Counselor Education Practicum and Internship Handbook

Updated July 2021
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Counselor Education PhD Program  
Department of Educational Psychology and Counseling  
College of Education, Health, and Human Sciences  
University of Tennessee

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Introduction

The doctoral practicum and internship provide Ph.D. Counselor Education students with an opportunity to develop and enhance their counseling, teaching, and supervisory skills under the supervision of a site and faculty supervisor. This document establishes the policies, procedures and documents associated with the practicum and internship experiences, requirements, and evaluations. Successful completion of the practicum and internship is imperative, as failure to receive a passing grade in either may result in dismissal from the program.

GENERAL INFORMATION

Instructions for Fingerprinting and Criminal History Records Check

Tennessee Code Annotated (TCA) 49-5-5610 requires all students who wish to be admitted to teacher preparation/professional licensure programs to:
- Sign an authorization and release form authorizing a qualified Tennessee licensed private investigation company by and on behalf of the board to complete a criminal history records check, and;
- Agree to the release of all investigative records to the administrator of the selected teacher training program, and;
- Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation.

To begin this process, YOU MUST DO THE FOLLOWING IN THIS ORDER:
- Download and complete the Authorization to Release Investigative and Criminal Background Records.
- When the authorization form has been completed and submitted, you will receive an email with instructions to complete the VECHS form.
- Following the instructions included in the email, print, sign, and send the VECHS form to Diane Booker.
- Email confirmation will be sent to confirm receipt of the VECHS form.
- AFTER you receive confirmation that your VECHS form has been received by our office, you are allowed to schedule your fingerprinting appointment.

Tennessee Applicant Processing Services

Follow the simple steps outlined below to complete the fingerprinting process:
1. Go to www.identogo.com, and choose “Get Fingerprinted.” Choose Tennessee or call (855) 226-2937 to schedule an appointment.
2. At bottom of page, click “Digital Fingerprinting” and then choose “Schedule a New Appointment”.
3. If you are currently residing out-of-state, you will need to complete the card scan process. After clicking “Get Fingerprinted” and “Digital Fingerprinting”, you will need to choose “To Mail in Your Fingerprint Card” to register your rolled fingerprint card, which we will provide. Rolled fingerprints via the card scan process can be completed at your local police department. Some FedEx and UPS locations also offer the card scan services. Once your fingerprints have been rolled on to the card, you will complete
the registration process and mail the cards to: IdentoGO, Cardscan Department-TN Program, 340 Seven Springs Way, Suite 250, Brentwood, TN 37027.

4. Choose as “Don’t know your Service Code.” Choose Agency Name (Non-DCS Child Care/Adoption Providers), Applicant Type (Child Related Worker Private), and enter the ORI number (TNCC47076) and click “go” after each entry.

5. You will be asked to enter a zip code to determine the closest fingerprinting location.

6. Click on the word “Schedule” across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click “Next Week>” link to display more dates. Once you select the location/date combination, select the time for your appointment and click “go”.

7. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click “Send Information”.

8. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click “Send Information”.

9. The cost of the fingerprinting process is $35.15. Credit card payments must be made onsite at the time of the fingerprinting session. Payments online are not accepted.

10. Print your confirmation page.

11. Take approved identification documents with you to the appointment. These approved document options are identified on your confirmation of your appointment.

**Child Protection Training**

Because you will work with children during your graduate program of study, you are required to complete **Child Protection Training for Covered Adults**. This is a requirement for all UT employees, faculty, and students enrolled in programs that work directly with children. You can access the free online training at [https://hr.tennessee.edu/eod/registration/](https://hr.tennessee.edu/eod/registration/) - choose @kate and enter your username and ID to access.

Please save confirmation of completion and submit to Kathi Pauling at kpauling@utk.edu
Instructions for Completing Drug Screening & Background Check
Required by Knox County Schools
(updated August 2019)

The following instructions were accurate at time of publication; however, they may change. Always refer to instructions from School Counseling Placement Coordinator.

Knox County Schools (KCS) requires students to complete drug screening and a background check prior to school counseling field experiences, which includes practicum and internships. The UT School Counseling Placement Coordinator will provide students with any form that needs to be completed. KCS drug screening is completed once provided you remain continuously enrolled in the master's program. KCS background check is completed each academic year.

KCS paperwork needs to be completed and taken to the district offices located at the Andrew Johnson Building at 912 South Gay Street. The Human Resources Department is located on the 15th Floor. The drug screening paperwork will be timestamped, and you will have 48 hours to complete the drug screening. Once the drug screening results have been received, a background check will be conducted.

The following website provides instructions for the KCS process: https://osbe.utk.edu/knox-county-schools-student-teaching-internship-registration/

KCS District Offices:
- District offices are located at the Andrew Johnson Building at 912 South Gay Street. The Human Resources Department is located on the 15th Floor.
- Someone at the KCS district offices is available Monday- Wednesday 8am to 4pm to assist you.
- You will need to sign in at the security desk on the lobby level before being buzzed up to our floor.
- Parking is available in a variety of lots downtown and metered parking is available on the streets surrounding the building. Parking validation is NOT provided.

Contact Information:
Office of School-Based Experiences – osbe@utk.edu - BEC 329
Administrative Assistant: Julia Campbell – jcampb89@utk.edu - 974-5203
Director: Dr. Geri Landry – glandry@utk.edu - 974-5283.
VALT Quick-Start Guide for Students

Video Audio Learning Tool (VALT), is installed and active in all 7 Counselor Training Clinic (CTC) rooms. This software will allow us to observe and record all activities in the clinic, including practice sessions, actual counseling sessions, and supervision. This quick guide will help you navigate VALT and your associated account.

**REMEMBER**: VALT does not replace Skedda. First make your reservation on Skedda. Then, set up your VALT recording.

**TECHNICAL PREREQUISITE**: To do anything within the VALT system, you must first log into UT’s VPN via your NetID and password. UT provides press Pulse Secure software for PCs, Macs, IOS, and Android. To secure this software and configure your devices for easy login, see [https://help.utk.edu/kb/index.php?func=show&e=2712](https://help.utk.edu/kb/index.php?func=show&e=2712)

**LOG IN**
1. Ensure you are logged into UT’s VPN via Pulse Secure
3. Enter your NetID (username) and password (password)

**RECORD**
VALT offers two options for you to record your sessions.

1. **Schedule a recording in advance (Preferred)** - the “Schedule” button will ask you to complete a form allowing it to categorize your and to schedule when to start and end a recording. You can also use the “sharing” feature to select certain individuals (e.g., instructors, supervisors, or a peer) to access your video. “Retention” will let you tell VALT how long to keep your recording. VALT will automatically start and stop the recording at the times you specify. If you start early or run late, your video may be incomplete; if someone else is using the room, you may accidentally record some of their session. Please be careful when selecting times.

2. **In-room buttons (Not preferred)** – You can start and stop videos by pressing the buttons in the clinic rooms (red light indicates VALT is recording). However, this option does not automatically associate the recording with your username. This will require that a faculty member or clinic staff member sort through recordings and manually reassign to you before you can access it. We will use this option sparingly.

**UPLOAD**
You can use the Upload feature to import an external audio or video recording into the VALT system. After you have uploaded, you can share and markup as with other VALT videos.

**REVIEW**
To review your recordings, go to the “review” tab. You will be able to view your recording, edit information about the recording, edit your video (e.g., clip, redact), and use the marker sets to make notes on your video for your supervisor or instructor to view. You can also change sharing permissions to another student, doctoral student, or faculty member can view your video.
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CTC Room Reservations
https://utkcounseling.skedda.com

Counselor education students have access to seven private rooms for supervision, counseling, role play, and other program activities that require confidential space. This guide will help you understand use of rooms and how to reserve them.

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<th>Appropriate Room Use</th>
<th>Inappropriate Room Use (use assigned office or cubicles instead)</th>
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<td>Course role plays and practice</td>
<td>GTA/GRA functions that can be conducted in cubicles (e.g., grading, planning, coding)</td>
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<td>TA or internship meetings that require confidential space</td>
<td>Social</td>
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<tr>
<td>Official research activities which require confidential space (e.g., participant interviews)</td>
<td>Rest</td>
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**Hours**
- Monday-Thursday 8:00am – 8:00pm
- Friday 8:00am-5:00pm

**Codebox**
- The code to all CTC rooms is 2164#

**Room Etiquette**
- Remember, cameras are live at all times; even if you are not recording, individuals with admin status can access a camera in any room at any time
- Leave space in same condition (or better) than you found it. Before you leave,
  - Return all furniture to original location
  - Turn off lights, fans, and noise machines (if applicable)
  - Close doors

**To Book Reservations**
- First time only: create an account at https://UTKCounseling.skedda.com/register?key=872dce1
- Login to your account at https://utkcounseling.skedda.com
- Use 5th floor rooms for supervision and course practice; save 4th floor rooms for CTC clients as much as possible.
- Code your event or recurring event as follows
  - [Course/program] – [Activity]
  - Course/program codes – enter course number, CTC, GOI, etc.
  - Activity codes – SUP = supervision, COUN = Counseling, ROLE = Practice/Assignment, GTA = Teaching, GRA = Research
  - Example – For example, if you are supervising a practicum student, enter “COUN 555 – SUP.” If you are practicing for COUN 580, enter “COUN 580 – ROLE.” If you
Recording & Encryption Policy

All University of Tennessee Counselor Education program students, faculty, and staff must comply with HIPAA Privacy and Security Rules. We created the following policies and procedures, as administrative safeguards (HIPAA, 2013, §164.308, p. 1029) and will work to implement these safeguards consistently. These are in place to ensure the integrity, availability and confidentiality of clients’ electronic personally identifiable health information (ePHI) to protect against any reasonably anticipated or foreseeable risks or threats to security and privacy of ePHI (HIPAA, 2013, §164.306.a). Administrative safeguards include policies and procedures used to manage the development, selection, implementation and security in protecting individuals’ ePHI. Policies and procedures include steps to ensure authentication corroboration and client confidentiality.

- Authentication includes “the corroboration that a person is the one claimed” (HIPAA, 2013, § 164.304, p. 1027).
  - CTC: For initial contacts, students will provide counseling only after obtaining the following information from clients when providing telehealth counseling: Client’s name, DOB, address, original reason for referral. For subsequent sessions, if students are unable to authenticate identity via video, they will use the same procedures.
  - Off-Site: Students must authenticate client identity for initial and ongoing telehealth contacts. Students will follow site procedures for doing so. If the site does not have a formalized procedure, student will utilize the CTC procedure.

- Confidentiality defines “the property that data or information is not made available or disclosed to unauthorized persons or processes” (HIPAA, 2013, § 164.304, p. 1027).
  - Students will maintain client confidentiality by only making recordings available or disclose recordings to authorized persons.
  - Students will use recording devices with enabled password protection.
  - Students will store recordings on encrypted devices/announced with enabled password protection.
  - CTC
    - Students will record sessions using VALT (in person) or HIPAA-compliant ZOOM accounts (telehealth; record to computer).
• In-person VALT recordings will be automatically stored on the encrypted site.
• For CTC sessions recorded via HIPAA-compliant ZOOM, students must transfer the recording to VALT using the file upload option for supervisor review. Then, students will delete from their computer. This must be completed the same day of the session.
  o Off-site
    • Students must use recording devices and software that encrypt audio and video data in compliance with HIPAA standards.
    • The specific recording device and software must be approved by the site supervisor and the university supervisor at the beginning of the semester. This approval must be documented on the recording and encryption agreement form and uploaded to Taskstream with the recording consents.
    • Students must use HIPAA-compliant methods for submitting recordings to supervisors for review. This will include using the UTK GoogleDrive (only UTK account, not personal) with files stored as password protected and then shared to instructor and/or doctoral supervisor’s UTK GoogleDrive account. Students will communicate password with supervisors at beginning of semester.
  o Unless otherwise explicitly instructed to maintain recording by faculty supervisor, ensure recordings are completely and permanently deleted from recording devices and accounts (i.e., unrecoverable, trash emptied) no later than the last day of classes for the semester.

Following these policies and procedures take reasonable precautions and steps to help ensure ePHI is protected from any security incident “the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operation in an information system” (HIPAA, 2013, § 164.304, p. 1027).

**Liability Insurance**
You must have liability insurance while enrolled as a doctoral student. ACA student insurance does not cover doctoral students. CACREP requires that all students (including doctoral students) have individual policies. This means that the department policy will not provide adequate liability coverage.
Therefore, you will need to purchase your own policy to cover your teaching, counseling, and supervision practica, internships, and volunteer experiences. The easiest way to purchase this is through HPSO, which has a partnership with ACA. If you are an ACA member (hopefully all of you are), you can log into your ACA account to access a coupon code and link to the policy.
Three important items to note:

_Counselor Education Practicum and Internship Handbook_
• Student insurance DOES NOT apply to doctoral students, so you must purchase **professional liability insurance**
• You MUST add the following to your policy as this this is not automatically included
  o **Consulting services liability endorsement** (covers teaching and supervision) – this requires a separate form:
    • [Consulting Service Endorsement Request Form - Addition to Existing Policy](#)
    • [Consulting Service Endorsement Request Form - Addition to New Policy](#)
• The cost should be around $144

**Practicum & Internship Descriptions**

**UT Graduate Catalog Description**

**655 Practicum in Counselor Education** (3 credit hours) *Supervised practice and application of counseling skills with clients. Repeatability: May be repeated. Maximum 6 hours.*
*Comment(s): Admission to counselor education program required. Registration Restriction(s): Minimum student level – graduate. Registration Permission: Consent of instructor. Graded as A-F.*

**659 Internship in Counselor Education** (1–6 credit hours) *Supervised experience in departmentally approved counseling, teaching, supervision, or leadership internship sites. Grading Restriction: Satisfactory/No Credit grading only. Repeatability: May be repeated. Maximum 12 hours. Comment(s): Admission to doctoral program in counselor education required. Registration Restriction(s): Minimum student level – graduate. Registration Permission: Consent of instructor. Grades as A-F.*

**CACREP Standards**

**SECTION 6.C**

**DOCTORAL LEVEL PRACTICUM AND INTERNSHIP**

**PRACTICUM**

1. Doctoral students participate in a supervised doctoral-level counseling practicum of a minimum of 100 hours, of which 40 hours must be providing direct counseling services. The nature of doctoral-level practicum experience is to be determined in consultation with counselor education program faculty and/or a doctoral committee.

2. During the doctoral student’s practicum, supervision is provided by a counselor education program faculty member or an individual with a graduate degree (preferably
Counselor Education PhD Program
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College of Education, Health, and Human Sciences
University of Tennessee

doctoral) in counseling or a related mental health profession with specialized expertise
to advance the student’s knowledge and skills.

3. Individuals serving as practicum supervisors have (1) relevant certifications and/or licenses, (2) knowledge of the program’s expectations, requirements, and evaluation procedures for students, and (3) relevant training in counseling supervision.

4. Doctoral students participate in an average of one hour per week of individual and/or triadic supervision throughout the practicum. When individual/triadic supervision is provided by the counselor education program faculty, practicum courses should not exceed a 1:6 faculty:student ratio

5. Group supervision is provided on a regular schedule with other students throughout the practicum and must be performed by a counselor education program faculty member. Group supervision of practicum students should not exceed a 1:12 faculty:student ratio.

6. Doctoral students are covered by individual professional counseling liability insurance policies while enrolled in practicum.

INTERNSHIP

7. Doctoral students are required to complete internships that total a minimum of 600 clock hours. The 600 hours must include supervised experiences in at least three of the four doctoral core areas (counseling, teaching, supervision, leadership and advocacy). Doctoral students must be covered by individual professional counseling liability insurance policies while enrolled in a counseling or supervision internship.

8. During internships, the student receives an average of one hour per week of individual and/or triadic supervision, performed by a supervisor with a doctorate in counselor education or an individual with a graduate degree and specialized expertise to advance the student’s knowledge and skills.

9. Group supervision is provided on a regular schedule with other students throughout the internship and must be performed by a counselor education program faculty member.

Section 4 of the CACREP 2016 Standards requires that:

F. The counselor education program faculty systematically assesses each student’s progress throughout the program by examining student learning in relation to a combination of knowledge and skills. The assessment process includes the following: (1) identification of key performance indicators of student learning in each of the eight core areas and in each student’s respective specialty area(s) (for doctoral programs, each of the five doctoral core areas), (2) measurement of student learning conducted via multiple measures and over multiple points in time, and (3) review or analysis of data.

G. The counselor education program faculty systematically assesses each student’s professional dispositions throughout the program. The assessment process includes the
following: (1) identification of key professional dispositions, (2) measurement of student professional dispositions over multiple points in time, and (3) review or analysis of data.

H. The counselor education program faculty has a systematic process in place for the use of individual student assessment data in relation to retention, remediation, and dismissal.

The field experience provides opportunity to promote and assess learning in four possible core doctoral areas. Engagement in two separate teaching internships and two separate supervision internships provides opportunities to demonstrate sequential learning in those core areas. For the final 200 of internship experience, students must select a minimum of 100 hours in either clinical or leadership-advocacy and then may build experience related to counseling, teaching, leadership, or supervision. Please see syllabi and field experience evaluation forms for articulation of key performance indicators for each experience.

**OVERALL PRACTICUM AND SUPERVISION EXPERIENCE**

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<td>Teaching internship</td>
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<tr>
<td>Supervision internship</td>
<td>200</td>
</tr>
<tr>
<td>Choice: Clinical OR Leadership-Advocacy Internship</td>
<td>100</td>
</tr>
<tr>
<td>Choice: Clinical, Teaching, Supervision, OR Leadership-Advocacy Internship</td>
<td>100</td>
</tr>
</tbody>
</table>

**Definition of Terms**

**Evaluation Process** - written evaluations are completed by students and Site Supervisor(s). The site supervisor provides feedback on goals, outcomes, strengths, and areas that need improvement. Both the student and Site Supervisor(s) sign the final evaluation. The internship instructor documents overall demonstration of learning in a midterm and final evaluation each semester.

**Evaluation of Student Performance: Counseling** - midterm and final evaluations that address student performance, development and/or refinement of advanced counseling skills, and the ability to conceptually link counselor practice to teaching and supervision.

**Evaluation of Student Performance: Supervision** - midterm and final evaluations that document students’ progress respective to ability to apply supervision theory to practice and supervision knowledge, skills, and values.
Evaluation of Student Performance: Teaching - midterm and final evaluations that address student performance in relation to the teaching internship contract. Supervisors provide feedback on goals, outcomes, strengths, and areas that need improvement. Evaluations include the SAIS evaluation form (SAIS forms can be found at http://oira.utk.edu/sais/forms.html) and a second evaluation.

Evaluation of Student Performance: Leadership – midterm and final evaluations that address student performance in relation to the leadership internship contract. Supervisors provide feedback on goals, outcomes, strengths, and areas of improvement.

Faculty Practicum/Internship Coordinator - faculty member who provides administrative oversight, coordinates, and approves practicum and internship placements.

Intern - Counselor Education & Supervision doctoral student who is enrolled in an internship.

Internship – a minimum of 600 hours of Counselor Education related experiential learning activities focused across counseling, teaching, supervision, and leadership-advocacy under the supervision of counselor education program faculty.

Clinical Internship – clinical internships that expose students to agency/school operations and functions, provide students with additional and different counseling experiences, and assist students in applying theory to practice while further developing counseling knowledge, skills, and values.

Supervision Internship - internships intended to expose and engage students in applying supervision theory to practice while providing clinical supervision to student counselors-in-training.

Teaching Internship – internships intended to expose and engage students in applying teaching theory to practice while conducting teaching-related activities (e.g., course syllabus development, lesson planning, classroom instruction, student performance evaluation, etc.).

Leadership-Advocacy Internship - internships intended to expose and engage students in leadership-advocacy activities conducted by counselor educators (e.g., program planning and development, accreditation organization and coordination, grant writing and implementation, conference planning, program evaluation, etc.).

Practicum – a 100 hour (minimum) clinical experience consisting of group and individual counseling that focuses primarily on counseling knowledge, skills, and values. Practicum is conducted in a community school or agency and arranged by the Faculty Practicum &
Internship Coordinator. Students are typically cross-placed into a different setting from their master’s area focus.

**Practicum/Internship Contract** – written agreement that outlines the goals, activities, outcomes, and evaluation of the practicum or internship experience. The contract is developed and signed by Site Supervisor, Faculty Supervisor, and Student at the beginning of field experience. The focus of this plan is to ensure adherence to the CACREP standards listed above.

**Practicum/Internship Ethics Pledge** - agreement signed by the student prior to the practicum or internship committing to ethical behavior including confidentiality standards and purchase of student professional or professional liability insurance.

**Practicum/Internship Hours Log** - written record kept by the Practicum or Internship student of the student activities during the practicum or internship, supervisors involved, and number of hours involved with each activity.

**Practicum/Internship Site** - setting in which Counselor Education doctoral practicum or internship student works under supervision during the practicum or internship.

**Practicum/Internship Student** - Counselor Education doctoral student enrolled in practicum or internship.

**Report of Counseling Session** – documentation to be completed by practicum student for every counseling session as a case note. If the student completes notes using an agency format, the agency form can substitute for this document provided the student includes the information in this form in the agency form.

**Student Evaluation of the Practicum/Internship Experience** - students complete a set of forms to evaluate his/her experience in the practicum or internship. Faculty members use these forms to improve practicum and internship experiences and to guide decisions about future placements.

**Supervisee** - person (e.g., master’s level counselor or student) to whom the doctoral intern is providing supervision within the context of the supervision internship.

**Counselor Education Supervisory Roles**

**Site Supervisor:**

1. This term encompasses non-UT employees supervising a doctoral or master’s degree student on site during their practicum or internship experience in a school or community mental health setting.
2. This term also refers to a UT Faculty member who may aid a doctoral student in the completion of his or her Counselor Education internship requirements. I.e. if a doctoral student chooses to collaborate with a faculty member to modify or develop an educational program to fulfill requirements for his or her Internship.

3. This term includes a UT or other University Faculty Member who is co-teaching with a doctoral student during his or her Teaching Internship.

Faculty Supervisor:
1. This term refers to a UT Faculty Member who is teaching the internship that the doctoral student participates in while completing his or her Clinical Practicum or Internship.

Doctoral Intern - Supervisor:
1. This term refers to the role that the doctoral level intern assumes while supervising masters level practicum or internship students for the doctoral level Supervision Internship requirement.

Preparation List

Read and be sure you understand the following list of activities completely. As the practicum student or intern, you are responsible for completing the following activities prior to beginning your placement. You can begin your placement only after all of the following activities are completed and you have provided copies of all required documents to your Practicum and Internship Faculty Coordinator, Faculty Supervisor, and Site Supervisor(s). Submit this completed document (check all completed items) as a cover page along with all required documentation to obtain approval to begin your field placement.

Initially, identify preferred potential practicum or internship placements
• For practicum, formal assignments will be made by the Practicum and Internship Placement Coordinator, with attention to setting cross-placement.
• For internship, students may contact faculty whom they would like to partner with for teaching, supervision, or leadership-advocacy internship. During these meetings, be prepared to discuss the placements you identified, your reasons for selecting these placements, point out possible barriers, and ensure you have identified potential site supervisors and gathered information for each placement to be considered.
• After your meeting with the faculty member, contact the Practicum and Internship Placement Coordinator to confirm placement.
• For clinical internship, the Practicum and Internship Placement Coordinator will provide a list of potential sites. The Coordinator will make initial contact and provide you with potential site supervisor information.
  • Arranged an interview with potential Site Supervisor(s)
  • Conduct an interview with potential Site Supervisor(s)
Collect information (e.g., credentials, licenses, business card, program descriptions, brochure, mission/vision statements, etc.) and return these to the Practicum and Internship Faculty Coordinator.

Ensure there is a match with your semester schedule and their work schedule.

Discuss specific activities in which you will be involved. Bring the appropriate practicum or internship contract with you and be prepared to begin developing it.

Provide a Doctoral Practicum and Internship Manual for the Site Supervisor(s) during the interview.

Review the following information with the potential Site Supervisor(s):

1. Ethics pledge
2. Insurance coverage
3. Affiliation for Agreement form
4. Learning Contract
5. Minimum required hours 100 Practicum and 600 Internship (or portion of minimum required hours, if the internship is going to occur in multiple placements, 600 hours will not be required)
6. Individual supervision expectation of a minimum of one hour per week
7. Review all evaluations to be conducted during practicum or internship

- Prioritize the potential placements (most desired to least desired) following all interviews
- Contact the Practicum and Internship Faculty Coordinator (by telephone, email, or in person) to discuss the interviews and your priorities and gain approval
- Contact the Site Supervisor(s) with whom you would most like to conduct your practicum or internship and “lock in” the placement

On my honor, I have completed the Practicum/Internship Preparation List in its entirety.

__________________________________________  Date
Student Signature

On my honor, I have completed the Practicum/Internship Preparation List in its entirety.

__________________________________________  Date
Practicum and Internship Faculty Coordinator
Description of Responsibilities

During the practicum and internship, each participant performs a defined set of responsibilities. A list of these follows for the Practicum Student, Intern, Site Supervisor(s), Faculty Supervisor and Faculty Practicum and Internship Coordinator.

Practicum and Internship University Faculty Coordinator Responsibilities

1. Identify and develop practicum and internship sites for the CE Ph.D. students.
2. Meet with CE Ph.D. students and explore their practicum/internship interests.
3. Work with the CE Ph.D. student to determine the most appropriate counseling, teaching, leadership, or supervision site after student has met with the Practicum and Internship Faculty Coordinator.
4. Confirm that the CE Ph.D. student has received the Doctoral Practicum and Internship Manual.
5. Maintain (with the help of the program secretary) the records of practicum/internship site agreements, practicum/internship records for each placement, and evaluation materials.
6. Maintain program relationships with Site Supervisor(s).

Student Dispositions & Responsibilities

Dispositions

The Counseling Program has adopted a set of professional dispositions to be demonstrated by all students, these have been identified as the CORIS dispositions, the CORIS dispositions include:

- **Commitment** to counseling identity, investment, advocacy, collaboration, and interpersonal competence
- **Openness** to ideas, learning, change, giving and receiving feedback, others, and self-development
- **Respect** for self and others, including honoring diversity, self-care, and wellness
- **Integrity**, including personal responsibility, maturity, honesty, courage, and congruence
- **Self-awareness**, including humility, self-reflection, and understanding of place in history

All students will be expected to model these dispositions during their time in the program.

Student Responsibilities

1. Read and familiarize yourself with the Doctoral Practicum and Internship Manual.
2. Obtain liability insurance through the American Counseling Association (ACA) prior to beginning on site Practicum or Internship.
3. Conduct criminal background check (and drug screening if required) and ensure program coordinator receives documentation proof.
4. Contact Practicum and Internship Faculty Coordinator to discuss possible placements for doing practicum (clinical) or internship in teaching, counseling, leadership and supervision. Confirm your decision with the Practicum and Internship Faculty Coordinator.

5. Meet with both Faculty and Site Supervisor(s). Discuss goals, requirements, outcomes, and contributions to the practicum/internship site.

6. Register for appropriate amount of credits
   • Credit hours should match # hours of work/effort. The formula is 1 credit hour = 100 hours of work/effort. Students sometimes register for too little, too many, or the correct # of credits based on the projected # of hours they plan to work. Talk to the site supervisor to determine your schedule and projected amount of hours you will work for the experience. This determines the amount of credit hours for which you will register. For each internship credit hour for which a student is registered, the student must document 100 hours of work/effort to earn that credit hour within the specified internship component (e.g., 1 credit hour of supervision internship = 100 hours of supervision related work) and same semester for which s/he is listed on the internship placement chart (students provided this information to me). For example, if you are registered for 3 credit hours and teaching one course, this means you plan to put forth and document 300 hours of effort/work during this semester toward this internship effort (this is A LOT of credit hours and work hours in one semester - not likely to achieve as this equates to 20 hours/week) On the other hand, if you plan to teach a course independently, you will likely work more than 100 hours during the semester and you should register accordingly.
   • Students registered for more than one internship experience component (e.g., supervision, clinical, leadership-advocacy, and/or teaching) should expect to have separate assignments and class responsibilities for each separate internship component. These are separate learning experiences and require different types of faculty supervision/instruction.
   • Signing up for multiple internship experiences means conducting a lot of hours of work/effort in one semester. For example, if you register for Supervision (1), Teaching (2), and Clinical (1), this equates to 27 hours of internship work/week in one semester (these are documented internship hours). This does not account for time spent in other courses, assistantship hours, work hours, or your personal life. Be mindful and careful about your personal wellness and the amount of quality learning/work you can achieve within a semester. Faculty realize there is a natural tension between wanting to complete the degree in an efficient time frame and taking on too much at once (combination of academic and personal responsibilities). The habits you continue or form during your doctoral degree may well continue into your professional life as a Counselor Educator. Establish healthy patterns of behavior now so you can do quality work now and in your future.

7. Complete the Practicum/Internship Ethics Pledge.

8. Complete the Practicum/Internship Contract that outlines goals and activities for the practicum/internship as well as the specific evaluation procedures that will be used.
(Revisions may be made to the contract during the semester. The student, Faculty Supervisor, and Site Supervisor(s) must agree on the changes).

9. Schedule midterm and final evaluations with your Site Supervisor(s).
10. Complete student evaluation forms for the practicum/internship experience.
11. Ensure all documents are completed prior to the end of the semester and ensure that these documents are uploaded to TaskStream.
12. Write a note of thanks to the Site Supervisor(s).

**Faculty Supervisor Responsibilities**

1. Assist the student in developing the Practicum/Internship Contract.
2. Initiate conversation with Site Supervisor regarding student learning and help correct any difficulties that arise: For placements outside the UT Counselor Education Program: Faculty Supervisor will visit the site at a mutually agreed time, generally mid-semester. In addition, Faculty Supervisor will contact Site Supervisor via email and/or phone no less than beginning and end of each semester. For placements within the UT Counselor Education Program: Because both supervisors are core faculty members within the program, they will discuss student learning as needed during regularly scheduled faculty meetings. They will formally discuss internal learning during Review and Retention Meetings typically held in early November and early April.
3. Obtain and review evaluation forms completed by the Site Supervisor(s) (and intern) and logs from the intern.
4. Meet with students in practicum or internship weekly for group supervision of the practicum or internship experience.
5. In collaboration with Site Supervisor(s), determine whether student earned a pass or fail grade at end of practicum or internship.
6. In collaboration with Site Supervisor(s), determine student eligibility to continue practicum or internship in case of an Incomplete Status (an Incomplete is determined by the faculty instructor and given only when students have demonstrated satisfactory performance yet is unable to complete the experience due to circumstances outside their control).

**Site Supervisor(s) Responsibilities**

1. Meet with potential practicum student/intern to consider the potential placement. Determine if there are available resources to provide a comprehensive educational experience. Determine if the practicum/internship student will also benefit the practicum/internship site.
2. If the site is deemed feasible for a practicum/ internship, discuss the structure of the experience, responsibilities, and objectives.
3. Work with the student to complete the Practicum/Internship Contract.
4. Provide an orientation for the student.
5. Provide one hour per week of individual and/or triadic supervision to provide feedback and discuss student progress.
6. Call the Faculty Supervisor immediately if any difficulties arise.
7. Conduct two formal evaluation meetings with the student to discuss midterm and final evaluations.
8. Meet with the student and the Faculty Supervisor at least once during the term.
9. In collaboration with Faculty Supervisor, determine pass/fail grade at end of practicum or internship.
10. In collaboration with Faculty Supervisor, determine student eligibility to continue practicum or internship in case of an Incomplete Status.

Faculty Advisor Responsibilities
1. Ensures placements are in accordance to student’s overall doctoral curriculum plan.
Ethics Pledge

My signature on this document signifies that I have received and reviewed the Doctoral Practicum and Internship Manual.

I understand my responsibilities as a practicum student and intern.

I will adhere to the American Counseling Association (ACA) Code of Ethics and Standards of Practice and the Association for Counselor Education & Supervision (ACES) Standards for Counseling Supervisors. I pledge to provide efficient and effective services to my clients, supervisees, and students.

___________________      __________________
Signature               Date
Practicum

Description of Practicum
The practicum provides doctoral students with experience in advanced counseling practice. The student develops and refines these advanced skills and develops conceptual links between counselor practice to teaching and supervision. The 125+ hour experience allows the student to:

1. Apply knowledge of theories and techniques to clinical interactions with clients
2. Demonstrate counseling knowledge, skills and values consistent with ethical and professional standards
3. Practice counseling techniques while receiving supervision by a Faculty Supervisor and on-site credentialed counseling professional

Practicum Requirements
You must have liability insurance while enrolled as a doctoral student. ACA student insurance does not cover doctoral students. CACREP requires that all students (including doctoral students) have individual policies. This means that the department policy will not provide adequate liability coverage. Therefore, you will need to purchase your own policy to cover your teaching, counseling, and supervision practica, internships, and volunteer experiences. The easiest way to purchase this is through HPSO, which has a partnership with ACA. If you are an ACA member (hopefully all of you are), you can log into your ACA account to access a coupon code and link to the policy. Three important items to note:

- Student insurance DOES NOT apply to doctoral students, so you must purchase professional liability insurance
- You MUST add the following to your policy as this is not automatically included
  - Consulting services liability endorsement (covers teaching and supervision) – this requires a separate form:
    - Consulting Service Endorsement Request Form - Addition to Existing Policy
    - Consulting Service Endorsement Request Form - Addition to New Policy
- The cost should be around $144

A log must be kept of the practicum hours. A minimum of 125 hours in counseling must be completed, of which 40 hours must be in direct service with clients.

The Site and Faculty Supervisors are to meet with the practicum student weekly to provide supervision. Both supervisors can identify the best means of assessing the student, these may include live observation and video or audio recording of counseling sessions to assess practicum student performance. Additionally, the practicum student will be formally evaluated by the Site Supervisor(s) at least twice during the practicum, including a midterm and final
evaluation. These evaluations will be an assessment of the practicum student’s clinical knowledge, skills, values, and practice along with self-awareness, ethical principles, and responsiveness to clinical issues. At the conclusion of the practicum, all evaluations of the practicum student’s experience will be entered into Taskstream. The practicum student will also evaluate the placement to be used to determine the appropriateness of the site for future practicum or internship placements.

**Practicum Blending/Combining into Licensure or Master’s Level Internship**

With faculty and site supervisor pre-approval, practicum students may add hours to their practicum experience. For example, if a student meets the minimum practicum hours (minimum of 125 hours in counseling must be completed, of which 40 hours must be in direct service with clients) halfway through the fall semester, the student must continue to provide counseling in the community agency throughout the remainder of the fall semester. Hours accrued after practicum hour requirements are met may count towards licensure if desired. Practicum students must arrange required registration, supervision, documentation, etc. with the Site Supervisor(s) and Faculty Supervisor. All program requirements for practicum must be met.

**Practicum Contract Description**

All parties must sign a practicum contract at the beginning of the semester. A practicum contract form and a sample practicum contract developed by the practicum student and the Faculty Practicum and Internship Coordinator and approved by the Faculty Supervisor and Site Supervisor(s) follow.

**Video-Audio Learning Tool (VALT)**

Students must use VALT for all supervision and clinical work that does not take place in a faculty office. All supervision and on-campus counseling sessions should take place in a CTC room using VALT as the taping mechanism (see Appendix).
Doctoral Practicum Contract

Student ____________________________
Complete Address ________________________________
Phone  Home __________ Work ________________ Mobile __________
E-Mail address ________________________________

Site Name _______________________________________
Site Address ______________________________________
Site Supervisor Name ____________________________  Credentials __________________
Site Supervisor Email ____________________________  Phone ______________________

Credit Hours ___________  Semester & Year ___________________
Minimum number of hours to be devoted to practicum ___________________

Overview
This section is the “big picture” view of what you will accomplish through practicum.

● Experience/Hours Targets: Contract should begin with work experience hour targets. In most cases that would be “Complete at least 40 Direct Service Hours (individual counseling, small group counseling, consultation on behalf of clients, community outreach/education for clients) and at least 100 total hours devoted to practicum between DATE and DATE”

● Special Projects: Often sites ask students to take on special projects. Recent examples have been, “Develop a group for [specify persons] to address [specify issue to be addressed];” “Create annotated resource list for [particular client problem for which resources need to be investigated and catalogued];” “Develop psycho-educational program for community presentations for [a particular problem of the community that the site serves];” and “Plan and conduct needs/outcomes assessment procedures for [a program or problem area]”

● Applicable Quality Statement: Include a general quality statement such as “Meet the legal, ethical, professional behavior, record keeping, and quality work standards of the agency/program.” Adapt the statement to your context as needed.

● Example Overview Statement: To gain theoretical knowledge and advanced counseling skills to treat and support batterers, victims, and children through engagement in at least 40 direct service hours and 100 total hours to Site Name between 08/8/2018 and 12/02/2018, Facilitate development of psychoeducational program. Meet the legal, ethical, and professional behavior, record keeping, and quality work standards of Agency Name.

Objectives/Activities
This should be a briefly descriptive list of the primary tasks of your practicum, usually written in a per week format.
• Critical within this list would be the client load needed to reach the weekly average of
direct service hours needed at your site. For example, “Build and maintain a client load
of at least 5 individual clients seen weekly.”
• Also key would be hours per week of group work, when applicable. For example, “Co-
lead one counseling group for two hours weekly.” If group work will not be weekly,
select some other way to note it, such as “Conduct at least eight 2-hour groups for
[client groups, program].”
• If you anticipate other areas of direct service hours, describe that work here.
• If you have a special project(s) in Overview and you are able to break the project down
into most specific tasks, note the tasks here.
• *Example Objectives/Activities Statement: Conduct five home visits, co-facilitate 10
consecutive batterer’s groups, independently conduct five individual counseling
sessions, participate in three team meetings, attend two special events, research,
identify, and obtain and read ten related articles. Consult with staff in group each
week.*

**Student Responsibilities**

• Establish and complete the requirements of practicum contract
• Document ongoing liability insurance
• Complete the practicum/internship ethics pledge
• Conduct criminal background check and drug screening as required
• Complete and log required practicum hours
• Complete all course assignments (per syllabus)
• Engage in one hour weekly individual/triad supervision with site-supervisor
• Facilitate Supervisor’s evaluation of your work at midterm and final
• Report absences to the site supervisor and make appropriate arrangements for client
care
• Submit all required documentation through Taskstream

**Site Supervisor Responsibilities**

(Typically site responsibilities for practicum students are the following. Adjust the following
as needed to better meet fit the site)

• Collaborate with student on contract expectations and approve the practicum contract
  (the contract is the written plan, with goals, objectives and measures for the experience)
• Communicate expectations to the practicum student
• Ensure that practicum student has background checks and/or orientation required
• Guide student in building caseload and establishing work space; ensure that student
  understands how his or her caseload will be developed or referrals will be made
• Provide one hour per week of individual and/or triadic supervision
• Conduct two formal evaluation meetings with the student to discuss midterm and final
evaluations
• Communicate with UT Counseling Program faculty as needed
• Notify the faculty supervisor immediately if there are any concerns with the intern or the placement

Faculty Supervisor Responsibilities
• Assist the student in developing the practicum contract; approve the contract
• Contact the Site Supervisor to review student’s learning and help correct any difficulties that may arise. The faculty supervisor will visit the site at a mutually agreed time, generally mid-semester. In addition, faculty supervisor will contact the site supervisor via email and/or phone no less than beginning and end of each semester.
• Review evaluation forms completed by Site Supervisor and logs submitted by student
• Meet with students in regularly-scheduled group supervision
• In collaboration with Site Supervisor(s), determine whether student earned a pass or fail grade at end of practicum.
• In collaboration with Site Supervisor(s), determine student eligibility to continue practicum in case of an Incomplete Status (Incomplete is determined by the faculty member and assigned only when the student has demonstrated satisfactory performance yet is unable to complete requirements due to circumstances outside his or her control).
• Ensure all required documentation is uploaded to Taskstream; submit midterm and final instructor evaluations through Taskstream

Student Personal and Professional Goals
(Note at least three learning activities or outcomes you would like to achieve during this experience)
• Example: Improve understanding of counseling work in a clinical mental health setting, increase familiarity with effective strategies to help survivors of domestic violence, improve use of reflection of meaning in sessions.

Methods of Evaluation
(typical methods of evaluation are the following, with adjustments made to be specific to the site)
• Documentation of client service and work time in internship time logs and records
• Review of record keeping/client service documentation
• Observations and/or reports of effectiveness of student work and professionalism
• Frequent verbal feedback
• Midterm and final written evaluations, on forms provided
• Example methods section: Session review, staff observations, personal reflections, evaluation form by group participants, midterm and final evaluation by site supervisor, midterm and final evaluation by faculty instructor.

Student Signature _____________________________ Date ____________
Site Supervisor(s) Signature _____________________________ Date ____________
Faculty Supervisor Signature _____________________________ Date ____________
Report of Counseling Session
(completed by practicum student after each counseling session)

Date: _________________  Session #: ______________

Client (first name or initials): ____________________________________________

Practicum student: ___________________________________________________

I. Goals of the Counseling Session

II. Summary of the Counseling Session

III. Interventions

IV. Evaluation

V. Future Plans (Homework Assignments)

VI. Comments
Practicum Log

Practicum Student ______________________________ Semester/Year __________________

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<tr>
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<th>Description of Activity</th>
<th>Time</th>
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Total hours ___________

Student Signature _____________________________________ Date ____________

Site Supervisor(s) ___________________________ Date ____________

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Sample Practicum Log

Practicum Student Hapi Go Luki ___________________ Semester/Year __2014______________

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<td>Intake and Initial Screening of Incoming Clients</td>
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<td>Treatment Planning/notes</td>
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Total Hours  **100.5**

Student Signature __________________________________________ Date _____________

Site Supervisor(s) __________________________________________ Date _____________

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### Practicum Hours Summary

**Student Name** ________________________________

**Site** ________________________________________

#### Direct Hours:

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**Total Number of Direct Hours __________**

#### Indirect Hours:

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**Total Number of Indirect Hours __________**

**Total of Cumulative Hours __________**

**Student’s Signature** ____________________________________________  **Date** ____________

**Site Supervisor’s Signature** ________________________________  **Date** ____________

*Counselor Education Practicum and Internship Handbook*  p. 31
Evaluation of Practicum Experience

Practicum students attend group supervision each week. The Faculty Supervisor provides supervision and informal ongoing assessment. The Site Supervisor(s) will formally evaluate the practicum student at least twice during the practicum: midterm and at the end of the term. The practicum student’s proficiency in individual and group counseling are assessed separately and together during the midterm and final evaluation. The recommended process for the midterm and final evaluation is as follows:

1. The practicum student provides the Site Supervisor with a copy of the evaluation form at least one week prior to its due date
2. The Site Supervisor(s) complete the evaluation form independently and returns it to the practicum student, who submits it to the Faculty Supervisor
3. The Faculty Supervisor reviews the evaluation and meets with both the practicum student and the Site Supervisor (separately or together) to discuss the evaluation.
4. During the group evaluation meeting, the practicum student and Site Supervisor(s) discuss the evaluations and related performance with the Faculty Supervisor.
5. During the midterm and final evaluations, the Faculty Supervisor also completes a separate evaluation of the practicum student

The evaluation will assess the practicum student’s clinical knowledge, skills, values, and practice along with self-awareness, ethical principles, and responsiveness to clinical issues. At the conclusion of the practicum, all evaluations of the practicum student’s experience will be placed in the practicum student’s doctoral program file.

A site visit occurs at least once during the semester. That visit is typically combined with the midterm evaluation. During the visit, the faculty supervisor meets at the site to discuss student progress.

Practicum students will evaluate their placement and submit this evaluation at the conclusion of their practicum experience; this is done using the Placement Evaluation Form.
SITE-SUPERVISOR EVALUATION OF UT COUNSELING PROGRAMS’ DOCTORAL PRACTICUM STUDENT

**Practicum Student:** ___________________________  **Midterm**  **Final Semester:** _____  **Year:** _____

**Site-Supervisor:** ___________________________  **Site:** ___________________________

**Address:** ____________________________________________

**SUPERVISOR:** Please rate this student’s performance in the internship. Your response will be considered in assigning a grade for work performance in the field. As you evaluate your intern, bear in mind this individual’s developmental level (e.g., early in her/his work as intern vs. nearing completion of internship).

<table>
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<tr>
<th>Performance Area</th>
<th>Superior</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Insufficient Data</th>
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<tr>
<td>GENERAL WORKPLACE BEHAVIORS</td>
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<tr>
<td>1. Demonstrates initiative and motivation</td>
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<td>2. Characterized by good attendance and punctuality</td>
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<td>3. Presents effective organizational skills (e.g., completes paperwork in a timely manner)</td>
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<td>4. Exhibits a working relationship with staff, colleagues, and other human service providers</td>
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<td>5. Seeks and applies feedback from supervision and consultation</td>
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<td>6. Conducts self in an ethical manner promoting confidence in the counseling profession</td>
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<td>7. Demonstrates sensitivity to real and ascribed differences in power between self and others, and does not exploit or mislead other people during or after professional relationships</td>
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<td>8. Demonstrates application of legal requirements relevant to counseling training and practice</td>
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<td>9. Advocates for clients’ interests and rights in a manner that respects and empowers clients</td>
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<td>10. Recognizes the boundaries of her/his competencies and the limitations of his/her expertise</td>
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<td>11. Takes responsibility for compensating for her/his deficiencies</td>
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<td>12. Takes responsibility for assuring client welfare when encountering the boundaries of his/her expertise</td>
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**UT COUNSELING PROGRAMS’ STUDENT PERSONAL-PROFESSIONAL DISPOSITIONS**

13. Commitment (i.e., investment, counselor identity, advocacy, civic engagement, collaboration, interpersonal competence)
### Counselor Education PhD Program
Department of Educational Psychology and Counseling
College of Education, Health, and Human Sciences
University of Tennessee

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14. Openness (i.e., open to ideas, learning and change; to giving and receiving feedback; to growth, and to others; interpersonal communication, understanding of micro/macro perspective)

15. Respect (i.e., perceives and honors diversity; self-care skills and wellness)

16. Integrity (i.e., personal responsibility, maturity, honesty, courage, congruence)

17. Self-Awareness (i.e., humility, self-reflection, exploration, place in history)

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### SITE-EVIDENT COUNSELING SKILLS

18. Demonstrates effective counseling skills for a broad range of counseling issues

19. Exhibits effective case conceptualization skills for a broad range of counseling issues

20. Develops and applies effective counseling treatment plans

21. Uses specific strategies and methods to collaborate with other stakeholders in clients’ lives (e.g., family, school, workplace, other helpers)

22. Applies ethical and legal standards of relevant professional counseling associations

23. Practices effective self-care strategies

24. Understands the impact of her/his cultural background on counseling behavior

25. Exhibits multicultural competencies and strategies (e.g., adapts counseling approach) to meet the needs of and advocate for diverse clients

26. Considers objective data in developing and using measureable outcomes for clients and/or counseling programs

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SITE-SUPERVISOR EVALUATION OF UT COUNSELING PROGRAMS’ DOCTORAL PRACTICUM STUDENT (Cont.)
1. List the student’s primary strengths and areas of progress.

2. List the student’s primary limitations and areas needing improvement.

3. Other comments:

Site Supervisor’s Signature: _________________________________ Date: ________________

I have reviewed this evaluation

Intern’s Signature: _________________________________ Date: ________________

University Supervisor’s Signature: _________________________________ Date: ________________
**INSTRUCTOR/FACULTY SUPERVISOR EVALUATION OF UT COUNSELING PROGRAMS’ DOCTORAL PRACTICUM STUDENTS (REQUIRED VIA TASKSTREAM)**

<table>
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<tr>
<th>Site Name</th>
<th>Site Supervisor Name</th>
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* **Evaluation Timing**

- Midterm
- Final

* **Rating Scale**

<table>
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<tr>
<th>Rating Scale</th>
<th>0 - Does Not Meet Expectations</th>
<th>1 - Meets Expectations</th>
<th>2 - Exceeds Expectations</th>
<th>N/A</th>
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- Therapeutic relationship skills (e.g., provision of core conditions)
- Intervention skills (e.g., theory-based interventions, EBP)
- Planning skills (e.g., goals, treatment plans, evaluation)
- Case conceptualization skills (e.g., counseling theory, systems consideration)
- Management of ethical and legal considerations
- Developmental and cultural sensitivity
- Professional work behaviors
- Dispositions - CORIS
Primary Strengths and Areas of Progress

Primary Limitations and Areas Needing Improvement

Other Comments
Doctoral Field Experience Placement Evaluation
(Students enter directly on TaskStream at the completion of each placement)

* Type of Placement

Practicum
Clinical Internship
Supervision Internship
Teaching Internship
Leadership Internship

* Rate each item
Please rate each item based on your experiences with your field experience site and site supervisor.

<table>
<thead>
<tr>
<th>Rate</th>
<th>Description</th>
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<tr>
<td>0</td>
<td>Did not meet expectation</td>
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<td>1</td>
<td>Met expectation</td>
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<td>2</td>
<td>Exceeded expectation</td>
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<td>N/A</td>
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Quality of site supervision
Availability of site supervisor
Overall treatment of you as a practicum/internship student
Level to which you were challenged to grow professionally
Opportunity provided to counsel/teach/supervise/lead
Amount supervision increased your effectiveness as counselor/teacher/supervisor/leader

* Strengths
Describe what you liked best about your supervisor and site. For example, what strategies or styles helped you to grow the most.

* Recommendations
What improvements would you recommend for your site supervisor and/or site? For examples, what strategy or style caused you to grow the least? What would you have liked to focus on more or differently?

* Would you recommend this site to others?
Definitely not
Maybe
Definitely yes

* Would you recommend this site supervisor to others?
Definitely not
Maybe
Definitely yes
Clinical Counseling Internship

Description of Clinical Counseling Internship
The clinical counseling internship provides doctoral interns with experience in advanced counseling practice. The intern develops and refines these advanced skills and conceptually links counselor practice to teaching and supervision. The clinical counseling internship allows the intern to:

1. Apply advanced theories and techniques in counseling
2. Demonstrate counseling skills consistent with ethical and professional standards
3. Practice while receiving supervision provided by a faculty supervisor and credentialed counseling professional

Clinical Counseling Internship Requirements
You must have liability insurance while enrolled as a doctoral student. ACA student insurance does not cover doctoral students. CACREP requires that all students (including doctoral students) have individual policies. This means that the department policy will not provide adequate liability coverage. Therefore, you will need to purchase your own policy to cover your teaching, counseling, and supervision practica, internships, and volunteer experiences. The easiest way to purchase this is through HPSO, which has a partnership with ACA. If you are an ACA member (hopefully all of you are), you can log into your ACA account to access a coupon code and link to the policy. Three important items to note:

- Student insurance DOES NOT apply to doctoral students, so you must purchase professional liability insurance
- You MUST add the following to your policy as this is not automatically included
  - Consulting services liability endorsement (covers teaching and supervision) – this requires a separate form:
    - Consulting Service Endorsement Request Form - Addition to Existing Policy
    - Consulting Service Endorsement Request Form - Addition to New Policy
- The cost should be around $144

An internship log must be kept of the internship hours. Credit hours must be commensurate with the number of hours spent on internships (i.e., 1 credit hour equates to 100 clock hours worked, 2 credit hours equate to 200 clock hours worked).

Report of Counseling Session
Interns must keep case notes on all sessions consistent with site policy. Sample items include: goals of session, summary of session, interventions used, evaluation of session, and future plans with client.
Supervision and Evaluation Requirements
Interns will meet with site supervisors for weekly individual or triadic supervision. Faculty supervisors will provide group supervision as part of scheduled class meetings. Supervisors may require live observation, video recording, or audio recording of counseling sessions to assess the intern’s performance. Additionally, the intern will be formally evaluated by the Faculty Supervisor at least twice during the internship, initially completing a midterm evaluation, followed by a final evaluation at the conclusion of the internship. The evaluation will be an assessment of the intern’s clinical knowledge, skills, values, and practice along with self-awareness, ethical principles, and responsiveness to clinical issues. Students also evaluate placement using the Placement Evaluation (see p. 37). All internship documentation and evaluations of the clinical intern’s experience will be maintained via TaskStream.

Video-Audio Learning Tool (VALT)
Students must use VALT for all supervision and clinical work that does not take place in a faculty office. All supervision and on-campus counseling sessions should take place in a CTC room using VALT as the taping mechanism.
Clinical Counseling Internship Contract

Intern
Complete Address
Phone Home ____________ Work ____________ Mobile ____________
E-Mail address ____________

Site Name ____________________________________________
Site Address ____________________________________________
Site Supervisor Name ___________________________ Credentials ____________________________
Site Supervisor Email ___________________________ Phone ____________________________

Credit Hours ____________ Semester & Year ____________
Minimum number of hours to be devoted to internship ____________________________

Overview
This section is the “big picture” view of what you will accomplish through internship.

- Experience/Hours Targets: Contract should begin with work experience hour targets. In most cases that would be “Complete at least 40 Direct Service Hours (individual counseling, small group counseling, consultation on behalf of clients, community outreach/education for clients) and at least 100 total hours devoted to internship between DATE and DATE”
- Special Projects: Often sites ask interns to take on special projects. Recent examples have been, “Develop a group for [specify persons] to address [specify issue to be addressed];” “Create annotated resource list for [particular client problem for which resources need to be investigated and catalogued];” “Develop psycho-educational program for community presentations for [a particular problem of the community that the site serves];” and “Plan and conduct needs/outcomes assessment procedures for [a program or problem area]”
- Applicable Quality Statement: Include a general quality statement such as “Meet the legal, ethical, professional behavior, record keeping, and quality work standards of the agency/program.” Adapt the statement to your context as needed.
- Overview Section Example: To gain theoretical knowledge and advanced counseling skills to treat and support batterers, victims, and children through engagement in at least 40 direct service hours and 100 total hours to Site Name between 08/2016 and 11/2016. Facilitate development of psychoeducational program. Meet the legal, ethical, and professional behavior, record keeping, and quality work standards of Agency Name.

Objectives/Activities
This should be a briefly descriptive list of the primary tasks of your internship, usually written in a per week format.
Critical within this list would be the client load needed to reach the weekly average of direct service hours needed at your site. For example, “Build and maintain a client load of at least 5 individual clients seen weekly.”

Also key would be hours per week of group work, when applicable. For example, “Co-lead one counseling group for two hours weekly.” If group work will not be weekly, select some other way to note it, such as “Conduct at least eight 2-hour groups for [client groups, program].”

If you anticipate other areas of direct service hours, describe that work here.

If you have a special project(s) in Overview and you are able to break the project down into most specific tasks, note the tasks here.

Objectives/Activities Section Example: Conduct five home visits, co-facilitate 10 consecutive batterer’s groups, independently conduct five individual counseling sessions, participate in three team meetings, attend two special events, research, identify, and obtain and read ten related articles. Consult with staff in group each week.

Student Responsibilities

- Establish and complete the requirements of internship contract
- Document ongoing liability insurance
- Complete the practicum/internship ethics pledge
- Conduct criminal background check and drug screening as required
- Complete and log required internship hours
- Complete all course assignments (per syllabus)
- Engage in one hour weekly individual/triadic supervision with site-supervisor
- Facilitate Site Supervisor’s evaluation of your work at midterm and final
- Report absences to Site Supervisor and make appropriate arrangements for client care
- Submit all required documentation through Taskstream

Site Supervisor Responsibilities

(Typically site responsibilities for practicum students are the following. Adjust the following as needed to better meet fit the site)

- Collaborate with student on contract expectations and approve the internship contract (the contract is the written plan, with goals, objectives and measures for the experience)
- Communicate expectations to the intern
- Ensure that intern has background checks and/or orientation required
- Guide intern in building caseload and establishing work space; ensure that intern understands how his or her caseload will be developed or referrals will be made
- Provide one hour per week of individual and/or triadic supervision
- Conduct two formal evaluation meetings with the intern to discuss midterm and final evaluations
- Communicate with UT Counseling Program faculty as needed
- Notify the faculty supervisor immediately if there are any concerns with the intern or the placement
Faculty Supervisor Responsibilities

- Assist the student in developing the internship contract; approve the contract
- Initiate conversation with Site Supervisor regarding student learning and help correct any difficulties that arise:
  - For placements outside the UT Counselor Education Program: Faculty Supervisor will visit the site at a mutually agreed time, generally mid-semester. In addition, Faculty Supervisor will contact Site Supervisor via email and/or phone no less than beginning and end of each semester.
  - For placements within the UT Counselor Education Program: Because both supervisors are core faculty members within the program, they will discuss student learning as needed during regularly scheduled faculty meetings. They will formally discuss intern learning during Review and Retention Meetings typically held in early November and early April.
- Obtain and review evaluation forms completed by the Site Supervisor and logs submitted by the student
- Meet with students in regularly-scheduled group supervision
- In collaboration with Site Supervisor(s), determine whether student earned a pass or fail grade at end of practicum.
- In collaboration with Site Supervisor(s), determine student eligibility to continue practicum in case of an Incomplete Status (an Incomplete is determined by the faculty instructor and given only when students have demonstrated satisfactory performance yet is unable to complete the experience due to circumstances outside their control).
- Ensure all required documentation is uploaded to Taskstream; submit midterm and final instructor evaluations through Taskstream

Student Personal and Professional Goals
(Note at least three learning activities or outcomes you would like to achieve during this experience)

- Example: Improve understanding of counseling work in a clinical mental health setting, increase familiarity with effective strategies to help survivors of domestic violence, improve use of reflection of meaning in sessions.

Methods of Evaluation
(typical methods of evaluation are the following, with adjustments made to be specific to the site)

- Documentation of client service and work time in internship time logs and records
- Review of record keeping/client service documentation
- Observations and/or reports of effectiveness of student work and professionalism
- Frequent verbal feedback
- Midterm and final written evaluations, on forms provided
Example: Session review, staff observations, personal reflections, evaluation form by group participants, midterm and final evaluation by site supervisor, midterm and final evaluation by faculty instructor.

Student Signature ______________________________ Date ____________
Site Supervisor(s) Signature __________________________ Date __________
Faculty Supervisor Signature __________________________ Date __________
Clinical Counseling Internship Log

Intern ___________________________ Semester/Year __________________

<table>
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<tr>
<th>Date</th>
<th>Description of Activity</th>
<th>Time</th>
<th>Supervisor</th>
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Total hours ____________

Student Signature ___________________________ Date ____________

Site Supervisor(s) ___________________________ Date ____________

Counselor Education Practicum and Internship Handbook  p. 45
Clinical Counseling Internship Hours Summary

Student Name ______________________________________

Site ________________________________________________

**Direct Hours:**

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**Total Number of Direct Hours ______**

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**Total Number of Indirect Hours ______**

**Total of Cumulative Hours ______**

Student’s Signature ___________________________ Date __________

Site Supervisor’s Signature _____________________ Date __________
Evaluation of Clinical Counseling Internship Experience
The Site Supervisor(s) and faculty supervisor will formally evaluate the intern at least twice during the internship: midterm and at the end of the term. The process for both the midterm and final evaluation is as follows:

1. The clinical intern provides each Site Supervisor(s) with the appropriate evaluation form one week prior to the scheduled meeting.
2. Each Site Supervisor(s) completes the evaluation form independently.
3. The clinical intern completes an evaluation form independent of his/her Site Supervisor(s).
4. Prior to the group evaluation meeting, the Site Supervisor(s) and clinical intern meet to compare and discuss all evaluations.

The evaluation will be an assessment of the clinical counseling intern’s clinical knowledge, skills, values, and practice along with self-awareness, ethical principles, and responsiveness to clinical issues. Students also evaluate placement using the Placement Evaluation (see p. 37). All internship documentation and evaluations of the clinical intern’s experience will be maintained via TaskStream.
INSTRUCTOR/FACULTY SUPERVISOR EVALUATION OF UT COUNSELING PROGRAMS’ DOCTORAL CLINICAL INTERN (REQUIRED VIA TASKSTREAM)

* Site

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Site Supervisor Name</th>
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* Evaluation Timing

Midterm
Final

* Rating Scale

<table>
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<tr>
<th>Therapeutic relationship skills (e.g., provision of core conditions)</th>
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<tr>
<td>Intervention skills (e.g., theory-based interventions, EBP)</td>
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<td>Planning skills (e.g., goals, treatment plans, evaluation)</td>
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<td>Case conceptualization skills (e.g., counseling theory, systems consideration)</td>
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<td>Management of ethical and legal considerations</td>
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<td>Developmental and cultural sensitivity</td>
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<td>Professional work behaviors</td>
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<td>Dispositions - CORIS</td>
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</table>
Primary Strengths and Areas of Progress

Primary Limitations and Areas Needing Improvement

Other Comments

Site Supervisor’s Evaluation of Clinical Counseling Internship

Internship Student ______________________________ Date _______________
Site Supervisor(s) ______________________________
Site Supervisor(s) Title ______________________________
Midterm _______
Final _______

Rating Scale
N/A- No opportunity to observe
0- Does not meet criteria
1- Meets criteria
2- Exceeds criteria

Counseling Skills and Abilities

1. The student demonstrates the ability to establish a therapeutic alliance with clients.
2. The student demonstrates communication skills including:
   a. Creating and maintaining appropriate boundaries with clients such as establishing and adhering to
      parameters for meeting time and place, maintaining the time limits, etc.
   b. Understanding content- understanding the primary elements of the client’s story
   c. Understanding context- understanding the uniqueness of the story elements and their underlying
      meanings within the setting of the client’s life
   d. Clinical responsiveness- identifying client affect and addressing those feelings in a therapeutic manner
   e. Congruence- genuineness; external behavior consistent with internal affect
   f. Establishes and communicates empathy- taking the perspective of the client while still maintaining
      boundaries
   g. Non-verbal communication- demonstrates effective use of head, eyes, hands, feet, posture, voice, attire, etc.
   h. Immediacy- staying in the here and now, maintaining the established clinical course
   i. Timing- responding at the optimal moment
   j. Intentionality- responding with a clear understanding of the therapist’s therapeutic intentions
   k. Self-disclosure- skillful and carefully-considered for a specific therapeutic purpose with maintenance of
      clinical boundaries
3. The student demonstrates an awareness of the power differential in the therapeutic relationship and
   manages these differences therapeutically
4. The student collaborates with the client to establish clear therapeutic goals
5. The student facilitates client’s movement towards identified goals
6. The student’s clinical interventions are consistent with the presenting clinical profile of respective clients,
   and are theoretically based
7. The student creates a safe clinical environment
8. The student demonstrates analysis and resolution of ethical and legal dilemmas
9. The student demonstrates sensitivity to developmental and cultural difference
Professional Responsibility
_____1. The student conducts self in an ethical manner promoting confidence in the counseling profession
_____2. The student relates to peers, professors, and others in a manner consistent with ACA stated professional standards
_____3. The student demonstrates sensitivity to real and ascribed differences in power between themselves and others, and does not exploit or mislead other people during or after professional relationships
_____4. The student demonstrates application of legal requirements relevant to counseling training and practice
_____5. The student advocates for clients’ interests and rights in a manner that respects and empowers clients.

Professional Dispositions
_____1. Commitment (investment, counselor identity, advocacy, collaboration)
_____2. Openness (open to ideas, learning, feedback, growth, others)
_____3. Respect (perceives and honors diversity, self-care and wellness)
_____4. Integrity (personal responsibility, maturity, honesty, congruence)
_____5. Self-Awareness (humility, self-reflection, exploration)

Primary Strengths
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Primary Limitations/Growth Areas
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Overall Comments
________________________________________________________________________
________________________________________________________________________

Student Signature ___________________________ Date _____________

Site Supervisor(s) Signature ___________________________ Date _____________

Faculty Supervisor Signature ___________________________ Date _____________

Leadership-Advocacy Internship

The Leadership-Advocacy internship is intended to engage students in leadership and advocacy activities conducted by counselor educators. Examples include, but are not limited to, community leadership, program planning and development, accreditation organization and coordination, grant writing and implementation, social justice advocacy, conference planning, and program evaluation.

The purpose of this internship is to gain leadership and advocacy experience in the field of counselor education. Students can select from an existing opportunity or propose their own project. Existing opportunities within our programs include: CoFI leadership and coordination, CACREP data collection and analysis, and CSI leadership. L&A internships can be one or two semesters; for those that are two semesters, students will work with their supervisor to create a plan for both site supervision and participation in the COUN 659 course. Students do not select their own site supervisor but rather submit their proposal to Dr. Gibbons who presents it to faculty. CE faculty will determine the best site supervisor of each project.

These internships can be initiated by faculty or students, and students register for COUN 659 Internship credit hours. Credit hours must be commensurate with the number of hours spent on internships (i.e., 1 credit hour equates to 100 clock hours worked).

**Pre-Proposal:** All students interested in an L&A internship must submit a pre-proposal the semester before their internship is set to begin (October 15 for spring semester; March 15 for fall semester). The pre-proposal must include:

- Needs assessment (1-2 paragraphs)
  - Why are you proposing this project? (for existing L&A options: Why are you interested in this project?)
  - What is needed to be accomplished and how did you identify this need?
  - How will the project benefit some aspect of the field of counselor education?
- Brief literature review (500 words maximum)
  - How does the literature support the need for your proposed project?
- Tentative steps
  - What do you hope to accomplish during your internship?
  - What is a tentative monthly timeline for your project?
- Connection to leadership and advocacy (1 paragraph)
  - How is your project directly connected to development of your leadership and advocacy skills?

**Contract:** Once an L&A internship project is accepted and assigned to a site supervisor, the faculty member and student develop a written contract that includes the following sections:

- Needs Assessment: completed before project begins or at start of semester
  - Information on why you are proposing this project
  - What is needed to be accomplished
When creating the contract, students must identify how their proposed project/activity/effort integrates various aspects of leadership-advocacy as defined by CACREP (2016). Students must select at least two experiential components and at least two conceptual components. These options should be embedded into the contract template described above.

**Experiential Options:**
- Plan, develop, and/or implement leadership-advocacy and/or leadership-advocacy development in professional and/or counseling organizations
- Develop skills of leadership-advocacy
- Plan, develop, and/or implement leadership-advocacy in counselor education programs
- Provide consultation in leadership-advocacy for others who are planning, developing, and/or implement leadership-advocacy efforts
- Plan, develop, and/or implement leadership-advocacy in crisis or disaster work
- Plan, develop, and/or implement leadership-advocacy in relation to current multicultural and social justice issues

**Conceptual Options:**
- Increase expertise in theories of leadership-advocacy
- Increase expertise of accreditation standards and processes
- Increase expertise in current topical and political issues in counseling and how these affect the work of counselors and the counseling profession
- Increase expertise on the role of counselors and counselor educators advocacy work on behalf of the profession
- Increase expertise in models and competencies for advocating for clients at the system and policy levels
- Increase expertise of ethical leadership-advocacy practices
● Increase expertise of culturally relevant leadership-advocacy practices

After they both agree to the contract terms, both sign the contract. The contract must be written and signed by both the intern and faculty member serving as site supervisor prior to starting the Leadership-Advocacy Internship.

The Site Supervisor completes a written evaluation (found in internship handbook) on the intern’s efforts, once at mid-semester and again at the end of the semester for a final review. The Site Supervisor and intern review the evaluations. Sufficient progress, as outlined in the written contract, must be made in order for the intern to continue or complete the internship and earn a passing grade.
Leadership-Advocacy Internship Contract

Intern _______________________________________________________________
Complete Address ______________________________________________________
Phone  Home __________ Work ___________________________ Mobile __________
E-Mail address __________________________________________________________

Site Name ______________________________________________________________
Site Address ____________________________________________________________
Site Supervisor Name _______________________________ Credentials __________
Site Supervisor Email _______________________________ Phone ________________

Credit Hours ___________ Semester & Year ___________________________________
Minimum number of hours to be devoted to internship ___________________________

Overview
This section is the “big picture” view of what you will accomplish through internship.

● Pre-Proposal: insert what you created for this the prior semester
● Scholarship: completed and discussed throughout semester
  ● What will you read and research related to your project
  ● Must include readings on leadership and/or advocacy theory as well as readings specific to project (population, organization) – beyond readings completed for other courses
● Creation: completed throughout semester
  ● What will you create/do
  ● What steps will you take to accomplish your tasks
  ● What is your timeline over the semester
● Transition: identified before semester begins with any needed training or infrastructure occurring prior to end of semester
  ● What will occur when you are finished
  ● Who will take over your project/outcome
● Evaluation: completed at end of semester or after project is completed
  ● How will you get feedback from stakeholders about your project
● Experience/Hours Targets: Contract should begin with work experience hour targets.
  ● In most cases that would be “Complete at least 100 total hours devoted to counselor education leadership-advocacy internship between DATE and DATE”
● Project Overview: Provide a big-picture overview of leadership-advocacy project and purpose
Applicable Quality Statement: Include a quality statement such as “Meet the legal, ethical, professional behavior, record keeping, and quality work standards of the agency/program/site.” Adapt the statement to your context as needed.
  - Example: To gain theoretical knowledge and advanced leadership and advocacy skills through engagement in xxx activity for at least 100 total hours between 08/2018 and 11/2018. Revise the current CE PhD New Student Orientation Process and Documents. Meet the legal, ethical, and professional behavior, record keeping, and quality work standards of AGENCY NAME.

Objectives/Activities
This should be a brief descriptive list of the primary tasks of your internship.
  - Break the project down into specific tasks and steps.
You must select at least 2 experiential components and at least 2 conceptual components.

Experiential Options:
  - Plan, develop, and/or implement leadership-advocacy and/or leadership-advocacy development in professional and/or counseling organizations
  - Develop skills of leadership-advocacy
  - Plan, develop, and/or implement leadership-advocacy in counselor education programs
  - Provide consultation in leadership-advocacy for others who are planning, developing, and/or implement leadership-advocacy efforts
  - Plan, develop, and/or implement leadership-advocacy in crisis or disaster work
  - Plan, develop, and/or implement leadership-advocacy in relation to current multicultural and social justice issues

Conceptual Options:
  - Increase expertise in theories of leadership-advocacy
  - Increase expertise of accreditation standards and processes
  - Increase expertise in current topical and political issues in counseling and how these affect the work of counselors and the counseling profession
  - Increase expertise on the role of counselors and counselor educators advocacy work on behalf of the profession
  - Increase expertise in models and competencies for advocating for clients/students at the system and policy levels
  - Increase expertise of ethical leadership-advocacy practices
  - Increase expertise of culturally relevant leadership-advocacy practices

  - Example:
    - Experiential Categories: develop leadership-advocacy in counselor education program by revising the master’s level orientation policies and procedures; develop orientation activities that best represent multicultural and social justice sensitivity

Counselor Education Practicum and Internship Handbook p. 55
Conceptual Growth Areas: increase expertise in advocacy work related to orientation processes; increase expertise in culturally relevant leadership-advocacy; consider most appropriate leadership and/or advocacy theory to apply to this work

Proposed Tasks: Survey current students to determine effective and ineffective new student orientation practices. Use survey data to help create new orientation practices. Focus on integrating cultural sensitivity in orientation practices. Revise orientation documents. Develop creative activities that assist incoming students in becoming fully oriented to and comfortable with UT and the master’s programs. Write and submit ACA proposal outlining survey findings, above goals and objectives and results of implementation of new orientation practices. Implement and evaluate effectiveness (repeat survey to new students) of new orientation practices at the beginning of the following fall semester.

Student Responsibilities
- Establish and complete the requirements of internship contract
- Document ongoing liability insurance
- Complete the practicum/internship ethics pledge
- Conduct criminal background check and drug screening as required
- Complete and log required internship hours
- Complete all course assignments (per syllabus)
- Engage in one hour weekly individual/triadic supervision with site-supervisor
- Facilitate Supervisor’s evaluation of your work at midterm and final
- Report absences to the site supervisor
- Submit all required documentation through TaskStream

Site Supervisor Responsibilities
(Typically site responsibilities for internship students are the following. Adjust the following as needed to better meet fit the site)
- Collaborate with student on contract expectations, and approve the internship contract (the contract is the written plan, with goals, objectives and measures for the experience)
- Communicate expectations to the intern
- Ensure that intern has background checks and/or orientation required
- Assist and guide intern in securing resources needed for project success
- Provide one hour per week of individual and/or triadic supervision
- Conduct two formal meetings with the intern to discuss midterm and final evaluations
- Communicate with UT Counseling Program faculty as needed
- Notify the faculty supervisor immediately if there are any concerns with the intern or the placement

Faculty Supervisor Responsibilities
- Assist the student in developing the internship contract; approve the contract
Initiate conversation with Site Supervisor regarding student learning and help correct any difficulties that arise:

- **For placements outside the UT Counselor Education Program**: Faculty Supervisor will visit the site at a mutually agreed time, generally mid-semester. In addition, Faculty Supervisor will contact Site Supervisor via email and/or phone no less than beginning and end of each semester.

- **For placements within the UT Counselor Education Program**: Because both supervisors are core faculty members within the program, they will discuss student learning as needed during regularly scheduled faculty meetings. They will formally discuss intern learning during Review and Retention Meetings typically held in early November and early April.

Obtain and review evaluation forms completed by the Site Supervisor and logs submitted by the student

Meet with students in regularly-scheduled group supervision

In collaboration with Site Supervisor(s), determine whether student earned a pass or fail grade at end of internship.

In collaboration with Site Supervisor(s), determine student eligibility to continue practicum in case of an Incomplete Status (an Incomplete is determined by the faculty instructor and given only when students have demonstrated satisfactory performance yet is unable to complete the experience due to circumstances outside their control).

Ensure all required documentation is uploaded to Taskstream; submit midterm and final instructor evaluations through Taskstream

### Student Personal and Professional Goals
(Note at least three learning activities or outcomes you would like to achieve during this experience)

- **Example**: Improve understanding of counselor education leadership-advocacy, improve expertise in developing culturally sensitive orientation activities for students, increase comfort in advocating for all students in counselor education.

### Methods of Evaluation
(typical methods of evaluation are the following, with adjustments made to be specific to the site)

- Documentation of work time in internship time logs and records

- Observations and/or reports of effectiveness of intern’s work and professionalism

- Regular verbal feedback

- Midterm and final written evaluations, on forms provided in internship handbook

  - **Example**: Meet 95% of goals and objectives by DATE, review of developed product, personal reflections, midterm and final evaluation by site supervisor, midterm and final evaluation by faculty instructor.

Student Signature _____________________________________ Date ________________
Site Supervisor(s) Signature ___________________________ Date ____________

Faculty Supervisor Signature __________________________ Date ____________
Leadership-Advocacy Internship Log

Intern ______________________________ Semester/Year __________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Activity</th>
<th>Time (hours)</th>
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<tbody>
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</table>

Total Hours __________

Student’s Signature _______________________________ Date ____________

Site Supervisor’s Signature __________________________ Date ____________
Evaluation of Leadership-Advocacy Internship Experience
The Site Supervisor(s) and faculty supervisor will formally evaluate the intern at least twice during the internship: midterm and at the end of the term. The process for both the midterm and final evaluation is as follows:

1. The intern provides each Site Supervisor(s) with the appropriate evaluation form one week prior to the scheduled meeting.
2. Each Site Supervisor(s) completes the evaluation form independently.
3. The intern completes an evaluation form independent of his/her Site Supervisor(s).
4. Prior to the group evaluation meeting, the Site Supervisor(s) and intern meet to compare and discuss all evaluations.

The evaluation will be an assessment of the intern’s leadership-advocacy completion of the contract purpose, goals, and objectives. The assessment can also include knowledge, skills, values, and practice along with self-awareness, ethical principles, and responsiveness to leadership-advocacy issues. Students also evaluate placement using the Placement Evaluation (refer to Internship & Practicum Handbook). All internship documentation and evaluations of the intern’s experience will be maintained via TaskStream.
INSTRUCTOR/FACULTY SUPERVISOR EVALUATION OF UT COUNSELING PROGRAMS’ DOCTORAL LEADERSHIP-ADVOCACY INTERN (REQUIRED VIA TASKSTREAM)

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Site Supervisor Name</th>
</tr>
</thead>
</table>

* Evaluation Timing

- Midterm
- Final

* Rating Scale

- 0 - Does Not Meet Expectations
- 1 - Meets Expectations
- 2 - Exceeds Expectations
- N/A

- Application of theories and skills of leadership
- Application of advocacy models and competencies
- Administrative skills
- Attention to multicultural and social justice issues
- Professional work behaviors
- Dispositions - CORIS

**Primary Strengths and Areas of Progress**

**Primary Limitations and Areas Needing Improvement**

**Other Comments**
Site Supervisor’s Evaluation of Leadership-Advocacy Internship

Site Supervisors complete based on intern’s contract goal and objective accomplishments, timeliness, effort, quality and thoroughness of work. Interns who earn multiple “Does Not Meet Expectations” ratings will not pass the internship.

Internship Student ______________________________ Date ______________
Site Supervisor(s) ______________________________
Site Supervisor(s) Title ______________________________
Midterm _______
Final _______

Rating Scale
N/A- No opportunity to observe
0- Does not meet criteria
1- Meets criteria
2- Exceeds criteria

<table>
<thead>
<tr>
<th>Internship Activity</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship – level to which student is engaging in learning about topic/project from outside sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Creation – how well the student is doing achieving the steps listed in their contract</td>
<td></td>
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<tr>
<td>Transition – how well the student is doing with transition programming for end of semester and beyond</td>
<td></td>
<td></td>
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<tr>
<td>Evaluation – how well the student is doing with creating, administering, and examining project evaluation</td>
<td></td>
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</tbody>
</table>

Experiential Options (rate only those that match contract):

Plan, develop, and/or implement leadership-advocacy and/or leadership-advocacy development in professional and/or counseling organizations

Develop skills of leadership-advocacy

Plan, develop, and/or implement leadership-advocacy in counselor education programs

Provide consultation in leadership-advocacy for others who are planning, developing, and/or implement leadership-advocacy efforts

Plan, develop, and/or implement leadership-advocacy in crisis or disaster work

Plan, develop, and/or implement leadership-advocacy in relation to current multicultural and social justice issues

Conceptual Options: (rate only those that match contract)
Increase expertise in theories of leadership-advocacy
Increase expertise of accreditation standards and processes
Increase expertise in current topical and political issues in counseling and how these affect the work of counselors and the counseling profession
Increase expertise on the role of counselors and counselor educators advocacy work on behalf of the profession
Increase expertise in models and competencies for advocating for clients at the system and policy levels
Increase expertise of ethical leadership-advocacy practices
Increase expertise of culturally relevant leadership-advocacy practices

**Dispositions – CORIS**
Overall timeliness
Overall effort
Overall quality
Overall thoroughness of work

<table>
<thead>
<tr>
<th>Dispositions – CORIS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall timeliness</td>
<td></td>
<td></td>
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<tr>
<td>Overall effort</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall quality</td>
<td></td>
<td></td>
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<tr>
<td>Overall thoroughness of work</td>
<td></td>
<td></td>
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</tbody>
</table>

Circle one (based on criteria outlined above): PASS FAIL

Student Signature ______________________________ Date ____________

Site Supervisor Signature ___________________________ Date ____________

Faculty Supervisor Signature ________________________ Date ____________
Supervision Internship

Description of the Supervision Internship
The supervision internship provides doctoral interns with experiences in counseling supervision with master’s students in their respective practicum or internship settings. The purpose of the supervision internship is to provide a supervised experience that allows doctoral interns to:

1. Apply advanced theories and techniques within the context of counseling supervision.
2. Demonstrate supervision knowledge, skills, and values consistent with ethical and professional standards appropriate to the setting.
3. Participate in regular and ongoing supervision provided by a Faculty Supervisor.

All doctoral students are required to complete a minimum of two semesters supervising master’s level practicum and/or internship students. One semester must be concurrent with the COUN 670 supervision course.

Supervision Internship Requirements
The information below focuses on the doctoral student as the intern and their doctoral program requirements. This can be confusing because the master’s students are also functioning as practicum or internship students within their own programs during this experience. Doctoral interns must be aware of the master’s program practicum student or intern requirements and follow these procedures and complete these documents as required (refer to the appropriate master’s practicum and internship handbooks for guidance to be obtained from master’s program coordinators).

Doctoral interns should be enrolled in COUN 670 prior to or concurrent with enrolling in their first supervision internship. The doctoral intern will meet with assigned master’s level counseling practicum and/or internship students to provide supervision. These meetings are conducted in the practicum and internship seminar courses, at the practicum or internship site and/or at a mutually agreed upon public meeting place. An internship log must be kept of the doctoral internship hours.

The Site (i.e., typically the faculty member assigned to teach the master’s level practicum or internship course) and Faculty (i.e., the faculty member assigned to teach the doctoral internship course) Supervisors will meet with the doctoral intern weekly to provide supervision. Additionally, the doctoral intern will be formally evaluated by the Site Supervisor(s) twice during the internship (i.e., midterm and end of term). The evaluation will be an assessment of the intern’s application of theory to practice, supervision knowledge, skills, and values, record keeping, self-understanding, ethical principles, and responsiveness to supervision. Students also evaluate placement using the Placement Evaluation (see p. 37). All
internship documentation and evaluations of the clinical intern’s experience will be maintained via TaskStream.

The doctoral intern must purchase counseling liability insurance, which is available through the University of Tennessee, the American Mental Health Counseling Association (AMHCA), American Counseling Association (ACA), or the American School Counselor Association (ASCA) at student rates if the intern is not already covered by counseling liability insurance. The intern must have proof of counseling insurance before providing supervision. The liability internship must cover clinical supervision, which may be an extra cost.

**Guidelines for Practicum and Internship with Doctoral Supervisors**

The information outlined in the table below is based on the need to bring balance in the requirements for doctoral supervisors.

Rows 2 and 3 in the table below outline our suggestions for minimum course requirements that will be delineated in the master’s Practicum and Internship syllabi to guide the number of (a) formal case presentations and (b) additional tapes for review.

Rows 5 and 6 in the table outline minimum course requirements that will be delineated for the doctoral supervisors.

<table>
<thead>
<tr>
<th></th>
<th>Minimum Requirement for Master’s Practicum Counselor-in-Training</th>
<th>Minimum Requirement for Master’s Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal case presentations</td>
<td>One recording with formal written conceptualizations as specified by instructor per master’s practicum student to be presented during group supervision</td>
<td>Two recordings with formal written conceptualizations as specified by instructor per master’s intern to be presented during group supervision</td>
</tr>
<tr>
<td>Additional tapes for review</td>
<td>Minimum six additional recordings of which at least three are to include a written review as specified by the instructor to be available for review during individual supervision with doctoral supervisor</td>
<td>Minimum six additional recordings of which at least three are to include written review as specified by the instructor to be available for review during individual/triadic supervision with doctoral supervisor</td>
</tr>
</tbody>
</table>

**Doctoral Supervisors**

- **Group supervision attendance**
  - Must attend first 2 group supervision sessions, 3 additional group sessions during semester, final group session
  - Minimum of 3 group supervision sessions provided there is no schedule conflict

- **Individual/triadic supervision sessions**
  - Minimum 12 individual sessions with each practicum counselor-in-training
  - Minimum 6 individual/triadic sessions with each intern
Video-Audio Learning Tool (VALT)
Students must use VALT for all supervision and clinical work that does not take place in a faculty office. All supervision and on-campus counseling sessions should take place in a CTC room using VALT as the taping mechanism.

Supervision Internship Contract Description
The internship contract is a description of the requirements and specifies the objectives, nature of responsibilities, and method of evaluation. The contract must be negotiated and approved by the Faculty Supervisor and Site Supervisor(s) prior to commencement of the internship. The template for a supervision internship contract and a sample supervision internship contract follow.
Supervision Internship Contract

Intern __________________________________________
Complete Address ________________________________
Phone  Home __________ Work _______________ Mobile ___________
E-Mail address __________________________________________

Site Name __________________________________________
Site Address _______________________________________
Site Supervisor Name ___________________________ Credentials ______
Site Supervisor Email ___________________________ Phone ____________

Credit Hours _____________ Semester & Year ____________
Minimum number of hours to be devoted to internship _______________________

Overview
This section is the “big picture” view of what you will accomplish through internship.

● Experience/Hours Targets: Contract should begin with work experience hour targets. In most cases that would be “Complete at least 100 total hours devoted to counseling supervision internship between DATE and DATE”
● Context Overview: Provide a big-picture overview of supervision internship
● Applicable Quality Statement: Include a general quality statement such as “Meet the legal, ethical, professional behavior, record keeping, and quality work standards of the agency/program.” Adapt the statement to your context as needed.
● Example: Provide at least 100 total hours to supervision of COUN XXX Students between 08/2016 and 11/2016. Provide biweekly individual supervision to interns, engage in weekly group supervision, and provide written and verbal feedback to students. Meet the legal, ethical, and professional behavior, record keeping, and quality work standards of Agency Name.

Objectives/Activities
This should be a briefly descriptive list of the primary tasks of your internship, usually written in a per week format.

● Break the project down into specific tasks and steps.
● Example: Supervise 3 practicum students each week. Engage in weekly group supervision. Collaborate with instructor to construct midterm and final evaluations for students. Participate in at least two site visits. Provide written feedback on student reflective journals. Maintain documentation of supervision sessions.

Student Responsibilities
● Establish and complete the requirements of internship contract
● Document ongoing liability insurance
● Complete the practicum/internship ethics pledge...
Counselor Education PhD Program  
Department of Educational Psychology and Counseling  
College of Education, Health, and Human Sciences  
University of Tennessee

- Conduct criminal background check and drug screening as required
- Complete and log required internship hours
- Complete all course assignments (per syllabus)
- Engage in one hour weekly individual/triad supervision with site-supervisor
- Facilitate Site Supervisor’s evaluation of your work at midterm and final
- Report absences to the site supervisor
- Submit all required documentation through TaskStream

**Site Supervisor Responsibilities**  
(Typically site responsibilities for practicum students are the following. Adjust the following as needed to better meet fit the site)
- Collaborate with student on contract expectations, and approve the internship contract (the contract is the written plan, with goals, objectives and measures for the experience)
- Communicate expectations to the intern
- Ensure that intern has background checks and/or orientation required
- Assist and guide intern in securing resources needed for project success
- Provide one hour per week of individual and/or triadic supervision
- Conduct two formal meetings with the intern to discuss midterm and final evaluations
- Communicate with UT Counseling Program faculty as needed
- Notify the faculty supervisor immediately if there are any concerns with the intern or the placement

**Faculty Supervisor Responsibilities**
- Assist the student in developing the internship contract; approve the contract
- Initiate conversation with Site Supervisor regarding student learning and help correct any difficulties that arise:
  - *For placements outside the UT Counselor Education Program:* Faculty Supervisor will visit the site at a mutually agreed time, generally mid-semester. In addition, Faculty Supervisor will contact Site Supervisor via email and/or phone no less than beginning and end of each semester.
  - *For placements within the UT Counselor Education Program:* Because both supervisors are core faculty members within the program, they will discuss student learning as needed during regularly scheduled faculty meetings. They will formally discuss intern learning during Review and Retention Meetings typically held in early November and early April.
- Obtain and review evaluation forms completed by the Site Supervisor and logs submitted by the student
- Meet with students in regularly-scheduled group supervision
- In collaboration with Site Supervisor(s), determine whether student earned a pass or fail grade at end of internship.
- In collaboration with Site Supervisor(s), determine student eligibility to continue practicum in case of an Incomplete Status (an Incomplete is determined by the faculty
instructor and given only when students have demonstrated satisfactory performance yet is unable to complete the experience due to circumstances outside their control).

- Ensure all required documentation is uploaded to Taskstream; submit midterm and final instructor evaluations through Taskstream

**Student Personal and Professional Goals**
(Note at least three learning activities or outcomes you would like to achieve during this experience)

- *Example: Develop and practice supervision from specific theoretical base, structure supervision sessions to increase productivity and effectiveness, maintain focus, convey confidence, challenge supervisee, address cross cultural issues, encourage questions, convey respect and acceptance, address ethical issues.*

**Methods of Evaluation**
(typical methods of evaluation are the following, with adjustments made to be specific to the site)

- Documentation of client service and work time in internship time logs and records
- Review of record keeping/client service documentation
- Observations and/or reports of effectiveness of student work and professionalism
- Frequent verbal feedback
- Midterm and final written evaluations, on forms provided

- *Example: Verbal and written feedback from supervisees, review of supervision documentation, midterm and final evaluation by site supervisor, midterm and final evaluation by faculty supervisor.*

Student Signature __________________________ Date ____________

Site Supervisor(s) Signature __________________________ Date ____________

Faculty Supervisor Signature __________________________ Date ____________
Supervision Internship Log
(Doctoral interns complete this log tracking their supervision with master’s practicum student or intern)

Doctoral Intern: ____________________________  Semester/Year: ________

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Doctoral Intern’s Supervision Activity</th>
<th>Time</th>
<th>Hours of Direct Supervision of Master’s Intern</th>
<th>Supervisor</th>
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</thead>
<tbody>
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<td>Direct Hours</td>
<td>Indirect Hours</td>
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<td>Totals</td>
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</tbody>
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Student’s Signature ____________________________  Date _____________
Site Supervisor’s Signature ____________________________  Date _____________
## Sample Supervision Internship Log

(Doctoral interns complete this log tracking their supervision with master’s practicum student or intern)

**Intern:** Berry Humbell  
**Semester/Year:** 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Doctoral Intern’s Supervision Activity</th>
<th>Time</th>
<th>Hours of Direct Supervision of Master’s Intern</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/30/14</td>
<td>Observed Counselor A facilitating educational teenage group focused on employment seeking</td>
<td>2</td>
<td></td>
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<tr>
<td>7/30/14</td>
<td>Individual Supervision with Counselor A</td>
<td>1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/30/14</td>
<td>Supervision notes (i.e., observations, suggestions, goals)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/1/14</td>
<td>Observed videotape of Counselor B facilitate anger management group with adolescent girls</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/1/14</td>
<td>Individual Supervision with Counselor B</td>
<td>1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/2/14</td>
<td>Received supervision from field supervisor &amp; Supervision notes (i.e., observations, suggestions, goals)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8/13/14</td>
<td>Observed Counselor C implement play therapy with abused 6 year-old girl</td>
<td>1.5</td>
<td></td>
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<tr>
<td>8/13/14</td>
<td>Debriefed following session – identified successful strategies, allowed self-evaluation</td>
<td>.75</td>
<td></td>
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<tr>
<td>8/13/14</td>
<td>Supervision notes (i.e., observations, suggestions, goals)</td>
<td>.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/13/14</td>
<td>Researched supervision models and literature related to child therapy</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/14/14</td>
<td>Facilitated group supervision session with Counselors A, B, &amp; C utilizing case study approach, discussed counter transference</td>
<td>1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/15/14</td>
<td>Observed Counselor B conduct crisis intervention</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>8/15/14</td>
<td>Received Faculty Supervision</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8/15/14</td>
<td>Supervision notes (i.e., observations, suggestions, goals)</td>
<td>.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/16/14</td>
<td>Contacted and debriefed with Counselor B regarding suicidal client and subsequent referral</td>
<td>.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/20/14</td>
<td>Observed Counselor A during employer-employee mock interview</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Hours</td>
<td></td>
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<td>------------------------------------------------------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8/20/14</td>
<td>Supervision notes (i.e., observations, suggestions, goals)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/27/14</td>
<td>Observed Counselor C conduct play therapy session.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/27/14</td>
<td>Processed and debriefed with Counselor C.</td>
<td>1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/27/14</td>
<td>Supervision notes (i.e., observations, suggestions, goals)</td>
<td>.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>25.5</td>
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<td></td>
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</tbody>
</table>

Verification by Site Supervisor(s) ___________________________ Date ___________________________
Supervision Session Notes
(To be completed by doctoral interns supervising master’s students after each supervision session)

Supervisor (doctoral intern) ______________________________ Date ________________
Supervisee (master’s student) ______________________________
Session # ______
Individual or Group Session (please specify)_______________

First name(s) of clients discussed:
____________________________________________________________________________

Pre-session goals for the supervision session:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Extent to which pre-session goals were met: (Comment)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Major topics that emerged during the supervision session (identify if supervisor-initiated or supervisee-initiated):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

List client-focused supervision interventions (including a rationale for each):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

List supervisee-focused supervision interventions (including a rationale for each):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Goals for next supervision session:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Note any progress or concerns based on review of supervisee’s entire caseload and/or the supervisee’s growth:

Progress:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Concerns:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Site Supervisor Signature_____________________________ Date ___________________

Sample Supervision Session Notes
(completed by doctoral intern, brought to supervision session with Site and Faculty Supervisors)

Supervisor (doctoral intern) Suellen Lively                      Date 06/13/08
Supervisee (master’s student) Gary Donaldson
Session # 3
Individual or Group Session (please specify) Individual
First name(s) of clients discussed: Julie, Aaron, Sun-yan, Leonard

Pre-session goals for the supervision session:

Follow up on clients from last session using notes as reminder, formulate treatment plans and safety contracts for clients, read articles explaining SFBT theoretical orientation and bulimia, explore supervisee self-efficacy in counseling, consult with supervisee about ethical and legal concerns of HIPPA and confidentiality, discuss placement environment and dynamics

Extent to which pre-session goals were met: (Comment)

Supervisee discussed safety issues and concerns dealing with Julie that came up from last session, formulated a safety contract and tx plan to ensure client safety, found one article pertaining to SFBT and bulimia, self-disclosed about self-efficacy in counseling, discussed confidentiality, discussed co-workers and intimate relationships in the workplace

Major topics that emerged during the supervision session (identify if supervisor-initiated or supervisee-initiated):

Supervisor-initiated, Discussed all clients, especially Julie and her safety concerns, closely monitored ethical and legal concerns, exploration of supervisee’s counseling self-efficacy
Supervisee-initiated, Talked about workplace issues, expressed feelings of success with using SFBT to treat Leonard’s bulimia and doing research, talked extensively about tx planning

List client-focused supervision interventions (including a rationale for each):

Gary wants to operate from a SFBT theoretical orientation and needed to perceive client issues in a manner that would allow for his theory base to work for his clients, I did client rounds for each person Gary saw this past week and discussed all issues clients brought to therapy for supervisory reasons, discussed importance of ensuring client safety and safety contracts
List supervisee-focused supervision interventions (including a rationale for each):

*Explored workplace dynamics and how it affects Gary’s work and interpersonal relationships, there has been a lot of gossip in the halls of his office as of late about a “burnt-out” co-worker having a dual relationship with a client, discussed his theoretical orientation in depth and the importance of working from others should the need arise, talked about tx planning*

Goals for next supervision session:

*Gary will research and find another article pertaining to the use of SFBT in counseling, he will see all clients during the next week and bring in his case notes for me to look over, he will try to not let “workplace discussion/gossip” get in the way of his functioning at work, will monitor the safety of his clients and continue to work from his theory base*

Note any progress or concerns based on review of supervisee’s entire caseload and/or the supervisee’s growth:

**Progress:** *Gary continues to show improvement in working from his theoretical orientation and getting an understanding of the importance of theoretical orientation in counseling, he asks good questions and seems to be tuned in to his clients due to his excellent recollection of client stories and session issues that come up during the week*

**Concerns:** *There have been some issues at his workplace as of late, mostly gossiping. But since he is new to the field, it seems to cause him some stress, he has had to deal with client safety issues very early in his training, may need extra debriefing and training in this regard, needs to work more on theoretical orientation and the use of other theory bases for full client coverage*

Site Supervisor Signature______________________________ Date ___________________

Evaluation of Supervision Internship

The Site Supervisor(s) completes the Site Supervisor’s Evaluation of Intern’s Supervision Skills evaluation form twice during the semester, at midterm and at the end of the term. During the evaluation meeting, the intern and Site Supervisor discuss the evaluations and intern’s performance and make plans for future improvements.

The evaluation will be an assessment of the intern’s ability to apply theory to practice, supervision knowledge, skills, and values, along with self-awareness, ethical principles, and responsiveness to clinical issues.

The intern will also complete The Placement Evaluation form on TaskStream. This allows the intern to provide feedback to the site supervisor. The intern and Site Supervisor(s) make arrangements to share this information.

Students also evaluate placement using the Placement Evaluation (see p. 37). All internship documentation and evaluations of the clinical intern’s experience will be maintained via TaskStream.
### INSTRUCTOR/FACULTY SUPERVISOR EVALUATION OF UT COUNSELING PROGRAMS’ DOCTORAL SUPERVISION INTERN (REQUIRED VIA TASKSTREAM)

**Site**

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Site Supervisor Name</th>
</tr>
</thead>
</table>

**Evaluation Timing**

- Midterm
- Final

**Rating Scale**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Does Not Meet Expectations</td>
</tr>
<tr>
<td>1</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>2</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

#### Supervisory relationship skills (e.g., working alliance, safety, support, orientation/roles)

#### Application of theoretical frameworks and models

#### Evaluation, remediation, and gatekeeping skills

#### Management of ethical and legal considerations

#### Developmental and cultural sensitivity

#### Professional work behaviors

#### Dispositions - CORIS

#### Primary Strengths and Areas of Progress

#### Primary Limitations and Areas Needing Improvement

#### Other Comments
Site Supervisor Evaluation of Intern Conducting Supervision Internship

Internship Student ______________________________  Date ______________
Site Supervisor (s) ______________________________
Site Supervisor (s) Title ______________________________
Midterm: ______
Final: ______

Rating Scale
N/A- No opportunity to observe
0- Below expectations
1- Meets expectations
2- Exceeds expectations

Supervisory Skills and Abilities
1. The student demonstrates the ability to establish relationships in such a manner that a supervisory working alliance can be created
2. The student creates appropriate structure- settling the boundaries of the supervisory frame and maintaining boundaries throughout the work such as setting parameters for meeting time and place, maintaining the time limits, etc.
3. The student understands content- understanding the primary elements of the supervisee’s story
4. The student understands context- understanding the uniqueness of the supervisee’s story elements and their underlying meanings
5. The student responds to feelings- identifying supervisee affect and addressing those feelings in a facilitative manner
6. The student demonstrates congruence- genuineness; external behavior consistent with internal affect
7. The student establishes and communicating empathy- taking the perspective of the supervisee without over identifying and communicating this experience to the supervisee
8. The student uses non-verbal communication- demonstrates effective use of head, eyes, hands, feet, posture, voice, attire, etc. in supervision
9. The student demonstrates immediacy- staying in the here and now in supervision
10. The student demonstrates timing- responding at the optimal moment in supervision
11. The student demonstrates intentionality- responding with a clear understanding of the supervisee’s therapeutic intentions
12. The student uses self-disclosure- skillful and carefully-considered for a specific supervisory purpose
13. The student demonstrates an awareness of power differences in the supervisory relationship and manages these differences effectively
14. The student collaborates with the supervisee to establish clear supervision goals
15. The student facilitates movement towards supervision goals
16. The student demonstrates the capacity to match appropriate interventions to the presenting supervisory profile in a theoretically consistent manner
17. The student creates a safe supervisory environment
18. The student demonstrates analysis and resolution of ethical and legal dilemmas
19. The student respects cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status

Professional Responsibility
1. The student conducts self in an ethical manner promoting confidence in the counseling profession
2. The student relates to peers, professors, and supervisees in a manner consistent with ACA stated professional standards
3. The student demonstrates sensitivity to real and ascribed differences in power between themselves and others, and does not exploit or mislead other people during or after professional relationships.

4. The student demonstrates application of legal requirements relevant to counseling training and practice.

**Professional Dispositions**

1. Commitment
2. Openness
3. Respect
4. Integrity
5. Self-Awareness

**Competence**

1. The student recognizes the boundaries of his/her particular competencies and the limitations of his/her expertise.
2. The student takes responsibility for compensating for his/her deficiencies.
3. The student takes responsibility for assuring client welfare when encountering the boundaries of his/her expertise.
4. The student demonstrates basic cognitive, affective, sensory, and motor capacities to respond effectively to supervisees.
5. The student provides only those services and applies only those techniques for which he/she is qualified by education, training and experience.

**Strengths:**

____________________________________________________________________________

____________________________________________________________________________

**Limitations/Growth Areas:**

____________________________________________________________________________

____________________________________________________________________________

**Overall Comments**

____________________________________________________________________________

____________________________________________________________________________

Student Signature ___________________________ Date ____________

Site Supervisor(s) Signature ___________________________ Date ____________

Faculty Supervisor Signature ___________________________ Date ____________

Teaching Internship

Description of the Teaching Internship
The teaching internship provides doctoral students with experiences in teaching counseling or related courses at the undergraduate or master’s level. The purpose of the teaching internship is to provide a supervised experience that allows doctoral students to

1. Develop one’s own pedagogy by applying teaching theories and techniques in undergraduate counseling related or graduate level counseling courses while receiving supervision from a Site Supervisor(s).
2. Demonstrate effective teaching practices appropriate to the course topic and consistent with ethical and professional standards.
3. Participate in regular and ongoing supervised supervision provided by a Faculty Supervisor.

Teaching Internship Requirements
The Site Supervisor (mentoring faculty member) will meet with the intern once each week to provide supervision. Additionally, the intern will be formally evaluated by the Site Supervisor at least twice during the internship, once at midterm, and again at the conclusion of the semester. The intern must maintain an internship log with internship hours. A minimum of 100 hours must be completed. These 100 hours include class preparation, teaching, supervision with the Site Supervisor, student meetings and office hours. Teaching interns also participate in group supervision with a Faculty Supervisor/Instructor in COUN 659.

The doctoral practicum student must purchase counseling liability insurance, which is available through the University of Tennessee at student rates. The intern must have proof of liability insurance before teaching.

Internship Contract
The internship contract is a description of the requirements and is a document that specifies the objectives, nature of the clinical study, and method of evaluation. The Site Supervisor will meet with the intern to review the internship contract. The contract must be approved by the doctoral student’s Faculty Supervisor prior to starting the internship.

The semester prior to the scheduled teaching internship, the intern will begin preparations for teaching. Time spent on these activities will be recorded in the internship log. The Site Supervisor will supervise the intern’s preparations that will include the following experiences:

- Write objectives for the teaching internship that will support growth and development as a counselor educator.
- Shadow doctoral interns currently completing a teaching internship
- Determine course content and evaluation methods.
- Prepare course assignments to support student learning.
● Review and select appropriate course textbooks.
● Develop a syllabus and course schedule.
● Plan use of technology as it supports instruction.

A teaching internship contract follows.
Teaching Internship Contract

Intern

Complete Address
Phone Home __________ Work __________ Mobile __________
E-Mail address

Site Name
Site Address
Site Supervisor Name __________ Credentials __________
Site Supervisor Email __________ Phone __________

Credit Hours __________ Semester & Year __________
Minimum number of hours to be devoted to internship __________

Overview
This section is the “big picture” view of what you will accomplish through internship.

- Experience/Hours Targets: Contract should begin with work experience hour targets. In most cases that would be “Complete at least 100 total hours devoted to counseling teaching internship between DATE and DATE”
- Context Overview: Provide a big-picture overview of teaching internship
- Applicable Quality Statement: Include a general quality statement such as “Meet the legal, ethical, professional behavior, record keeping, and quality work standards of the agency/program.” Adapt the statement to your context as needed.
- Example: Provide at least 100 total hours to co-teaching of COUN XXX: Course Name with Dr. First Last between 08/2016 and 11/2016. Engage in all aspects of course including course planning, individual class meeting planning, class delivery, and assignment evaluation. Meet the legal, ethical, and professional behavior, record keeping, and quality work standards of Agency Name.

Objectives/Activities
This should be a briefly descriptive list of the primary tasks of your internship, usually written in a per week format.

- Break the project down into specific tasks and steps.
- Example: Collaborate with lead instructor to develop course goals, objectives, and syllabus; develop and deliver lesson plans for at least 3 independent class sessions; incorporate power point and other technology into classroom instruction; develop scoring rubric and evaluate at least two different course assignments; conduct pre and post course survey to collect data to determine teaching effectiveness.

Student Responsibilities
- Establish and complete the requirements of internship contract
- Document ongoing liability insurance
Complete the practicum/internship ethics pledge
Conduct criminal background check and drug screening as required
Complete and log required internship hours
Complete all course assignments (per syllabus)
Engage in one hour weekly individual/triad supervision with site-supervisor
Facilitate Site Supervisor’s evaluation of your work at midterm and final
Report absences to the site supervisor
Submit all required documentation through TaskStream

Site Supervisor Responsibilities
(Typically site responsibilities for practicum students are the following. Adjust the following as needed to better meet fit the site)
- Collaborate with student on contract expectations, and approve the internship contract (the contract is the written plan, with goals, objectives and measures for the experience)
- Communicate expectations to the intern
- Ensure that intern has background checks and/or orientation required
- Assist and guide intern in securing resources needed for project success
- Provide one hour per week of individual and/or triadic supervision
- Conduct two formal meetings with the intern to discuss midterm and final evaluations
- Communicate with UT Counseling Program faculty as needed
- Notify the faculty supervisor immediately if there are any concerns with the intern or the placement

Faculty Supervisor Responsibilities
- Assist the student in developing the internship contract; approve the contract
- Initiate conversation with Site Supervisor regarding student learning and help correct any difficulties that arise:
  - For placements outside the UT Counselor Education Program: Faculty Supervisor will visit the site at a mutually agreed time, generally mid-semester. In addition, Faculty Supervisor will contact Site Supervisor via email and/or phone no less than beginning and end of each semester.
  - For placements within the UT Counselor Education Program: Because both supervisors are core faculty members within the program, they will discuss student learning as needed during regularly scheduled faculty meetings. They will formally discuss intern learning during Review and Retention Meetings typically held in early November and early April.
- Obtain and review evaluation forms completed by the Site Supervisor and logs submitted by the student
- Meet with students in regularly-scheduled group supervision
- In collaboration with Site Supervisor(s), determine whether student earned a pass or fail grade at end of internship.
- In collaboration with Site Supervisor(s), determine student eligibility to continue practicum in case of an Incomplete Status (an Incomplete is determined by the faculty
instructor and given only when students have demonstrated satisfactory performance yet is unable to complete the experience due to circumstances outside their control).

- Ensure all required documentation is uploaded to TaskStream; submit midterm and final instructor evaluations through TaskStream

**Student Personal and Professional Goals**
(Note at least three learning activities or outcomes you would like to achieve during this experience)

- *Example: Understand how to increase student participation in group discussions, learn how to create activities that serve various learning styles, develop comfort in providing constructive, developmentally appropriate feedback to students.*

**Methods of Evaluation**
(typical methods of evaluation are the following, with adjustments made to be specific to the site)

- Documentation of client service and work time in internship time logs and records
- Review of record keeping/client service documentation
- Observations and/or reports of effectiveness of student work and professionalism
- Frequent verbal feedback
- Midterm and final written evaluations, on forms provided
- *Example: Verbal and written feedback from students, review of course materials developed, midterm and final evaluation by site supervisor, midterm and final evaluation by faculty supervisor.*

Student Signature _____________________________________ Date ______________

Site Supervisor(s) Signature _________________________________ Date ____________

Faculty Supervisor Signature _________________________________ Date ____________
# Teaching Internship Log

Intern ______________________________ Semester/Year __________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Activity</th>
<th>Time (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total Hours _________

Student’s Signature __________________________________Date _____________

Site Supervisor’s Signature ____________________________Date _____________
## Sample Teaching Internship Log

**Intern**  
*T. Ching Smylife*  
**Semester/Year**  
*Spring 2014*

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Activity</th>
<th>Time (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/14</td>
<td>Develop course goals &amp; objectives, create grading system, develop class syllabus, ensure ordered texts are in bookstore, contact and schedule guest speakers</td>
<td>8</td>
</tr>
<tr>
<td>1/7/14</td>
<td>Finalize class schedule, create grading rubrics, develop teaching outlines, put extra reading assignments on reserve at library, reserve LCD projector for semester</td>
<td>8</td>
</tr>
<tr>
<td>1/8/14</td>
<td>Create Power Point presentations, send completed materials to Graphic Creations to make course packet, put all materials online – Blackboard/Online@UTK, Faculty Supervisor reviews materials and makes suggestions</td>
<td>8</td>
</tr>
<tr>
<td>1/13/14</td>
<td>Prepare for class, take roll, establish and address drop/add policy, make UT related announcements, collect pre-course survey data, conduct intro activity, review syllabus with students, answer questions, teach first lesson</td>
<td>4</td>
</tr>
<tr>
<td>1/13/14</td>
<td>Prepare for class, review first lesson, teach second lesson, respond to questions, encourage participation, select small groups for projects, refer students to syllabus and class schedule for due dates, process experience with Faculty Supervisor</td>
<td>4</td>
</tr>
<tr>
<td>1/15/14</td>
<td>Prepare for class, review second lesson, teach third lesson, respond to questions, clarify small group project</td>
<td>3.5</td>
</tr>
<tr>
<td>1/15/14</td>
<td>Prepare for class, review third lesson, grade students’ small group project presentations, discuss research paper topics, met with three students following class</td>
<td>5.5</td>
</tr>
<tr>
<td>1/20/14</td>
<td>Prepare for class, review small group projects, teach fourth lesson, clarify research paper expectations, provide handouts &amp; brief overview of APA citation and reference list format</td>
<td>3.0</td>
</tr>
<tr>
<td>1/22/14</td>
<td>Prepare for class, review fourth lesson, teach fifth lesson, collect research papers, grade research papers, tabulate data</td>
<td>12</td>
</tr>
<tr>
<td>1/25/14</td>
<td>Prepare for class, hand back research papers, review results and class data, review fifth lesson, teach sixth lesson, review for mid-term exam</td>
<td>3.5</td>
</tr>
<tr>
<td>2/27/14</td>
<td>Proctor mid-term exam, grade exams, plot exam data</td>
<td>6.5</td>
</tr>
<tr>
<td>2/29/14</td>
<td>Prepare for class, review mid-term exam, review results, respond to questions and comments, review sixth lesson, teach lesson seven</td>
<td>3.0</td>
</tr>
<tr>
<td>3-4/14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/27/14</td>
<td>Distribute course evaluation – Form C, collect post-course survey data, review for final exam</td>
<td>2</td>
</tr>
<tr>
<td>4/29/14</td>
<td>Give final exam and distribute all graded assignments, conduct closing activity</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Hours  
____73_____

Site Supervisor(s) Signature ___________________________  
Date ___________________________

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*Counselor Education Practicum and Internship Handbook*  
p. 87
Evaluation of Teaching Internship
The site supervisor will provide ongoing feedback to the teaching intern and complete a midterm and final evaluation. Students also evaluate placement using the Placement Evaluation (see p. 37). All internship documentation and evaluations of the teaching intern’s experience will be maintained via TaskStream.

In addition to the site supervisor evaluation, the University has a formal evaluation process for instructors, Student Assessment of Instruction System (SAIS). Teaching evaluation forms and descriptions of forms are available online at http://web.utk.edu/~sais/. It is your responsibility as a teaching intern to collaborate with the site supervisor to choose the most appropriate form for your course format and teaching methods.
INSTRUCTOR/FACULTY SUPERVISOR EVALUATION OF UT COUNSELING PROGRAMS’ DOCTORAL TEACHING INTERN (REQUIRED VIA TASKSTREAM)

* Site

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Site Supervisor Name</th>
</tr>
</thead>
</table>

* Evaluation Timing

Midterm
Final

* Rating Scale

<table>
<thead>
<tr>
<th>0 - Does Not Meet Expectations</th>
<th>1 - Meets Expectations</th>
<th>2 - Exceeds Expectations</th>
<th>N/A</th>
</tr>
</thead>
</table>

Instructional and curriculum design and delivery

Application of pedagogical frameworks and models

Assessment of learning, including implications for student support/remediation

Student relationship & classroom management skills

Management of ethical and legal considerations

Developmental and cultural sensitivity

Professional work behaviors

Dispositions - CORIS

Primary Strengths and Areas of Progress

Primary Limitations and Areas Needing Improvement

Other Comments
Site Supervisor Evaluation of Teaching Intern

Intern _______________________
Date ___________________

Site Supervisor ___________________
Semester/Year____________

Course Name ________________________

______ Midterm
______ Final

Rating Scale
N/A- Not applicable/not observed
0 = Does Not Meet Expectations
1 = Meets Expectations
2 = Exceeds Expectations

PLANNING
_____1. Establishes appropriate instructional goals and objectives
_____2. Plans instruction and student evaluation based on an in depth understanding of the content, student needs, curriculum standards, and the community
_____3. Adapts instructional opportunities for diverse learners
_____4. Organizes course content effectively and presents concepts in a sequential manner

TEACHING STRATEGIES
_____1. Demonstrates a deep understanding of the central content, concepts, assumptions, structures, and pedagogy of the content area
_____2. Uses research-based classroom strategies that are grounded in higher order thinking, problem-solving, and real world connections for all students
_____3. Shows the ability to present alternative explanations when needed
_____4. Uses examples and illustrations effectively in the classroom
_____5. Makes proper use of class time

ASSESSMENT AND EVALUATION
_____1. Uses appropriate evaluation and assessments to determine student mastery of content and make instructional decisions
_____2. Communicates student achievement and progress to students and appropriate others
_____3. Reflects on teaching practice through careful examination of classroom evaluation and assessments
_____4. Provides evaluative and grading information and techniques to students

LEARNING ENVIRONMENT
_____1. Creates a classroom culture that develops student intellectual capacity in the content area
2. Manages classroom resources effectively
3. Encourages students to express themselves
4. Shows enthusiasm when lecturing and leading class discussions
5. Presents clear explanations and answers to questions asked by students

PROFESSIONAL GROWTH
1. Collaborates with colleagues and appropriate others
2. Engages in high-quality, on-going professional development to strengthen knowledge and skill in the content of the teaching assignment
3. Performs professional responsibilities efficiently and effectively
4. Shows genuine interest in student’s learning

COMMUNICATION
1. Communicates clearly and correctly with students, peers, supervisors, and other stakeholders
2. Communicates with students with a good clarity of voice

PROFESSIONAL DISPOSITIONS
1. Commitment
2. Openness
3. Respect
4. Integrity
5. Self-Awareness

STRENGTHS (provide evidence):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

AREAS FOR IMPROVEMENT (provide evidence):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Intern Signature ________________________________ Date ________________
Site Supervisor(s) Signature ________________________________ Date ____________
Faculty Supervisor Signature _______________________________ Date ____________