

# Site Supervisor Handbook



## Supervised Internship Program

# UNIVERSITY OF WYOMING

**School of Counseling, Leadership,  
Advocacy, & Design--Counseling Program**  
1000 E. University Avenue Laramie, WY 82071-3374  
Phone: 307.766.5649  
Education Building 332  
Webpage: <http://www.uwyo.edu/clad/counseling/>

Dear Site Supervisor:

Greetings to you from the faculty members of our University of Wyoming School of Counseling, Leadership, Advocacy and Design: Counseling!

We are excited to have you as a valuable part of our counselor education preparation program and thank you for your work with our graduate students. The Supervised Internship experience is a crucial part of the counselor education curriculum. Your help is much appreciated to fulfill our commitment to our students, our professionals standards of accountability, and our state of Wyoming.

The attached Handbook for Site Supervisors has been developed to share the department's philosophy and expectations related to the internship experience. We hope this will support you in your role as a site supervisor. We ask that you contact us with *any* questions, suggestions or concerns related to any aspect of the internship process.

Please contact the current course instructor or Dr. Lay-nah Blue Morris-Howe, the Internship Program Faculty Coordinator, with any questions, concerns and feedback. Phone: 307-766-3123, or email [laynah@uwyo.edu](mailto:laynah@uwyo.edu).

We thank you for your generous contributions of time, experience and clinical skills in the supervision and training of the students in our programs.

Sincerely from the UW Counselor Education Faculty,

Kara Carnes-Holt	Lay-nah Blue Morris-Howe
Michael Morgan	Lindsey Nichols
Michele Mahr	

## Introduction to Supervised Internship

### Philosophy

Supervised fieldwork is a critical component of a student's educational program. The fieldwork experience is designed to enhance and refine professional counseling abilities and integrate professional knowledge and skills appropriate to the student's program focus areas. It is expected that each student will be able to incorporate and utilize individual and group counseling skills in accord with the theories of counseling in providing direct services to clients.

### Definitions

**Internship** is defined as an advanced supervised experience in counseling. Internship is designed to provide either an in-depth and breadth of experience required in practical work settings. Internship is a post practicum experience in which the student gains practical and professional experience in the work setting.

**Site** refers to any setting in which the student is working in order complete training requirements. (Examples are community mental health center, college counseling center, hospital, school, student affairs offices, etc.)

**Site Supervisor** refers to the staff member at each Site to whom the student is directly accountable while working at the Site. Students must receive supervision from a professional counselor with a minimum of Master's degree with two years of qualified experience and is a licensed professional counselor, certified school counselor, licensed clinical social worker, or a licensed psychologist.

**University supervisor** refers to the faculty member who provides group supervision, instruction and administrative coordination. This individual acts as the liaison for the University and is the contact person for the on-Site Supervisor.

### Possible Benefits of Supervising Interns

1. Interns can lessen the workload of a site and may increase its service capability.
2. Interns at a site may bring new ideas, with positive feedback on present functioning procedures and creative new ideas for improvements. More mutual interactions can evolve, i.e. workshops, speakers, consultation...
3. The communication and interaction between the site and the Counselor Education Training Program can be increased.

## **Goals of the Internship Experience**

The student intern will:

1. Develop and enhance advanced counseling skills within the professional work setting through clinical work; review videorecorded counseling sessions; and receive and seek supervision on these sessions from site and university supervisors.
2. Benefit from the experience of a professional mentoring relationship with a practitioner working on-site in the student's specialization through direct individual supervision (minimum of one hour per week).
3. Become aware of and appropriately utilize assessment techniques used with clients in the internship setting.
4. Demonstrate an understanding of the theoretical and philosophical bases of counseling; and identify a developing personal theory of counseling that reflects awareness of ethical, developmental, and diversity related concerns.
5. Understand, record, and clearly communicate the essential factors in each client case, demonstrating effective case conceptualization skills.
6. Gain an understanding of and experience consultation with community agencies, families, teachers, and/or site representatives as appropriate to the site setting.
7. Acquire and demonstrate adequate knowledge of available referral sources.
8. Demonstrate knowledge of emergency and administrative policies, procedures, ethical and legal aspects of the site.
9. Demonstrate knowledge of prevention techniques and resources applicable to the clients served by the site.

## **Expectations of the Site Supervisor**

1. Site supervisors must have the following qualifications (CACREP, 2016, Section III, P.):
  - a) A minimum of a master's degree, preferably in counseling, or a related profession
  - b) Relevant certifications and/or licenses
  - b) A minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled
  - c) Knowledge of the program's expectations, requirements, and evaluation procedures for students
  - d) Relevant training in counseling supervision

2. The Site Supervisor is to be apprised of the goals, objectives, requirements and procedures of the counseling preparation program.
3. The Site Supervisor will complete a contract (Internship Site Agreement) with the intern.  
*\*Sample contract form is attached*
4. The Site Supervisor must meet with the intern about the performance in the work setting on a weekly basis. This supervision needs to include but not be limited to:
  - a) Instruction for the intern in all matters related to delivery of service at the Site; including knowledge of emergency and administrative policies and procedures, in addition to ethical and legal aspects of working at the site.
  - b) The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings)
  - c) Assistance for the intern in the development of counseling and consultation skills.
  - d) Assurance that the policies of the Site are understood and carried out. The supervisor serves as an advocate for the intern.
  - e) The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients.
  - f) Clinical critique and supervision of the video, audio and/or the personal observation of the intern's direct counseling work
5. The Site Supervisor is to provide the intern with sufficient experience in areas typically part of the Site counselor's role and function.
6. The Site Supervisor is to provide a midterm and final evaluation of the intern.  
*\*The student will provide the evaluation form to the supervisor after having completed the self-evaluation portion of the document.*

### **Expectations of the Training Site**

1. The Site is expected to have a sustained interest in participating in the professional education of counselors.
2. Mutual understanding between the Site and the Counselor Education program exists on the basic philosophy and goals in relation to counseling.
3. Provision is made for on-going professional development for the site supervisor staff and the intern.

4. The Site will provide physical arrangements, which are conducive to a positive learning environment e.g., office and desk space, privacy for interviewing, **the ability to video record sessions** (not necessarily the equipment necessary for recording), and adequate guidance relative to site record keeping requirements with appropriate client permission forms for recording.
5. The Site will provide the intern with a variety of experiences typical of those encountered by the Site counseling staff.
6. The Site will regard the intern as a professional in training and accord the intern the generally expected professional courtesies.

### **Expectations of University Faculty**

1. The designated faculty internship coordinator is responsible for the coordination of internship experiences for University of Wyoming Counselor Education master's students. The internship coordinator will respond to all inquiries regarding supervised internship.
2. The university faculty instructors of the internship course will email/phone the site supervisor at the beginning of the semester, and then arrange a site visit at the convenience of the supervisor and faculty member.
3. Ongoing consultation occurs throughout the semester as needed and appropriate for the student, site supervisor, and faculty member.

### **EVALUATION AND GRADING**

The grade for the internship experience is based substantially on the Site Supervisor evaluation, in conjunction with the University Supervisor's evaluation, and the intern's self-evaluation. Completion of the course assignments, class participation, and participation in peer group consultation sessions will also influence the final grade for the course. Failure to complete and hand in assignments may result in an Incomplete or Unsatisfactory grade for the semester.

#### **Site Supervision Evaluation**

The Site Supervisor and intern student are requested to provide two evaluations each semester of the intern's performance. These are to be completed both at midterm and at the end of the semester. It is the intern's responsibility to arrange these evaluation meetings, make copies of the completed forms, and send the original to the faculty supervisor.

Students will also complete a final evaluation of their site and site supervisors. The students are encouraged to discuss their experience and evaluation directly with their site supervisor. The evaluations will be collected by the Internship Coordinator at the conclusion of the site internship, and feedback will be provided to the site and supervisors as requested and over time.

### **Counselor Education Contact Information**

Dr. Lay-nah Blue Morris-Howe  
Office # ED 335: 766-3123

Doctoral Program & Internship Coordinator  
email: [laynah@uwyo.edu](mailto:laynah@uwyo.edu)

Dr. Lindsey Nichols  
Office # ED 336: 766-3145

School Counseling Program  
email: [Lindsey.Nichols@uwyo.edu](mailto:Lindsey.Nichols@uwyo.edu)

Dr. Kara Carnes-Holt  
Office #ED 331: 766-5329

Play Therapy  
email: [kholt3@uwyo.edu](mailto:kholt3@uwyo.edu)

Dr. Michael Morgan-  
Office # ED 336: 766-7657

CETC Director and Mental Health Counseling Program  
email: [morganm@uwyo.edu](mailto:morganm@uwyo.edu)

Dr. Michele Mahr  
Office # ED 306: 766-5649

Substance Abuse  
email: [mmahr1@uwyo.edu](mailto:mmahr1@uwyo.edu)

**University of Wyoming**  
***Internship Agreement***

**Student:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**email:** \_\_\_\_\_

Internship Site: \_\_\_\_\_ email: \_\_\_\_\_

Site Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
email: \_\_\_\_\_

Site Supervisor Credentials: \_\_\_\_\_ Lic. No.: \_\_\_\_\_ Years of practice: \_\_\_\_\_

Beginning Date of Internship: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Physical Site  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Anticipated Weekly Schedule:

	Mon.	Tues.	Wed.	Thurs.	Friday	Sat.	Sun.
Hours							

**Purpose:** The purpose of this agreement is to provide a qualified graduate student with an internship experience in the field of counseling.

*The University Program Agrees:*

1. to assign a University faculty liaison to facilitate communication between the University and the Site;
2. to notify the student that the student must adhere to the administrative policies, rules, standards, schedules, and practices of the Site;
3. that the faculty liaison shall be available for consultation with both Site Supervisor and student and shall be immediately contacted should any problem or change in relation to the student, Site, or University occur; and
4. that the University supervisor is responsible for the assignment of the fieldwork grade.

*The Internship Site Agrees:*

1. to assign a internship supervisor who has the appropriate credentials, time and interest for training the internship student;
2. to provide opportunities for the internship student to engage in a variety of counseling activities under weekly supervision and for evaluating the internship student's performance;



3. to provide the internship student with adequate work space, telephone, office supplies, the ability to video record sessions (not necessarily the equipment necessary for recording), and staff to conduct professional activities

*The Internship Student Agrees:*

1. to read and understand the ACA/ASCA Code of Ethics and practice in accordance to these standards;
2. to keep internship supervisors informed regarding internship experiences;
3. to demonstrate a minimal level of competency in specified counseling knowledge, skills and attitudes in order to receive a passing grade;
4. to attend classes and supervisory sessions fully prepared as outlined by the course requirements and supervisors' expectations.

**Student Agreement:**

I understand and agree to perform the above responsibilities. I understand and agree to practice my counseling in accordance with the ACA / ASCA Code of Ethics. I understand that it is my responsibility to keep my faculty & Site Supervisor informed of my on-site activities and provide them with the appropriate material needed for supervision.

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\_\_\_\_\_  
Counselor in Training

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Supervisor

\_\_\_\_\_  
Date

Revised 5/18