

XAVIER UNIVERSITY

**CLINICAL MENTAL HEALTH
& SCHOOL COUNSELING**

INTERNSHIP

HANDBOOK

Spring 2023

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This booklet contains important information and the required forms necessary for you to successfully begin, register, and verify the completion of your counseling internship. We recommend you read each item thoroughly to help you avoid confusion in determining how the internship is approved and conducted.

To gain approval to begin your internship experience, **all forms must be completed in the Tevera electronic documentation system.** We also strongly recommend that you **keep copies of all forms filed with the Ohio Counselor Board or the Ohio Department of Education.**

Best wishes for a successful internship experience!

INTERNSHIP INFORMATION

Students must have successfully completed COUN 669 and 773 (Counseling Pre-Practicum and Practicum), before taking COUN 670/671.

CACREP standards and State law require that a minimum of 600 clock hours of supervised counseling experience in an on-site setting be completed as part of the student's Master's program. The Xavier program is designed to help students meet this requirement by offering COUN 670 for school counseling students, and 671 for Clinical Mental Health (CMH) counseling students. This Counseling Internship is for 4 semester hours and requires a minimum of 600 clock hours of internship activities.

Of this 600-clock hour total, the following requirements must be met:

- 240 of the 600 hours must be in direct service counseling activities with individuals and/or groups.
- 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.
- CMH site supervisors must possess a Professional Clinical Counseling (PCC) license. In Ohio, these individuals must also possess a "Supervising Counselor" designation approved by the Ohio Board. For those who plan to complete internship in a state other than Ohio, out of state supervisors must be qualified to provide internship supervision by their state's licensing board. A resume or vitae must be submitted to the Clinical Coordinator for approval.
- School site supervisors must possess a current Ohio school counseling license and must have two years experience as a site supervisor, along with the appropriate supervision training.
- **Internships must be pre-approved by the Xavier University Counseling Program's Clinical Coordinator.**
- **If you intend to change supervisors after starting your internship experience, you will need to notify the Clinical Coordinator to obtain prior approval.**
- While it is the student's responsibility to procure an appropriate internship placement, the clinical coordinator maintains a listing of possible internship sites for reference.

XAVIER INTERNSHIP INSTRUCTIONS

During Practicum you should have familiarized yourself with the Tevera electronic documentation system and the terms of each form. If you have questions, please contact the Clinical Coordinator.

Please note that during the internship, you must be covered by your own liability insurance. Affordable rates are available with ACA and with ASCA.

Obtaining Internship Approval

The following forms must be completed in the Tevera system before officially beginning the internship experience:

- *EXPECTATIONS FOR XAVIER INTERNS*
- *ASSUMPTION OF RISK AND RELEASE AGREEMENT (AOR 106)*
- *GRADUATE COUNSELING INTERNSHIP AFFILIATION AGREEMENT*

Counselor Trainee Instructions

READ PRINT AND RETAIN THESE INSTRUCTIONS

CMH students enrolled in a practicum or internship prior to receiving their counseling degree are eligible for "counselor trainee" status as defined in paragraph (T) of rule 4757-3-01 of the Administrative Code, if they are doing so in Ohio. Students are not required by the board to have counselor trainee status to complete their practicum or internship requirements, including the provision of supervised counseling services, but may be required to obtain registration as a counselor trainee by the supervising agency as a condition of acceptance for practicum or internship. A student may also voluntarily choose to apply for registration as a counselor trainee.

Steps towards CT Status

1. Complete Criminal Records Check:

For your initial CT Status you must complete both the BCI and FBI criminal records checks and have the results sent directly to the Board by BCI&I (Ohio Bureau of Criminal Identification and Investigation). By law, the Board cannot complete the processing of your application until it receives both the BCI and FBI background checks.

Print the **BCI & FBI INSTRUCTIONS** and take the sheet with you to a WebCheck® location (you may use the one on campus at the Xavier Campus Police Station).

2. Obtain Proof of Enrollment in a master's or doctoral-level practicum or internship showing the start and end dates of the academic term(s): Upload your proof of enrollment with your Counselor Trainee Initial Application

3. Complete and submit the Counselor Trainee Initial Application:

To apply for CT status, log onto the State of Ohio Counselor, Social Worker, Marriage and Family Therapist Board website to access the application. This process can take up to 30 days to complete.

<https://www.cswmft.ohio.gov/Counselors/Counselor-Trainee/CT-Initial-Application>

Important Information Regarding Supervision

You must be supervised by a LPC-S (Licensed Professional Counselor- Supervisor) or LPCC-S (Licensed Professional Clinical Counselor-Supervisor)

A counselor trainee in their Practicum may be supervised by a LPC-S or LPCC-S. **A practicum consists of no less than 100 hours of which 40 hours** are direct service...with clients and or groups

A counselor trainee in their Internship must be supervised by a LPCC-S. **A supervised internship shall be no less than 600 hundred hours of which 240 hours** shall be in direct services, which include diagnosis and treatment of mental and emotional disorders and conditions under a LPCC-S. Training supervision shall include an average of one hour of face-to face contact between the supervisor and supervises for every twenty-hours of work by the supervises.

Confirming CT Status

You and your supervisor will receive an email from the Board regarding your status. It is imperative that the email addresses in our database are accurate. Follow the steps below to **verify your status**. Your status may show up as Pending, then active once your application is complete and the CT issued.

For verification of your CT status go to the board's web site: www.cswmft.ohio.gov

- 1) Click on: **Online License Verification** ”
- 2) At the Ohio License Center fill in only two areas **Select of Board** and **Name (Last, First)**
 - a. Select a Board: should say: **“Counselor, Social Worker, and Marriage & Family Therapist Board”**
 - b. Scroll down to **“Name (Last, First)”** in the first box type your “last name” in the next box type your “first name” click the search button.
- 3) Once the page re-loads click on your name. The page that comes up next will be the page you print for license verification.

Counselor Trainee Extension

For each new academic term that you are enrolled in a Practicum or Internship class **you must submit a CT Renewal Request**. When completing the CT Renewal request:

- You must **confirm that your duties will include the diagnosis and treatment of mental and emotional disorders** (Internship only);
- You will **confirm that your duties remain the same, or list new duties**;
- You will **indicate if you have a new or additional site and a new or additional supervisor**.

Go to the board website and log into your account. Once you're on your license tile (the tile looks like a mini-certificate) from the OPTIONS dropdown menu select RENEW be prepared to upload proof of enrollment (POE).

Proof of enrollment must show:

- **the name of your college**
- **your name**
- **the beginning and end dates of your next quarter or semester**
- **class title (internship or practicum)**

***Acceptable forms of POE include: class schedule or a letter from your registrar or department head.**

Excerpt from 4757-17-01 Regarding Counselor Trainee

(E) Registration of training supervision for practicum or internship for counselor trainee status:

- (1) Students enrolled in a practicum or internship prior to receiving their counseling degree are eligible for "counselor trainee" status as defined in paragraph (T) of rule 4757-3-01 of the Administrative Code, if they are doing so in Ohio. Students are not required by the board to have counselor trainee status to complete their practicum or internship requirements, including the provision of supervised counseling services, but may be required to obtain registration as a counselor trainee by the supervising agency as a condition of acceptance for practicum or internship. A student may also voluntarily choose to apply for registration as a counselor trainee...
- (2) Ensuring the counselor trainee is properly registered and listed on the licensure web site <https://license.ohio.gov> is primarily the responsibility of the counselor trainee, but shall be monitored by the work place supervisor or agency at time of placement and subsequent extensions of counselor trainee status.

School Counseling Intern Instructions

READ PRINT AND RETAIN THESE INSTRUCTIONS

TB Testing

Some organizations will require practicum/intern students to show evidence of a recent negative TB test. Students can contact their physician or the Xavier Health and Counseling Center to schedule an appointment for the test.

Finger-Printing/Background Checks

All School Counseling internships require a background check and finger printing.

Refer to the Attorney General's website at <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing> or contact the BCI&I in London, Ohio at (740) 845-2375 with all fingerprinting questions.

Early Start/Client Continuity Permissions

Due to the fact that many schools may begin the Fall semesters prior to Xavier University, internship students may request to begin internship 30 days prior to the beginning of the 1st internship class. For Christmas break, internship students may also request to continue seeing their clients over the break, to maintain continuity with their caseload. For early start and continuity permissions, students must agree to meet during this period with the Clinical Coordinator for supervision purposes. Forms for these requests are included in the Appendix.

COMPLETING THE INTERNSHIP:

AT THE COMPLETION OF THE INTERNSHIP, THE FOLLOWING DOCUMENTATION MUST BE PRESENT IN THE TEVERA SYSTEM:

DOCUMENT	INSTRUCTIONS
1. FINAL EVALUATION FROM SUPERVISOR.	<i>IF YOU HAVE TWO SUPERVISORS, BOTH NEED TO COMPLETE THE CCS-R EVALUATION</i>
2. SUMMARY OF YOUR SITE PROJECT.	<i>A ONE TO TWO PAGE DESCRIPTION OF YOUR PROJECT.</i>
3. FINAL LOGS.	<i>ALL TRACK HOUR LOG PAGES AND THE SIGNATURE OF YOUR SUPERVISOR APPROVING THE HOURS.</i>
4. EVALUATION OF YOUR SITE AND SUPERVISOR.	
5. FIELD PROJECT DESCRIPTION	<i>MUST BE SIGNED BY SITE SUPERVISOR</i>

Field Project Information

The Counseling Internship requires the completion of a project that will be useful to the placement site. Ideas for the project should be discussed with the site supervisor and then submitted to the Xavier Clinical Coordinator for approval. The appropriate form to be used for submitting the proposal is also found in the appendix to this booklet.

Xavier approval of the project is necessary to insure that the activities are appropriate for the intern and contribute to learning. Projects that are excessive in their scope and/or time demands will not be approved. Examples of acceptable projects include:

- Update community referral resource manual.
- Develop the curriculum for a psychoeducational group.
- Develop, implement, and evaluate a group.
- Conduct a literature review for a specific clinical disorder.
- Research an evidence based intervention and provide a training seminar to agency staff

- Research and write a grant for the agency to secure funding for a specific project.

When the project is complete, students are asked to submit a 1-2 page summary of the project to their internship instructor. This summary should include a brief rationale for the project, a summary of the project activities, and results of the effort. Hours spent on the project can be logged toward the 600-clock hour requirement.

Student Evaluation Procedures

Grading for the Internship Course is on a “Satisfactory/Unsatisfactory” basis. To earn a “S” grade, a student must:

- Attend and participate at on-campus class sessions.
- File all forms and other required paperwork by course deadlines.
- Consistently adhere to ethical considerations and demonstrate professional responsibility to the internship site.
- Consistently demonstrate an openness to supervisor critique and a willingness to learn.

Student progress in the internship experience is monitored in several ways. These may include:

- Clinical Coordinator visits, emails, and telephone consultations with site supervisors to discuss student progress.
- Site Supervisor completion of the CCS-R Interim Evaluation Form.
- Site Supervisor completion of the CCS-R Site Supervisor Final Evaluation Rating Form.

All forms in Tevera *must* be completed within thirty days of the successful completion of the internship to serve as the final student evaluation.

Please note that all site supervisors must complete the CCS-R Site Supervisor Final Evaluation Rating Form. If a student changes internship sites or supervision during the experience, an Evaluation Form must be completed by each supervisor.



XAVIER
UNIVERSITY

Department of Counseling

3800 Victory Parkway
Cincinnati, Ohio 45207-3226
Phone (513) 745-3655
Fax (513) 745-2920

Date: _____

To: Dr. Norm Townsel

From: _____

Subject: Internship 30-Day Early Start Request

I am interested in starting my internship early. I am requesting to start 30 days prior to the first class date.

Name _____

Email Address _____

Daytime Phone # _____

Cell Phone # _____

Internship Placement _____

Supervisor's Name/Credentials _____ Phone# _____

Please return to:

Dr. Norm Townsel
Clinical Coordinator
3800 Victory Parkway
Cincinnati, Ohio 45207-6612
Office: (513) 745-3267
Fax: (513) 745-2920

*****Please copy for your records**



Department of Counseling

3800 Victory Parkway
Cincinnati, Ohio 45207-3226
Phone (513) 745-3655
Fax (513) 745-2920

Date:

To: Dr. Norman Townsel

From: _____

Subject: Continuing to practice during Christmas break

To maintain continuity of care, I am interested in continuing to see clients/students through Christmas Break. I understand that I am expected:

1. To continue meeting with my site supervisor,
2. Required to meet on campus for one meeting during the interim
3. To be enrolled in internship for the spring semester.

As indicated below, the date I plan to attend the on-campus meeting with Dr. Townsel is:

December __, 20__ @ 12:00pm

January __, 20__ @4:30pm

The Clinical Coordinator will alert you to the dates available

I understand that if I do not attend the meeting, I will be in violation of Xavier policy and will not be allowed to count the hours.

Name _____

Email Address _____

Daytime Phone # _____

Cell Phone # _____

Placement site _____

Supervisor's Name/Credentials _____ Phone# _____