Internship is the final activity in a student’s program and is intended to provide an opportunity to engage in all of the activities of a regularly employed staff member in a setting compatible with his/her program track. The following overview is designed to help you understand the process and the details you will find in the remainder of this handbook. **Internship is very important to the completion of this part of your education. We want you to have the very best experience possible! BEST WISHES!**

**To qualify for enrollment in internship, the student must**

- Complete all degree plan coursework except COUN 5720 and COUN 5721. Assuming the internship does not require the elective, a MEd student may take not more than one degree plan elective along with COUN 5720 Internship I. With advisor approval, full-time 60-hour MS students may take an elective with each semester of internship.
- Participate in internship orientation meeting hosted by the internship coordinator
- Submit an acceptable internship application no later than the last class day of the semester before the experience.
  - Denton students complete the internship application on Tk20.
  - Dallas students complete the internship application as directed by Dr. Lin.
- Submit internship contracts and documents on schedule required by internship coordinator.
  - Note: students may not begin internship hours without the direct approval of his or her internship instructor.

**The Internship Experience**

1. Students are required to work 300 hours in both COUN 5720 and 5721 for a total of 600 hours **in their program area**. A minimum of 240 of the 600 hours must be direct contact with clients. During some of the remaining hours, students are required to participate in both individual and group supervision. Although students may carry hours from 5720 to 5721 with instructor approval, students may NOT carry hours from practicum to internship.
2. Students must enroll in COUN 5720 and 5721 in subsequent semesters. Only in the most extenuating of circumstances may a student appeal to take them concurrently. To appeal, the student must submit a justification along with supporting documentation regarding clinical readiness (e.g., statements from advisor, practicum instructor, internship instructor, and site supervisor) to the Clinical Experiences Committee by midterm the semester prior to the desired internship. Students will never be allowed to take concurrent summer internships.
3. The internship must be completed at an **approved site** with a **qualified site supervisor**.
   - You may download a list of preapproved internship sites from the Counseling webpage ([www.coe.unt.edu/che/coun](http://www.coe.unt.edu/che/coun) → Resources → Student Materials – Clinical). If you choose a site that is not on the approved list, contact the faculty internship coordinator to clarify the requirements for an appropriate internship site.
   - The qualified site supervisor is one who (1) has a master’s or doctoral degree in counseling or a closely related field, (2) has at least 2-years post-master’s experience in counseling, (3) holds appropriate licenses/certifications, and (4) possesses relevant training in counseling supervision.
4. Supervision is a critical component of the successful internship. The internship activities will be supervised in the following ways
   - A minimum of **one hour/week in individual supervision with a qualified site supervisor**.
   - A minimum of **two hours/week in group supervision** on site. Group supervision may be case staffing or staff meeting
   - A minimum of **three hours of group supervision seminar** on campus every two weeks.
   - A minimum of one visit from program faculty to internship site each semester.
   - Telephone/email consultation between program faculty and site supervisor throughout the semester.
GRADUATION REMINDER!

**You MUST Apply for Graduation**

You may apply up to one year before you graduate, and you must apply no later than the deadline set by the graduate school. For graduation information, call the UNT Graduate School, located in the Eagle Student Services Center, 940-565-2383.

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**Credentialing Information**

**School Counselor Certification**

Not available in the Agency Internship Packet

**Licensure**

☑ You may request an LPC Intern packet from the Texas Board of Examiners of Professional Counselors, P.O. Box 149347, Austin, TX 78714-9347, (512)834-6658 or through their website at [www.dshs.state.tx.us/counselor/default.shtm](http://www.dshs.state.tx.us/counselor/default.shtm). The NCE is now the Texas licensing exam. You must take it and pass it before becoming an LPC Intern.

☑ The State of Texas requires 300 total hours with 100 client contact hours in a master’s program to be eligible for LPC-Intern Status. UNT requires 700 hours with 280 client contact hours for graduation. Thus, UNT students have 400 hours extra with 180 client contact hours that will be applied towards their LPC. The LPC Board will not accept more than 400 hours from a master’s program to carry forward.

<table>
<thead>
<tr>
<th>TOTAL HOURS</th>
<th>CLIENT CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5690 Practicum</td>
<td>100</td>
</tr>
<tr>
<td>COUN 5720 Internship I</td>
<td>300</td>
</tr>
<tr>
<td>COUN 5721 Internship II</td>
<td>300</td>
</tr>
</tbody>
</table>

Total hours earned at UNT: 700

Hours required by Texas LPC: 300

Hours that may apply to LPC: 400


**Examination**

☑ UNT Counseling Program graduates are eligible for the National Certified Counselor (NCC) credential once they graduate and pass the National Counselor Examination (NCE).

☑ Students can apply for the NCE by following the directions posted on the NBCC website, [www.nbcc.org](http://www.nbcc.org). NCE preparation/study materials are available through the Willis Library.

☑ To learn more about the NCE or to order an NCE Prep Guide, visit [http://www.nbcc.org/extras/pdfs/nbcc_orderform.pdf](http://www.nbcc.org/extras/pdfs/nbcc_orderform.pdf)

**Doctoral Studies**

☑ UNT’s counselor education doctoral program might be a logical and poignant next step for you. Information and application packets are available in our office in Stovall Hall Rm. 155 or from the Counseling Program home page at [www.coe.unt.edu/che/coun](http://www.coe.unt.edu/che/coun)
Helpful Licensure and Certification Resources

Texas Counseling Association Licensed Professional Counselor Brochure

Directory of State Licensure Boards

Requirements for Texas Licensed Marriage and Family Therapist (LMFT)
http://www.dshs.state.tx.us/mft/

Requirements for Texas Licensed Chemical Dependency Counselor (LCDC)
http://www.dshs.state.tx.us/lcdc/

Requirements for National Certified Counselor (NCC)
www.nbcc.org

Requirements for Registered Play Therapist (RPT)
Association for Play Therapy http://www.a4pt.org
Information for UNT students about the RPT http://cpt.unt.edu/about-us/faq/students-faq/
Information for professionals about the RPT http://cpt.unt.edu/about-us/faq/professionals-faq/
DATE:

TO:

FROM: Dr. Delini Fernando, Assistant Professor and Internship Coordinator

RE: Clinical Mental Health Counseling Internship experience for _____________________________

The above named student has indicated an interest in obtaining a counseling internship in your agency. With your approval, the student will be placed for _____ hours per week for _____ weeks as part of the counselor preparation program. It is our expectation that the on-site internship will provide opportunity for direct service with clients, include the student’s participation in all usual activities of the agency setting, and whenever possible, the opportunity to meet with and observe other staff members. Exposure to the work of a variety of professionals will broaden the student’s educational experience and provide better preparation for the profession.

It is our belief that consistent supervision is vital to the student’s learning. Close supervision of internship activities is required by our accrediting body (CACREP) and the Texas Licensed Professional Counselor board. To meet the State standards and our own, we require a minimum of one hour of individual supervision with a qualified supervisor and two hours of group supervision (may be case conference or staff meeting) each week. During supervision, the opportunity to critique audio and/or video recordings should be available to help the student conceptualize the case and the appropriate treatment strategies. To qualify as a supervisor, the supervisor must have at least a master’s degree in counseling or closely related profession, setting-specific licenses and/or certifications, at least two years post-master’s professional experience, and relevant training in counseling supervision.

Finally, in evaluating the student’s performance, it is important for the supervisor to take into account the total performance of the student. The ability to counsel, do intakes, make diagnostic judgments, provide good case management, keep records, participate in agency or treatment meetings, and maintain a general professional attitude are all part of the criteria.

__________________________, the Internship Instructor for the University, will visit your agency periodically and will want to meet with you during the semester so that we will be in a better position to provide support if it is needed. You should feel free to call the Instructor at any time.

If you are in agreement with the above requirements and can comply with them, complete the attached supervision agreement in consultation with the student. The student will return the original signed copy to the Internship Instructor and the second copy is for your file.

Thank you for contributing to the educational goals of our student. It is our intention that the student not be the only one to benefit from this experience. Once a good working relationship is established, we hope our student counselor will make a contribution to your counselor setting.
Counseling Program  
University of North Texas  

COUN 5720 & COUN 5721  

Internship in Counseling I & II  
(For Clinical Mental Health Counseling Candidates)  

Objectives  

1. To provide in-depth experiences in agency counseling activities under the careful supervision of selected staff.  

2. To assist students in communicating (verbally and non-verbally) in the language and culture of the population(s) being served.  

3. To assist students in developing concern for the client as persons whose feelings, values, goals, and successes are important and who respect and appreciate the right and need of those whom they assist to find their own best values, to determine their goals, and to find ways to achieve goals.  

4. To further students’ commitment to student development in clinical mental health counseling as a means of assisting students/clients in the development of their potential.  

5. To further assess students’ personal qualities which make them able and willing to work with individuals of varying physical, mental, cultural, ethnic, and religious backgrounds.  

6. To assist students in developing self-acceptance without using others to satisfy their own needs.  

The University of North Texas College of Education does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated liaison for the Counselor Education Program is Dr. Jan Holden, Room 155, Stovall Hall. Copies of the College of Education ADA Compliance Document are available in the Dean’s Office, Matthews Hall 214.  

The student has the responsibility of informing the course instructor of any disabling condition which will require modifications to avoid discrimination.  

Revised Fall 2010
Requirements

1. On-site placement in an appropriate clinical mental health counseling setting.
2. The completion of 600 clock hours, including 240 direct client contact hours, at the on-site placement under appropriate supervision.
3. Attendance at seminar presentations and group supervision.
5. Development of a position paper based on the internship experience.
6. Compilation of a journal and log of daily activities.
7. Cooperative evaluation with placement setting director/supervisor and campus Internship supervisor.

Activities

1. Internship students are expected to take part in the full range of approved activities in the internship setting.
2. Internship students are expected to take part in the biweekly group supervision seminars held on-campus during the internship.
3. Internship students are expected to take part in evaluation activities, both in the internship setting and on the campus. One hour of face to face supervision and two hours of group supervision are required weekly.

Internship Outline

1. Internship students will be placed in appropriate agency settings which will give them opportunities to apply the skills and knowledge they have acquired in their training program.
2. The Internship setting will provide the student a broad range of experiences and responsibilities.
3. The Internship arrangement will be of such a nature as to be mutually beneficial to cooperating professionals and students. It is expected that students will have sufficient training to enable them to adjust rapidly and become productive colleagues during the period of the internship.
4. Internship students and their supervisors will be visited during the Internship by representatives of the training institution for the purpose of determining progress. If progress is deemed unsatisfactory, either by the supervisor or the training institution, the student will be withdrawn from the Internship.
5. The Internship supervisor will be asked to complete a midterm and final Professional Counselor Performance Evaluation Form which will be used in evaluation conferences with the student. The form will be provided by the training institution.
6. Students will be expected to abide by the professional conditions in effect at the specific agency assignment.

Required Text

Seminar Dates: Participation in the following seminar sessions is required:

[Seminar Dates]

Written Assignments:

1. Each student will be required to keep a log of the activities that are included in the internship. Entries should be recorded daily. A summary sheet should be developed that records each week’s total hours.

2. A 2-3 page report to communicate to members of the seminar the specific operation of your community agency placement including the following elements:
   a. Brief review of the objectives of the assigned service in relation to overall agency counseling goals.
   b. Specific organizational responsibilities of the community agency.
   c. Methods being used to accomplish these objectives and goals.
   d. Your specific activities/responsibilities during the internship.

   Make enough copies of this report for all members of the seminar. This report is usually due when you make your presentation before the seminar.

3. Case presentation with a video or audio recording along with a written case conceptualization of client, one for each semester of Internship.

4. A 3-4 page final report at the end of Internship experience due by _______. It includes the following elements:
   a. A brief review of the occupational significance to you of a specific community agency setting as supported by your internship, investigation, and research. Describe counseling and how it can make a difference in people’s lives.
   b. Your view of the future trends in community agencies as outlined above based not only on your investigation/research, but also on your personal experiences in the Internship.
   c. A reconciliation of your life’s goals, values, and employment opportunities in relation to current status and future trends in the community agency Internship. What are your plans for the next 5 years? For the next 10 years?
Counseling Program
University of North Texas

INTERNSHIP GUIDELINES
(Clinical Mental Health Counseling Candidate)

Student’s Name: ________________________________

Address: __________________________________________

Street City State Zip Code

Telephone: ________________________

Home Work

Internship Supervisor’s Name: ________________________________

Title and/or Position: _______________________________________

Telephone: ________________________________

1. Student are to be placed in appropriate agency settings which will give them opportunities to apply the
skills and knowledge they have acquired in their agency preparation program.

2. The Internship setting should provide the student a broad range of experiences and responsibilities.

3. The Internship arrangement should be of such a nature as to be mutually beneficial to cooperating
professionals and students. It is expected that students will have sufficient training to enable them to
adjust rapidly and become productive colleagues during the period of the Internship.

4. Students and their supervisors will be visited during the Internship experience by a UNT Counseling
Program supervisor for the purpose of evaluating student progress. If progress is deemed unsatisfactory,
either by the Internship supervisor or the UNT Counseling Program supervisor, the student will be
withdrawn from the Internship experience.

5. The student’s Internship supervisor will be asked to complete an online evaluation which will be used in
evaluation conferences with the student. The form may be found on TK20, UNT’s online assessment
system. The site supervisor will be contacted by the Internship coordinator at the University of North
Texas Counseling Program early on in the semester with information on how to access Tk20.

6. Students are expected to abide by the professional conditions in effect at the specific agency assignment.

7. The Internship experience will extend from the period of: _____________________(date)

8. During the following days and hours: _______________ Days _______________ Hours

____________________ Days _______________ Hours

Total clock hour commitment: _______________ Hours

APPROVAL:
For the Agency: For UNT Counseling Program:
Name ________________________________ Name ________________________________
Title ________________________________ Title ________________________________

Revised Fall 2010
Counseling Program
University of North Texas

INTERNSHIP CONTRACT

(Clinical Mental Health Counseling Candidate)

This Internship experience agreement between the Counseling Program, University of North Texas and clarifies the joint and separate responsibilities of each facility for the selection and Internship experiences of UNT Counseling Program students during the academic year. (Please see Supervision Agreement form)

The ________________________, as the participating Agency will:

- Provide Internship training and supervision by the staff of the Agency at times to be agreed upon by the supervisor and the intern for approximately _________ hours per week for ____ weeks.
- Provide such cases and client contacts as the Agency and the Counseling Program Supervisor deem appropriate for the student’s skill level and time allotted for the Internship experience.
- Provide the use of existing office space, privacy for counseling, use of available equipment and usual office supplies and clerical assistance necessary to the learning task.
- Submit requested reports to provide the student’s Counseling Program Supervisor with an evaluation of the student’s activities.
- Inform the Counseling Program of changes in Agency policy, procedures, and personnel that might affect the Internship experience.

The University of North Texas Counseling Program, as the participating University, will:

- Participate with the Agency in the screening and selection of the student counselors and honor a request by the Agency that the student be relieved of responsibilities when and if the student is not capable of functioning at the required level or if for any reason the student is found unsuitable for assignment in the Agency.
- Share appropriate requested information regarding the student’s background experience and educational accomplishments and needs.
- Enforce rules and regulations governing the student that are mutually agreed upon by the UNT and the Agency. Students will be expected to abide by Agency office hours and personnel practices and to respect the confidential nature of Agency case records.
- Provide regular supervision of the student’s experiences according to the policies the Counseling Program enforces.

Agency Supervisor _________________________________ Date _______
Agency Director _________________________________ Date _______
UNT Supervisor _________________________________ Date _______
UNT Internship Coordinator _________________________ Date _______

Revised Fall 2010
Counseling Program
University of North Texas

SUPERVISION AGREEMENT

COUNSELING PROGRAM, UNIVERSITY OF NORTH TEXAS

AND

__________________________________________

(Agency Name)

SUPERVISOR’S NAME: ________________________________

TITLE: __________________________________________________________________________

HIGHEST ACADEMIC DEGREE AND MAJOR: ____________________________________________

PROFESSIONAL CREDENTIALS: __________________________________________________________________________

SUPERVISION TRAINING: __________________________________________________________________________

STUDENT’S NAME: ________________________________

SCHEDULE (DAYS AND TIMES WHEN THE STUDENT WILL BE AT SITE):

NATURE OF THE DUTIES AND EXPECTATIONS (IN DETAIL):

SUPERVISION WILL TAKE PLACE ON: ___________________ AT ___________________

Day(s)       Time(s)

NUMBER OF SUPERVISION HOURS PER WEEK: ___________ INDIVIDUAL

___________ GROUP

This agreement was developed in a conference between the student and the supervisor. Also discussed was agency policy on dress, confidentiality, files, records, office hours, and those areas essential for job effectiveness.

Supervisor (print & sign) ________________________________ Date _________

Student (print & sign) ________________________________ Date _________
DIRECTION:

Student is to complete this form in duplicate and submit a copy of this agreement to the University Internship Coordinator. The 2nd copy is for your own records.

1. I hereby attest that I have read and understood the American Counseling Association Code of Ethics and will practice my counseling program work in accordance with these standards. Any breach of these ethics or any unethical behavior on my part may result in my removal from internship and a failing grade. Documentation of such behavior will become part of my permanent record.

2. I understand that I may be required to become familiar with additional codes of ethics from related professional disciplines.

3. I agree to adhere to the administrative policies, rules, standards, and practices of the Internship site.

4. I understand that my responsibilities include keeping my Internship supervisor(s) informed regarding my internship experience.

5. I understand that I will not be issued a passing grade in Internship unless I demonstrate the specified minimal level of counseling skill, knowledge, and competence and complete course requirements as required.

Signature ______________________________________

Date __________________________________________
Counseling Program  
University of North Texas

COUN 5720 & 5721: INTERNSHIP I & II  
ETHICS AGREEMENT & GUIDELINES

DIRECTION:

Student is to complete this form in duplicate and submit a copy of this agreement to the University Internship Coordinator. The 2nd copy is for your own records.

1. I hereby attest that I have read and understood the American Counseling Association Code of Ethics and will practice my counseling program work in accordance with these standards. Any breach of these ethics or any unethical behavior on my part may result in my removal from internship and a failing grade. Documentation of such behavior will become part of my permanent record.

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4. I understand that my responsibilities include keeping my Internship supervisor(s) informed regarding my internship experience.

5. I understand that I will not be issued a passing grade in Internship unless I demonstrate the specified minimal level of counseling skill, knowledge, and competence and complete course requirements as required.

Signature

Date
Counseling Program
University of North Texas

COUN 5720/5721: Internship in Counseling I & II

Release of Information

I hereby authorize my COUN 5720 Internship Instructor to release information from my Counseling and Student Services student file to my Supervisor(s) at my internship site(s). My instructor may release to my Supervisor(s) any information that, in the judgment of my instructor, is pertinent to my progress in Internship. This release shall be in effect only during the time I am enrolled in COUN 5720 and/or 5721.

Name _____________________________________________________________

(Print) (Signature) (Date)

UNT ID Number: ________________________________
UNT's College of Education uses Tk20 as a comprehensive online data management system for all student activities in programs leading to certification for teachers or counselors. Denton Counseling Program students are required to subscribe to Tk20 to complete course assignments and to facilitate evaluations for courses, field experiences, and internship/practicum.

A student manual for using Tk20 is available at www.tk20.com/resources/HigherEdStudent.pdf. Field experience procedures are explained on pages 78-85. Please consult your manual prior to requesting assistance from your instructor or program coordinator.

Logging In
- Visit www.coe.unt.edu/tk20
- Click Login to Tk20
- Enter your EUID and password

Getting Started & Verifying Placement
- Click the FIELD EXPERIENCE tab
- Click on the name of the relevant binder
- Verify that you have been sent the binder correct binder (e.g., CMHC/community, school, or college)
- Verify your site, site supervisor (i.e., “cooperating teacher”), and university supervisor names are correct. If you have any concerns, please contact Casey.Barrio@unt.edu as soon as possible.
- Verify that your site supervisor has received Tk20 instructions and is able to log in. Ask him/her to contact Casey.Barrio@unt.edu if there appears to be a problem with access.

<table>
<thead>
<tr>
<th>Items in Your Binder</th>
<th>Completed By</th>
<th>Visible To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents Tab – Hours logs (keep updated)</td>
<td>Student</td>
<td>UnivSup, SiteSup</td>
</tr>
<tr>
<td>Process Logs Tab – Post Biweekly</td>
<td>Student</td>
<td>UnivSup</td>
</tr>
<tr>
<td>Evaluations Tab - Eval of supervisors (create one for each)</td>
<td>Student</td>
<td>Admin/Anonymous</td>
</tr>
<tr>
<td>Site Supervisor Information Form</td>
<td>SiteSup</td>
<td>UnivSup</td>
</tr>
<tr>
<td>PCPE – Midterm</td>
<td>SiteSup</td>
<td>UnivSup, Student</td>
</tr>
<tr>
<td>Internship Site Supervisor Evaluation of Program</td>
<td>SiteSup</td>
<td>Admin/Anonymous</td>
</tr>
<tr>
<td>Internship Record Form</td>
<td>UnivSup</td>
<td>Student</td>
</tr>
<tr>
<td>COUN University Supervisor Feedback Midterm</td>
<td>UnivSup</td>
<td>Student</td>
</tr>
<tr>
<td>COUN University Supervisor Feedback Final</td>
<td>UnivSup</td>
<td>Student</td>
</tr>
</tbody>
</table>

Tips
- Remember that submitting work in Tk20 is a 2-step process
  - Create the artifact (under ARTIFACTS tab)
  - Attach the artifact to the binder (under FIELD EXPERIENCE tab). An artifact is not viewable by others until you take this step.
- Be sure you are creating the correct type of artifacts to submit in your binder
  - For hours logs, create “Internship Log Agency” (CMHC, University) or “Internship Log School” (ElemSC, SecSC)
  - For process logs, create “COUN Internship Process Log”
  - For supervisor evaluations, create “Supervisee’s Evaluation of Supervisor”. Be sure to create and submit one artifact for each supervisor.
- Whenever you work on your binder, click SAVE. Your work is immediately viewable for anyone who has access (See above)
  - This feature is also available to supervisors. Be sure to check back throughout the semester to view your PCPE and other feedback left by supervisors.
- When you have completed absolutely everything for the semester, click COMPLETE. You will no longer be able to edit your work. If you accidentally click COMPLETE early, see Tk20 manual for recall instructions.
  - Tk20 will not let you submit an incomplete binder. If you do not use all 8 placeholders for process logs, please submit a “Blank Log”.
Counseling Program
University of North Texas

Professional Counseling Performance Evaluation (PCPE)
Internship
Clinical Mental Health Counselor Candidate

Student: ____________________________ Date: ____________________________
Agency: ____________________________ Supervisor: ____________________________
UNT Faculty Supervisor: ____________________________ This evaluator (√) _______
UNT Doctoral Supervisor: ____________________________ This evaluator (√) _______

Average Hours per Week in Counseling and Related Activities: ____________________________

Weekly Individual Evaluation Periods: Day(s) ____________ from ____ to ____________

Rating Scale:
N - Not required and/or No opportunity to observe
0 - Does not meet criteria expected for student’s level of preparation and experience
1 - Minimally or inconsistently meets criteria expected for student’s level of preparation and experience
2 - Consistently meets criteria expected for student’s level of preparation and experience
3 - Exceeds criteria expected for student’s level of preparation and experience

The student...

1. ADMINISTRATIVE RESPONSIBILITIES
   a. Attends staff meetings regularly and makes appropriate contributions. N 0 1 2 3
   b. Completes weekly record sheets correctly and promptly. N 0 1 2 3
   c. Maintains good progress notes for each client according to current record-keeping standards related to clinical mental health counseling. (D7) N 0 1 2 3
   d. Maintains standing appointment records with secretarial staff. N 0 1 2 3
   e. Maintains group records. Completes group or program evaluations. (D7) N 0 1 2 3
   f. Directs attention to general administrative details. N 0 1 2 3

2. SUPERVISION
   a. Keeps supervision appointments and participates actively and willingly. (D9) N 0 1 2 3
   b. Seeks feedback and accepts suggestions and criticism well. (D9) N 0 1 2 3
   c. Is open to self-examination, and assesses personal qualities to promote ability and willingness to work with individuals from diverse and multicultural backgrounds. (D9, E1, E2) N 0 1 2 3
   d. Is eager to learn new counseling skills and techniques. (A5) N 0 1 2 3
   e. Attends supervision meetings, presents cases, and contributes appropriately. N 0 1 2 3
   f. Demonstrates ability to evaluate counseling sessions and taping and gain insight. N 0 1 2 3
3. COUNSELING, PREVENTION, AND INTERVENTION

a. Is warm, caring, empathic, accepting, and non-judgmental toward clients. (D1) N 0 1 2 3
b. Respects client(s) rights and needs, and helps to determine their goals and to find ways to achieve goals. (D1) N 0 1 2 3
c. Is a good, active listener. (D1) N 0 1 2 3
d. Demonstrates ability to modify counseling systems, theories, techniques, and interventions to make them culturally appropriate for diverse populations. (D5, F3) N 0 1 2 3
e. Counsels proficiently with a variety of clients and concerns. (D1, D5) N 0 1 2 3
f. Applies multicultural competencies involving case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders. (D2, D5, F2, F3, H1) N 0 1 2 3
g. Collaborates with clients to develop measurable outcomes for counseling. (J2) N 0 1 2 3
h. Demonstrates ability to apply a broad range of counseling modalities and techniques. (D1, D3, D5) N 0 1 2 3
i. Paces and times interventions with skill. (D1) N 0 1 2 3
j. Demonstrates skill in handling transference and countertransference issues. (D1) N 0 1 2 3
k. Is observant and insightful regarding verbal and nonverbal behaviors, and communicates (verbally and nonverbally) in the language and culture of the population(s) being served. (D2, D5, F3) N 0 1 2 3
l. Confronts appropriately and helpfully. (D1) N 0 1 2 3
m. Gives positive suggestions to clients, and reviews expectations of success. (D1, D3) N 0 1 2 3
n. Promotes optimal human development, wellness, and mental health through prevention, education, and advocacy activities. (D3) N 0 1 2 3
o. Gives homework assignments when appropriate and uses resource material, including bibliotherapy, when necessary. (D1, D3, D4) N 0 1 2 3
p. Understands and appropriately uses diagnostic tools, including the current edition of the DSM, to describe symptoms and clinical presentation of clients with mental and emotional impairments. (L1) N 0 1 2 3
q. Conceptualizes an accurate multi-axial diagnosis of disorders clients present and discusses the differential diagnosis with collaborating professionals. (L2) N 0 1 2 3
r. Differentiates between diagnosis and developmentally appropriate reactions during crisis, disasters, and other trauma-causing events. (L3) N 0 1 2 3
s. Demonstrates the ability to use procedures for assessing and managing suicide risk. (D6) N 0 1 2 3
t. Screens for addiction, aggression, and danger to self/others, as well as co-occurring mental disorders. (H3) N 0 1 2 3
u. Advocates for policies, programs, and services that are equitable and responsive to the unique needs of clients. (F2) N 0 1 2 3
v. Maintains information regarding community resources to make appropriate referrals. (D4, F1) N 0 1 2 3
w. Uses data to assess effectiveness as a counselor and to adapt interventions accordingly. (I3, J3) N 0 1 2 3
Rating Scale:  
N - Not required and/or No opportunity to observe  
0 - Does not meet criteria expected for student’s level of preparation and experience  
1 - Minimally or inconsistently meets criteria expected  
2 - Consistently meets criteria expected for student’s level of preparation and experience  
3 - Exceeds criteria expected for student’s level of preparation and experience

x. Uses appropriate self-disclosure and sharing of feelings and experiences. (D1, D2, D5, F3)  
y. Completes reasonable quantity of work by counseling a sufficient number of counselees.  
z. Demonstration of skill level: Individual Counseling (D1, D3, D5)  
   aa. Demonstration of skill level: Consultation (A3)  
   ab. Demonstration of skill level: Group Counseling (D1, D3, D5)  
   ac. Demonstration of skill level: Appraisal/Assessment (H1, H2, H3, L1, L2, L3)  
   ad. Demonstration of skill level: Couple & Relationship Counseling (D1, D3, D5)  
   ae. Demonstration of skill level: Career Counseling (D1, D3, D5)  
   af. Demonstration of skill level: Addiction and Dual Diagnosis Counseling (D8, H4)

4. PROFESSIONAL RELATIONSHIPS AND STAFF DEVELOPMENT

a. Attends and/or presents in-service training seminars, workshops, programs, or activities to enhance skills or increase knowledge base; participates appropriately. (D9)  
b. Demonstrates willingness to read recommended materials and to conduct relevant library research to inform the practice of clinical mental health counseling. (D9, J1)  
c. Is involved in seminars, workshops, or activities to enhance skills or increase base of knowledge. (D9)  
d. Relates well with professional and non-professional staff.  
e. Understands, and appreciates professional, ethical, and legal issues and behavior while maintaining high ethical standards consistent with ACA Code of Ethics, TCA Guidelines, and LPC rules and regulations. (B1, A2)  
f. Participates in professional counseling organizations. (A4)  
e. Applies knowledge of public mental health policy, financing, and regulatory processes to improve service delivery options. (B2)

ADDITIONAL COMMENTS: (A short overall assessment statement comparing this student with others you have supervised or your expectations of the student and the Internship will be most helpful.)

OVERALL EVALUATION:

_____ A clearly superior student at this level of education.  
_____ Has met the requirements of this Internship in an above average manner.  
_____ Has met the requirements of this Internship in a satisfactory manner.  
_____ Needs to demonstrate an improved level of functioning to be considered satisfactory.  
_____ At this time an evaluation cannot be given. (The reasons are given under additional comments above.)

On-Site Supervisor: ________________________________
Signature ____________________________ Date

Student: ________________________________
Signature ____________________________ Date

Supervisors: Please go over evaluation with student. Have the student bring evaluation to end of semester meeting with UNT faculty member. Thank you.


**SUPERVISEE’S EVALUATION OF SUPERVISOR**

Agency Name: ___________________________ Supervisor’s Name: ___________________________

Date: ___________________________

Please respond to the following statements in regard to your reactions and feeling about your supervisor. Complete a separate evaluation sheet for each supervisor.

### General Comments

<table>
<thead>
<tr>
<th></th>
<th>Involvement</th>
<th>Poor</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a. Demonstrates involvement and seriousness about being a supervisor.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Is aware and involved in the issues being discussed.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

2. **Growth**

|   | Uses personal experience with clients to further your development.           | 1    | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | a. Uses personal feelings and insights to further your development.          |      |   |   |   |   |   |   |
|   | b. Makes it easy for you to initiate communication with him/her.             | 1    | 2 | 3 | 4 | 5 | 6 | 7 |

3. **Rapport**

|   | Makes it easy to share your counseling strengths and weaknesses with him/her. | 1    | 2 | 3 | 4 | 5 | 6 | 7 |
| 3 | a. Makes it easy for you to initiate communication with him/her.              |      |   |   |   |   |   |   |
|   | b. Makes it easy to share your counseling strengths and weaknesses with him/her. |      |   |   |   |   |   |   |

4. **Facilitation**

|   | Initiates helpful discussions of your competencies and strengths with you.   | 1    | 2 | 3 | 4 | 5 | 6 | 7 |
| 4 | a. Initiates helpful discussions with you of your areas for growth.           |      |   |   |   |   |   |   |
Climate and Relationship

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is comfortable in the role of supervisor.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>2. Is open and flexible to your wants and style.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>3. Is responsible as a supervisor.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>4. Is accessible between sessions.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>5. Shares and negotiates expectations of supervision.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>6. Is willing to take risks.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>7. Initiates a working relationship.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
</tbody>
</table>

Implementation

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Models specific interventions.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>Presents alternative interventions.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>Helps you identify movement or lack of movement in the client.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>Aids your conceptualization of client’s behavior.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>Generates hypotheses about client behavior.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>Focuses on exploration of your feelings.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>Focuses on content of the counseling session.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
<tr>
<td>Focuses on process of the counseling session.</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
</tr>
</tbody>
</table>

Supervisor responses that facilitate the **most** growth:

Supervisor responses that facilitate the **least** growth:
Please evaluate the educational program of University of North Texas Counseling Program from your experience as a supervisor for students in Internship in Counseling I & II.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Performance Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Compared to other masters degree students in their final Internships,</strong> University of North Texas student's overall educational preparation is</td>
<td>very poor poor average above average excellent</td>
<td>5</td>
</tr>
<tr>
<td><strong>2. Student’s clinical skills ability</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td><strong>3. Student’s conceptualization of client or clients</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td><strong>4. Student’s ethical behavior</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td><strong>5. Student's theoretical knowledge</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td><strong>6. Student's administrative skills</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td><strong>7. Supervisor’s perception of support from University of North Texas Faculty and staff.</strong></td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

**Total Score**

**Suggestions for program improvement:**

**Other ideas or suggestions:**