changes after one calendar year. The student must follow a specified procedure to have an “incomplete” grade removed, including seeing that his/her instructor files a “Change of Grade Form” with the Registrar.

A student may not take any further courses for which the “incomplete” course is a prerequisite. For example, a student with a grade of “incomplete” in COUN 791 may not take any course for which COUN 791 is prerequisite. All incompletes, regardless of prerequisite status, must be removed prior to enrollment in COUN 792 Internship I and II.

Attire and Conduct:

At all times, students are expected to demonstrate personal and professional characteristics consistent with the characteristics of professional counselors. This includes maintaining professional and courteous interactions in the classroom (being prompt, prepared, and remaining on-task throughout class) and during other interactions with faculty, staff, and peers.

Part of this expectation includes ensuring appropriate dress when entering a program clinic or center. Because “professional judgment” may vary significantly from one person to the next, Nyack College has specified a dress code. Go to:

<https://nyack.edu/files/NYACKStudentHandbook201516.pdf>

Evaluation:

Potential counseling effectiveness cannot be assessed in the same manner as academic performance in typical college classes. Students training to become effective counselors must recognize various behaviors and value systems and how these value systems affect behavior, and must communicate effectively, be open-minded, tolerate ambiguity, exhibit a high degree of patience, and demonstrate emotional stability and self-acceptance among their personality characteristics. The professional judgment of counselor educators is a necessary and vital part of the total assessment program.

Students with competency concerns should be identified by mid-semester evaluations or as soon thereafter as possible. When an instructor believes a student is not

making adequate progress in a course, the instructor will confer with the student, and will provide the student and the program coordinator with a copy of the reported concerns.

If the student decides to follow the counsel of the instructor regarding (a) specified remedial procedures or (b) exit from the program, the remainder of these procedures will not be implemented. If the student believes the evaluation is inequitable and is unwilling to follow the specifications on the remediation plan, the instructor will inform the student to contact the AGSC director immediately to follow through on the evaluation process. The student must contact the program director within three (3) class days following the conference with the instructor or the student forfeits the right to an appeal and the instructor's specifications will stand.

REQUIREMENTS

Clinical Instruction lasts one academic year (three semesters), typically starting in May and continuing through the end of April of the following year. Please note that students are required to attend the weekly seminar class GCN 791: Practicum (3 credits) and GCN 792: Internship (for two semesters, 3 credits each).

In order to meet the required clock hours, clinical instruction during **Practicum** requires attendance of 12 to 15 weekly hours at a site and **Internship** requires attendance of 15 to 20 weekly hours at a site. Any additional hours **MUST** be approved by the Internship Director. Students are responsible to contact their Internship Director with a written request for additional hours, if needed.

The Minimum Standards in the Internship Experience:

AGSC Seminar Group Supervision

The group supervision class that each intern is required to attend throughout the duration of his/her internship is taught by seasoned, state licensed mental health professionals, who will work to coordinate, and to provide formal training and supervision of the students while in clinical instruction. These field work professors will also liaise between AGSC and internship sites to ensure that interns obtain appropriate and ethical training, and reinforce interns' learning from the field through group supervision, case and role-play presentations in class.

Group supervision is an opportunity for interns to share their experiences with other interns and thereby broaden everyone's clinical experiences. Specific attention will be paid to the application of counseling to specific clinical populations augmented with current scientific knowledge, principles, and theories to the professional delivery of counseling services to the consumer public, professional conduct and ethics, and standards for providers of counseling services. Theories and methods of consultation and use of professional resources, strategies to develop scholarly inquiry, continuing education and professional ethics, and issues of cultural and individual diversity are all relevant topics to be processed within group supervision. Theories and methods of empirically supported assessment, measurement and diagnostic strategies, treatment planning and goal setting, case management, case conceptualization, formulation and documentation, empirically supported therapies and effective

interventions, transference and counter-transference concerns and issues of cultural and individual diversity are some of the important topics that can be addressed in supervision.

Standards & Requirements of Site

- The internship site in New York State has to be legally authorized to hire licensed professional mental health counselor to provide services. A site that answers to OMH is the safest approved site, while a site that answers to, OPWDD, OASAS, Administration of Children Services, or Social Service agency are presently deemed an approved site for New York State.

- For college counseling centers they must meet the following NYSED regulation:
 - An acceptable setting is defined in the Commissioner's Regulations as:
 -an entity defined as exempt from the licensing requirements or otherwise authorized under New York State law or the laws of the jurisdiction in which the entity is located to provide services that are within the scope of practice of Mental Health Counseling.

- The setting where the experience is gained is responsible for the services provided by individuals gaining experience for licensure. The setting is also responsible for providing adequate supervision to such individuals and for assigning a qualified supervisor, as defined in this section, to individuals gaining experience for licensure.

- No waiver pursuant to this section shall be required of.... an institution of higher education providing counseling only to the students, staff, or family members of students and staff of such institution.
- At least 700 hours of onsite experience at a clinical instruction site: The first 100 hours of this internship program is designated as a Practicum that is closely supervised and must be successfully completed for the intern to proceed to internship. Based upon a 700 hour clinical instruction running through 11 months, the practicum is approximately 12 to 15 weekly hours and the internship is approximately 15 to 20 weekly hours, completed on an average of two full workdays. These figures are based upon a 47- week year, allotting 1-week time-off for vacation, sickness and holidays.
- Student will complete at least 700 internship hours in a mental health setting providing counseling services in a variety of modalities. Clinical supervision will be provided by an on-site licensed mental health clinician, in which there will be 1 supervisory hour for each 15 hours of internship. The **700 hours** is completed in a minimum of three or six academic semesters depending which track is chosen; Track 1: Accelerated or Track 2 Decelerated. Credit hours will be assigned in accordance with the number of academic terms (fall, spring, summer) needed to complete the required clinical hours. Prerequisites: GCN 702, GCN 791.
- At least 40% of the time, the student is to be involved in direct contact with clients, including activities such as individual, group, family or marital

counseling, intake, assessment or testing, and where at least one quarter of this time is spent in group work when available. Based upon a 15 to 20 hour week, the intern should on the average, be involved with direct contact with clients at least 6 hours per week, preferably at least one and one-half of these direct contact hours being in group work. Phone contact with clients (e.g. crisis intervention) may count for no more than 1/4th of direct contact time.

- At least one hour of face-to-face individual/dyadic supervision (one supervisor to one or two interns) per week, totaling 45 hours for the span of internship experience, with a Clinical Supervisor who is legally sanctioned to provide clinical supervision in their field. LMHC, LPC, LCSW, Clinical Psychologist or Psychiatrists qualify as Clinical Supervisors. ***Note: An LMSW or a LMFT is not allowed by NY State to provide clinical supervision to mental health counselors.**
- Opportunities to become familiar with a variety of professional activities other than direct service such as case management, case conferences, seminar and workshop development, public speaking, continuing education and training, hot-line skill development, and grand rounds.
- Monthly contact with AGSC Internship Director during the Practicum semester for assessment of student's performance at internship site.
- Written evaluation of each student's performance at the end of each semester (August 15, December 15, and April 30).

Appropriate Counseling Experiences within an Internship

Interns are to be offered appropriate counseling experiences within their internship that will enhance the clinical knowledge, training, and skills. Early internship experiences may be more didactic and observational in nature. Interns will need to be oriented to the specific methodologies, procedures and documentation specifications unique to each internship site. Counseling responsibilities and experiences within the middle of the internship should be characterized by increasing frequency, intensity and breadth of independent practice. Later internship experiences should approach, that of an independent practitioner under ongoing supervision.

Internship Facility Supports, Safety and Work Schedule

In collaboration together, the internship site and the AGSC Internship Program have the necessary resources required to achieve the training goals and objectives of the Internship Program.

The Internship Site Administrator will provide availability to the intern of the necessary clerical and technical support, physical facilities such as office space, supplies and furnishing, and a training setting appropriate to the training model.

Any and all internship sites must be safe for the intern, free of any possible physical, emotional, verbal, and sexual harm, threat or harassment. It is the responsibility of the Site Administrator to assure the Internship Program that these safe guards are constantly

in place. Any concerns regarding a potential or actual breach in safety at an internship site is to be brought to the attention of the Director of the Internship Program immediately.

The Internship Site Administrator, Supervisor, and Intern will establish a work schedule that meets the needs of all these parties. Interns will need an internship schedule which will accommodate travel and their coursework. Once an Intern has committed to his/her internship hours, these hours are not to be changed to accommodate Intern's school schedule, as internship becomes Intern's top priority. The only exception is Intern's mandatory on-time attendance at his/her Internship Group Supervision class on campus.

After locating an internship site and before the beginning of the Internship, each intern is provided with written policies and procedures from the AGSC Internship Program regarding program requirements and expectations for the intern's performance and continuance in the internship and procedures for the termination of students from an internship.

After locating an internship site and before the beginning of the Internship, each intern is provided with written policies and procedures from the organization providing the internship where such documents exist. These documents describe the organization's operation within which the intern must fit such as hours of operation, work schedule, holidays off, sick leave and the like, the organization's requirements and expectations for the intern's performance and continuance in the internship, and procedures for the termination of students from an internship.

The Internship site, AGSC and the intern will endeavor to maintain such positive work relationships and environment. Chronic departures from a positive internship environment are to be addressed to the Site Administrator and the AGSC Internship Program Director.

Intern-Staff Relations

The AGSC Internship Program and the internship site are to collaborate to establish an educational and socialization experience for the intern within the internship site which is characterized by mutual respect and courtesy between interns, training staff, other staff and clientele. This positive collegial and professional work atmosphere would be characterized by:

- Intern-staff relations are to operate in a manner that facilitates the interns' training and educational experiences and are to reflect the highest standards of the profession.
- Availability and accessibility to the intern of internship site administrators, supervisors and staff to provide a level of guidance and supervision that encourages successful completion of the internship.
- The staff provides appropriate professional role models for the intern and engages in actions that promote the interns' acquisition of knowledge, skills, and competencies consistent with the goals of the internship.

- The staff shows respect for cultural and individual diversity among interns by treating them without prejudice or discrimination due to their race, color, creed, gender or disability.

Internship Stipends

Stipends to the intern for the internship are completely voluntary by the organization but obviously appreciated by the intern when possible. The intern does incur expenses in travel, parking, professional dress, and meals, which could be at least partially defrayed by a stipend.

However, it is understood that not all internship sites are in the position to offer such a stipend to the intern. Stipends from the internship site to the intern are thus optional and in no way detract from the quality of the internship site and the internship experience that can be received by the intern.

Due to conditions within the intern's malpractice insurance, interns may not be put on the payroll (other than a stipend) during their internship.

PRACTICUM

GCN 791: Practicum (3 credits, 1 semester) is the initial course of the clinical instruction program. Students must secure a site **prior to** the start date of this course. Failure to do so will result in being 'dropped'

from the course. This course will be offered in the summer semester.

ALL COURSEWORK, with noted exceptions in each track, MUST BE TAKEN BEFORE the student may register for PRACTICUM.

1. Pre-reqs. (27 credits) for students enrolled in the 63-Credit Degree

- GCN 501 Perspective on Counselor Formation (2 credits)
- GCN 502 Theories and Foundations of Counseling*
- GCN 503 Research Methods & Analysis
- GCN 504 Psychopathology*
- GCN 522 Foundations of M.H Counseling* (2 credits)
- GCN 601 Principles & Methods of Counseling* (2 credits)
- GCN 602 Measurement & Assessment
- GCN 603 Counseling & Human Development*
- GCN 604 Group Dynamics & Therapy
- GCN 702 Ethics & Professional Issues*

Must have a B or higher in Benchmark Classes*

Students in either degree must have completed their 15 Individual Therapy sessions prior to the start of practicum.

It is highly recommended that students complete 30-33 credits of the 63 credit program before starting internship.

Individual Counseling

The Counseling Program requires each counseling student to be a client in fifteen (15) sessions of individual counseling with the same qualified mental health professional.

The purpose of this requirement is threefold:

- 1) The student has the experience of being a client,
- 2) The student has an opportunity for personal growth, and
- 3) The student has an opportunity to address issues that might otherwise limit his/her effectiveness in the counselor role.

The counseling student should realize that mental health professionals in any setting are bound by rules of confidentiality. These rules specify that the professional may not disclose any information about a client to any unauthorized party without the client's permission. When you begin your counseling experience, your counselor will provide you with informed consent documents and should engage you in a discussion regarding your rights and responsibilities as a client as well as others who will be involved in his or her supervision or peer consultations. Be sure to read documents carefully and ask questions so you understand how your counselor will handle your information.

Acquiring a Clinical Instruction Site

Annual Internship Fair

An annual Internship Fair is conducted in the end of the Fall semester, usually in December. At this event all internship information and materials are distributed. Students must meet the following criteria to order to attend:

- (1) Have completed the program pre-requisite courses by end of that Spring semester,
- (2) Attained a minimum GPA of 3.00, and
- (3) Completed 15 personal Counseling sessions.

Interview with campus Internship Director

Following the Fair, students arrange an interview with the Internship Director to discuss their clinical interests and to explore possible clinical sites.

Students will need to complete two forms and submit them at this meeting:

- The Declaration of Internship Eligibility
- The Internship Preparedness Questionnaire and Agreement

At this meeting, student will discuss responses submitted to the internship preparedness questionnaire along with other faculty feedback to the candidate. The candidate and the Internship Director will review possible placements and choose sites that appear to match the student's interests, needs and career goals.

Malpractice Insurance

Each student is expected to obtain and maintain a student malpractice insurance policy during the course of his or her clinical instruction (the policy must be in effect before beginning Practicum and continue into Internship). A copy of the policy indicating your insurer, policy number and coverage is to be filed with your Site Administrator and Internship Director. Policy coverage limits of “one million/three million” are required. If for any reason, the policy lapses or changes while you are in practicum/internship, these two parties must be informed immediately.

It is illegal to provide direct service to clients without this coverage. Students will not be allowed to be at a site without an active malpractice insurance coverage.

Note: ACA provides its student members access to complementary liability insurance. **www.counseling.org**

Interview with site supervisor and/or administrator

The student will then contact the site supervisor and/or administrator of each site to arrange an interview and tour of the facility. Candidates are encouraged to make these interview appointments as soon as possible after meeting with the Internship Director. As preparation for the interviews, it is recommended that students have a resume and graduate course transcript available.

Site administrators will interview all potential interns, seeking to find an intern(s) that will match their facility’s counseling population, needs and skill level.

The student will call ALL internship sites interviewed to ask them for their final decision. The student will then choose a site and inform the Internship Director of his/her match by the end of March.

Students are **not allowed** to secure an internship site at either:

- (a) current place of employment
- (b) where they received the required 15 individual counseling sessions.

Exceptions to this policy must be approved by the Director of Clinical Internship and Field Placement.

Once a student has acquired a site and has obtained approval, students must e-mail the following information to the Internship Director for the purpose of the Director's communication and correspondence with sites:

Official Site Name
Address
Respective Supervisor and Credentials
Contact Information

“Affiliation Letter” between the Internship Site and
AGSC

To formalize our relationship, a letter of mutual agreement shall be signed by an authorized administrator of each internship site and AGSC, summarizing our cooperative effort towards the training of an intern(s) from AGSC. This affiliation letter must be in effect prior to the beginning of any internship. The details of each letter of agreement may be modified to fit the

special characteristics of each site and internship duration.

Duration of Practicum

2016 CACREP standards require a minimum of 100 clock hours at a clinical setting over a 10-week academic term. Of the 100 clock hours, 40 hours must be in “direct service”. The student is expected to demonstrate the acquisition of basic counseling skills as well as the development of emotional maturity and professionalism that are necessary for success in the field.

Direct and Indirect Services

Direct service:

The following activities constitute direct service:

1) Assessment, 2) counseling, 3) psycho-educational activities, and 4) consultation

“These activities can be provided to individuals, couples, families, or groups for the purpose of fostering social, cognitive, behavioral, and/or affective change.” (2016 CACREP standards)

Indirect service:

The following activities constitute indirect service:

1) Observing others providing counseling or related services, 2) record keeping, 3) administrative duties, 4) clinical and/or administrative supervision

Record keeping includes and is not limited to process recordings, ‘soaps’, intake reports, summary reports, termination reports, written account of phone calls to

client and/or on behalf of client. Research conducted in order to obtain knowledge to assist a client is considered indirect service. AGSC faculty has authorized the 1.5 hours of the weekly seminar class to count as indirect service as ‘supervision’.

Documentation of direct service:

A form has been developed to assist students in the documentation of their Practicum Hours. AGSC faculty has agreed to the following standard to document “Direct Service” activity.

If activity lasts:

Up to 15 minutes = **.25** (1/4) clock hour

Up to 30 minutes = **.50** (1/2) clock hour;

Up to 45 minutes = **.75** (3/4) clock hour;

Up to 60 minutes = **1.00** clock hour.

Clinical Supervision and Evaluation

2016 CACREP stipulates “weekly interactions that average one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in a biweekly consultation with a program faculty member in accordance with the supervision contract”.

Supervisors are to utilize supervisory methodologies they have found to be useful with other interns and within their own clinical internship and supervision. General guidelines are to offer graduated and progressively more intense clinical experiences as the internship progresses and to offer guidance and assignments in the integration of the theoretical with the

practical. Some supervisors may find specific methodologies such as the generation of session process notes, the review of video/audio-taped sessions, process recordings, and the assignment of books to read as particularly useful. Theories and methods of empirically supported assessment, measurement and diagnostic strategies, treatment planning and goal setting, case management, case conceptualization, formulation and documentation, empirically supported therapies and effective interventions, transference and counter-transference concerns, and issues of cultural and individual diversity are some of the important topics that can to be addressed in supervision. AGSC will also provide supervisors with an online program orientation, supervision training, and professional development.

Clinical Evaluation/Live Supervision

2016 CACREP requires supervision of a student's session by one of these modalities: Audio recording, visual recording or live supervision. The site supervisor or the seminar professor will review the recording and provide student with observations about their counseling skills. AGSC requires a minimum of 1 recordings or live supervision per semester. Site supervisors will use the "Live Supervision Form" to evaluate the student after a live supervision has taken place. The duration of each recording or live supervision will be 15 to 30 minutes. All recordings will be confidential and will be destroyed at the end of the semester.

Site supervisor's evaluation of student's progress

The site supervisor will document the student's progress at the end of the academic term through the use of the "Site Supervisor's Evaluation" form. After live

supervision, the supervisor will also evaluate the student's counseling performance.

**AGSC Evaluation of student's preparedness to
commence GCN 792: Internship**

The seminar professor and/or Internship director will observe the student's progress and formally evaluate their preparedness for further clinical instruction.

INTERNSHIP

Track I

GCN 792: Internship (6 credits, 2 semesters)

Clinical Internship is the second part of the clinical instruction program. It is offered in the fall and spring semesters.

Malpractice Insurance

Each student is expected to obtain and maintain a student malpractice insurance policy during the course of his or her clinical instruction (the policy must be in effect before beginning Practicum and continue into Internship).

It is illegal to provide direct service to clients without this coverage. Students will not be allowed to be at a site without an active malpractice insurance coverage.

Note: ACA provides its student members access to complementary liability insurance. **www.counseling.org**

Duration of Internship

After successful completion of the practicum, students must complete a minimum of 600 clock hours of supervised counseling internship in roles and settings with clients. Please note, any additional hours accrued during practicum that is over the 100 hours required, will not roll over into internship I or II. These additional hours will be counted at the end of your internship experience for licensure purposes.

Internship students complete at least 240 clock hours of direct service.

(See section E under GCN 791 for description of “direct service”)

On-Site Individual/Dyadic Supervision

Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by (1) the site supervisor, (2) counselor education program faculty, or (3) a student supervisor who is under the supervision of a counselor education program faculty member.

Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member. “(www.cacrep.org)

At least one hour of face-to-face individual/dyadic supervision (one supervisor to one or two interns) per week, totaling 45 hours for the span of internship experience, with a Clinical Supervisor who is legally sanctioned to provide clinical supervision in their field. LMHC, LPC, LCSW, Clinical Psychologist or Psychiatrists qualify as Clinical Supervisors. ***Note: An LMSW or a LMFT is not allowed by NY State to provide clinical supervision to mental health counselors.**

Supervisors are to utilize supervisory methodologies they have found to be useful with other interns and within their own clinical internship and supervision. General guidelines are to offer graduated and progressively more intense clinical experiences as the internship progresses and to offer guidance and assignments in the integration of the theoretical with the practical. Some supervisors may find specific methodologies such as the generation of session process notes, the review of video/audio-taped sessions, process recordings, and the assignment of books to read as particularly useful. Theories and methods of empirically supported assessment, measurement and diagnostic strategies, treatment planning and goal setting, case management, case conceptualization, formulation and documentation, empirically supported therapies and effective interventions, transference and counter-transference concerns, and issues of cultural and individual diversity are some of the important topics that can to be addressed in supervision. AGSC will also provide supervisors with an online program orientation, supervision training, and professional development.

Documentation of direct service:

Continue using the provided form to log your hours. At the beginning of the fall semester GCN 792 course, your instructor will provide you with a new log that starts at zero hours. This log will be used to record only your internship I and II hours and will be counted towards the 600 required hours for this portion of the internship experience.

Documentation of “Direct Service” activity lasting:

Up to 15 minutes = **.25** (1/4) clock hour
Up to 30 minutes = **.50** (1/2) clock hour;
Up to 45 minutes = **.75** (3/4) clock hour;
Up to 60 minutes = **1.00** clock hour.

Clinical Supervision

2016 CACREP requires supervision of a student’s session by one of these modalities: Audio recording, visual recording or live supervision. The site supervisor or the seminar professor will review the recording and provide student with observations about their counseling skills. AGSC requires a minimum of 1 recordings or live supervision per semester. The duration of each recording or live supervision will be 15 to 30 minutes. All recordings will be confidential and will be destroyed at the end of the semester.

Site supervisor’s evaluation of student’s progress

The site supervisor will document the student’s progress at the end of each academic term through the use of the “Site Supervisor’s Evaluation” form.

Students must submit a **Supervisor's Evaluation** to their seminar professor by the 14th week of class in order to meet the ‘grade submission’ deadline.

Practicum/Internship Completion

The successful **completion** of the AGSC Clinical Instruction Program by a student is accomplished by:

- Completing at least 100 clock hours in GCN 791: Practicum and 600 clock hours of GCN792: Internship. For a total of 700 hours.
- 40% of the clinical hours must be in direct service, which is 280 direct hours.
- Receiving passing grades in all semesters of internship class;
- Having been deemed competent to function as a mental health professional clinically, mentally, psychologically and ethically, by the Site Supervisor, the seminar professor and/or the Internship Director.
- Completion of proper closure and termination with the clinical site and all clients with whom the intern had contact.

The last day of internship must be completed at least one week prior to commencement exercises (i.e., the last week of April).

Track II: Decelerated Track

- Some students, who are unable to complete clinical instruction in one year, opt for

enrollment in a “GCN 792.D (Decelerated track) clinical instruction, lasting two years.

- Completion of GCN 791 Practicum is a requirement prior to enrollment in the GCN 792.D Internship course.
- The required 600 hours of Internship will be spread over two full years (five semesters).
- Decelerated interns can continue with internship during the month of May, between the first and second year of their internship.

Practicum/Internship Early Termination

- Unexpected circumstances, such as illness or a family crisis, might arise that will lead a student to terminate from their clinical site. After discussing their situation with the site supervisor and the AGSC Internship Director, the student is required to submit a written explanation. Once termination is approved, student must remain at their site for a minimum of two-weeks in order to terminate with clients and update all files.
- An intern might be terminated from their clinical site by their supervisors. The AGSC Internship Director will be in contact with the site supervisor to explore reasons for termination and to ensure that ‘due process’ is followed.

Due process in the event of potential termination

General guidelines for “due process” are as follows:

- Site supervisors must notify the AGSC Internship Director of any unethical and/or unprofessional behaviors by an AGSC intern. Following the site supervisor’s meeting with the student, the infractions are to be documented and a copy sent to the AGSC Internship Director to place in student’s file.
- Should no further infractions of professional ethical and practice standards occur, the internship should proceed ahead until its completion.
- Should a second infraction of professional ethical and practice standards occur, the site supervisor and AGSC Internship Director will discuss possible consequences and outcomes

Termination by Clinical Internship Site

- A student who leaves their clinical site without prior consultation with the AGSC Internship Director, or is terminated from a clinical site will be deemed “unprepared” to continue at another site. The student must submit to a remediation plan and clinical instruction will be postponed for the subsequent semester. As stated in the Nyack College Institutional catalog, satisfactory completion of the internship sequence is a requirement for graduation.

Applying for AGSC Hooding Ceremony

FAQ about Clinical Instruction

How can I prepare for the internship interviews?

Study the common questions asked of internship candidates and prepare answers. Know something about the internship site you are interviewing at and ask thoughtful questions about the site.

Who pays for transportation, parking and meals while I am at the internship?

An internship is like a job. As such, transportation, parking and meals are the responsibility of the intern. In internship placements where you receive a stipend, the stipend should help to defray part of these costs.

Do I get any time off during the clinical instruction?

Clinical instruction is based upon a 47-week year. This allows for 1 week of time per year, which can be allotted to vacation, sick time or holidays. Interns are to follow the work schedule of the site. In matters of discretionary time off, this is to be negotiated with your site administrator and individual supervisor.

Can I dramatically increase my internship hours per week and then take off during peak study periods?

No. This practice is strongly discouraged since it is not conducive to the development of a

clinical relationship with clients. The internship experience should be treated as a pre-work experience and a model for practice. Furthermore, ethical professional behavior would require your presence on a predictable basis to treat your clinical caseload.

Is there a dress code for internships?

*Interns are to dress 'business-casual' at all times. However, check with your site administrator if formal wear (such as ties) are required. **Unacceptable** fashions would include tight fitting or seductive clothing, sneakers, shorts or printed t-shirts.*

How do I handle problems within my internship?

Any difficulties or concerns you have at a clinical site should be professionally and tactfully brought to the attention of your on-site supervisor and/or on-site administrator. If there is no resolution to the problem or concern within a reasonable time or you feel an urgency to obtain a resolution to the problem or concern, contact the seminar professor and/or the Internship Director.

FORMS

Alliance Graduate School of Counseling Internship Preparedness Questionnaire and Agreement (for illustration purposes only)

1. I consider myself physically healthy enough to negotiate a counseling internship.
2. I do not have a physical or medical handicap that will require an internship site to have special equipment or provisions for me.
3. I consider myself mentally and emotionally healthy enough to negotiate a counseling internship.
4. I consider myself socially healthy enough to negotiate a counseling internship.
5. I have not exhibited any socially inappropriate, antisocial, prejudicial or criminal behaviors within the last twelve (12) months.
6. I consider myself spiritually healthy enough to negotiate a counseling internship.
7. I continue to adhere to the doctrinal beliefs and moral standards I signed upon admission to AGSC.
8. I know of no reason that would compromise my ability to start and satisfactorily complete an internship of at least 700 hours.
9. Having maintained academic integrity in all preparatory coursework for the internship, I am adequately academically prepared to succeed in a counseling internship.
10. I have read completely, fully understand and will fully comply with all conditions and specifications found in the most recent AGSC Internship Handbook.
11. I acknowledge that non-compliance to one, some, many or all of the guidelines and requirements of the

internship program as specified in the Internship Handbook may result in consequences that will affect my course grade, my internship progress, or my status as a graduate student at AGSC.

12. I have completed 15 hours of personal, individual (and/or marital) therapy as a client.

Should you have answered FALSE to any of the above, respond on a separate page with your explanation for each false response and your remedy that would mitigate your case to proceed into an internship.

Submit this completed form and attached responses to your off-site faculty supervisor at least 48 hours prior to your appointment with Dr. Anna. By signing and submitting this form to the Internship Director, I agree to comply with the above twelve statements as if they are all TRUE. To those statements that are FALSE, I agree to comply with the decisions stipulated by Dr. Anna in whatever remediation I need to qualify me for an internship.

(You may return without original signature, but MUST indicate NAME & DATE for email submission)

Printed Full Name

Signature

Date

Alliance Graduate School of Counseling

Declaration of Internship Eligibility

All internship candidates must complete and submit form to the Internship Director, Dr. Anna Flores- Locke, either via e-mail: Anna.locke@nyack.edu or office 2008 by your appointed Internship meeting. This form will be discussed in order to be considered for an internship starting in June of this year.

Section I: Prerequisite Courses – Indicate the semester and year you completed the course, the last name of the course instructor and your final course grade earned for each internship prerequisite course. (For illustration purposes only)

	<u>Semester</u>	<u>Grade</u>
GCN 501 Perspectives on Counselor Formation _____	_____	_____
GCN 502 Theories and Foundations of Counseling _____	_____	_____
GCN 503 Research Methods & Analysis____	_____	_____
GCN 504 Psychopathology* _____	_____	_____
GCN 522 Foundations of M.H Counseling* _____	_____	_____
GCN 601 Principles & Methods of Counseling* _____	_____	_____
GCN 602 Measurements & Assessment _____	_____	_____
GCN 603 Counseling & Human Development* _____	_____	_____
GCN 604 Group Dynamics & Therapy _____	_____	_____
GCN 702 Ethics & Professional Issues* _____	_____	_____

Section II: Co-requisite Course – I acknowledge that I must register for and complete GCN 702 Ethics and Professional Issues within the same month I start my internship. Check one of the boxes below that best describes your situation

Yes, I will register and take GCN 702 as a corequisite at the start of my internship

I have already completed GCN 702, or I am transferring-in an equivalent course

No, I cannot or will not be able to take this corequisite along with the start of my internship and thus I must defer my internship until I can take GCN 702

Section III: Personal Therapy – I attest that I have completed at least **15 hours/sessions** of individual therapy as part of my pre-requisite to start internship. I have handed in the sign-off by my therapist to AGSC administrative office.

Section IV: Signature – Print your full name, signature and date indicating your declaration that you are eligible for an internship starting this year in June.

Print Full Name: _____ **Date:** _____

Signature _____

INTENTION FOR INTERNSHIP

Please complete and return this form to Dr. Anna Flores-Locke, either via e-mail at: Anna.locke@nyack.edu or in person to office 2008 (*Manhattan Campus*), by your appointed meeting with Internship.

Student Name: _____

I plan on starting my internship in May 2018_____

I plan on graduating from AGSC by:

Accelerated _____ May, 2019(1 year Track)

Decelerated_____ May, 2020(2 year Track)

Signature

Date

NAME _____
SEMESTER _____

**NYS MENTAL HEALTH COUNSELING
INTERNSHIP/PRACTICUM**

Dear Interns,

In preparation for your NYS application submission, please keep track of your responsibilities throughout your internships. This will be the best way to document this information for future reference. Submit after each semester. Thank you.

For each supervised internship and practicum in mental health counseling that was part of the applicant's graduate program, the **Chair or Director** of that academic department should answer the following questions (attach additional sheets if necessary). Syllabi cannot be accepted in lieu of completion of this form. You may bullet point.

Please describe the mental health counseling services provided by the student in the practicum/internship

Please identify the **mental health and psychotherapy** diagnostic and assessment tools that were used by the student.

Please explain how the student prepared a therapy plan and provided mental health counseling under supervision.

Field Supervisor Internship Evaluation Form (For illustration purposes only)

Instructions: To Internship Site Clinical Supervisor:
Please complete this form at the end of each semester (December & April) on each intern from AGSC at your site. Use this five-point rating scale to rate the intern on each of these characteristics, using other interns you have worked with in your career as the reference group against which to evaluate each intern's performance over the last semester of service.

1 = Unacceptable 2 = Below Average 3 = Average
4 = Above Average 5 = Outstanding

Personal Competences of a Counselor-in-training

1. Accuracy of self-awareness of own personal needs, values, strengths and weaknesses.
2. Self-acceptance of own strengths and weaknesses.
3. Ability to exercise self-control over emotions and exhibit emotional stability.
4. Trustworthiness as evidenced by one's honesty and integrity.
5. Conscientiousness to getting assignments/work accomplished
6. Acts ethically and above reproach independent of peer pressure
7. Able to maintain composure and positive attitude even in challenging circumstances and setbacks

8. Able to admit their own mistakes, be reflective, learn from past mistakes and be adaptive
9. Has an appropriate, non-defensive sense of humor
10. Brings sufficient energy to carry out task(s)
11. Shows creativity in applying clinical knowledge
12. Warmth of personality

Clinical Competences of a Counselor-in-training

1. Self-aware of own emotional states/issues, esp. with transference/counter-transference situation
2. Ability to think clinically, able to filter extraneous thoughts and focus in clinical practice
3. Ability to choose appropriate verbal statements and take clinical actions with patients/clients
4. Self-confidence and self-efficacy as a counselor-in-training
5. Exercises objectivity in conceptualization of clinical cases
6. Appropriate empathy and sensitivity towards others' conditions
7. Accepting and responsive to human differences and diversity
8. Able to tolerate ambiguity in clinical situations and be open-minded
9. Communicates a genuine interest in patients/clients
10. Motivated to learn from supervision and other staff

Work/Social Competencies of a Counselor-in-training

1. Compliance with rules and regulations of internship site
2. Political awareness of staff and organizational dynamics and the intern's role
3. Communicates effectively with others on staff, cultivating positive staff and work relationships
4. Respectful of leadership at the internship site
5. Displays leadership qualities and takes initiative
6. Conflict management and problem solving
7. Team capabilities and collaboration with staff
8. Able to appropriately assert one-self in appropriate situations
9. Able to give and receive constructive criticism

Professional Competencies of a Counselor-in-training

1. Demonstrates ability to conduct an intake interview, mental status evaluation, biopsychosocial history.
2. Mental health history and psychological assessment for treatment planning and caseload management.
3. Demonstrates knowledge of record keeping, third party reimbursement, and other practice and management issues in clinical mental health counseling.
4. Demonstrates knowledge of techniques, and interventions for prevention and Treatment of a broad range of mental health issues.

5. Demonstrates knowledge of strategies for interfacing with integrated behavioral health care professionals.
6. Demonstrates knowledge of strategies to advocate for persons with mental health issues.
7. Demonstrates knowledge of strategies for interfacing with legal system regarding Court-referred clients.

Comments:

Please indicate what letter grade you would give to the student at this present time.

Circle Only One.

A	A-	B+	B	B-	C+	C
	C-	D+	D	D-	F	

Supervisor's Signature: _____

Date: _____

Malpractice Insurance Instruction

1. In order to start internship, procure Professional Malpractice Insurance.
2. A hard copy of the Malpractice Insurance policy with the coverage amount listed must be handed in during first class in the summer.
3. If the copy of Malpractice Insurance is not handed in by the **first** class, the intern would have to STOP and drop out of internship.
4. In order to have coverage starting the week of May 19th of one's internship, the application form needs to be sent in to the insurance

company by the end of April or the BEGINNING of May to ensure that you are covered throughout the duration of their internship (through the end of April or beginning of May of next year).

5. AGSC interns must procure insurance at the rate of 1 million dollars per incident, with a total of 3 incidents (\$1,000,000/\$3,000,000).
6. Please see Malpractice websites below... These are only suggestions. Please feel free to research

<http://www.counseling.org/news/news-release-archives/by-year/2009/2009/01/14/student-liability-insurance-now-available-to-aca-master-s-level-students>

Permission to Audio or Video Record Counseling Session

Clinical Mental Health Counseling

I hereby give permission to

(COUNSELOR IN TRAINING'S NAME)

A counselor-in-training at Alliance Graduate School of Counseling of Nyack College who is completing clinical requirements at

To make audio and/or video tape recordings of our (NAME OF SITE/AGENCY/SCHOOL) counseling session/s. I understand that these recordings will be used only for the purpose of providing clinical supervision to

the counselor-in-training, either at Alliance Graduate School of Counseling of Nyack College or in the student's clinical placement. Any person involved in providing or receiving clinical supervision is bound to the same ethical principal of confidentiality as professionals providing counseling. All tapes of counseling sessions will be deleted no later than the end of the present academic semester. Any exception to this last statement would require an additional permission form to be signed by the client and counselor.

INTERNSHIP REQUIREMENTS (added 01/09/18)

It is highly recommended that students have met between 30-33 credits of the 63 credit program to consider beginning internship. In the event that you do not complete the internship requirements for this semester (i.e. 300 hours, of which 120 were face to face), you will be given a 30 day extension at the end of this semester. This 30 day extension is given to provide you with more time to complete the 300 hours (of which 120 are face to face). Because you will be given an extension at the end of the semester your earned grade for the course will not be posted until after you complete the required hours for this semester. In other words, you will receive an "I" (incomplete) for the course until your final grade is recorded.

If you are continuing in internship but have completed the 9 required credits allotted for practicum (GCN 791-1 semester) and internship (GCN 792 – 2 semesters), you will need to register for **GCN 798 Internship Completion for zero credits**. Students in this situation do so each semester until they complete the 600 required internship hours, at which point a *P* grade is posted for this class.

Clinical Internship Policy (added 01/30/18)

Effective Date: January 29, 2018

Purpose: To delineate eligibility for the Annual Hooding Ceremony in May.

Scope: This policy applies to all students currently enrolled in Internship I and II (GCN 792) and actively accruing hours at an approved clinical internship site.

Policy: In order to be eligible to attend the annual hooding ceremony in May, the student must meet the following criteria:

- I. For ***Accelerated Track*** Internship I and II students:
 - a. Must be accruing at least 15 hours a week, of which 6 are face to face.
 - b. Must meet all 700 total internship hours, of which 280 are face to face by:
 - i. August 31 following the ceremony date in May.
 - ii. *Or* within the 30 day extension period (August 31 – Sept. 30).

- II. For ***Decelerated Track*** Internship I and II students:

- c. Must be accruing less than 15 hours a week, of which less than 6 are face to face.
- d. Must meet all 700 total internship hours, of which 280 are face to face by:
 - i. April 31 preceding the ceremony date in May.
 - ii. *Or* within the 30 day extension period (April 30 – May 30).

Compliance: It is the responsibility of the Director of Clinical Internship and Field Placement to adhere to this policy and ensure that students comply with said stipulations.

- I. In the event that a student is in the accelerated track and is not meeting the minimum 15 hours a week, they must decelerate and abide by the policy for a decelerated track student.
 - a. If student has met the required 9 semester credits of internship, they will register for the GCN 798 (internship completion) 0 credit course.
 - b. Any student registered in GCN 798 will be required to pay the tuition for a 1 credit course, even though they are registered as 0 credits.
 - c. This arrangement is provided for students who need another semester to complete the required 700 internship hours to graduate.

- II. Any exceptions to this policy, must be approved by the Director of Clinical Internship and Field Placement.