



# Counseling Internship Handbook

2025 – 2026

Graduate Studies in Counseling  
Department

COUN 665 & COUN 668

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## **INTRODUCTION**

The Graduate Studies in Counseling provides this handbook to support successful internship experiences for both supervisors and students. This handbook provides students with a comprehensive resource to better guide them through successful internship experiences. Students will be expected to refer to this handbook often throughout their clinical experiences. Since a single document is unlikely to address all issues that may arise during practicum and internship, students should consult with their supervisors and program advisors. This handbook is organized under the following headings:

- Program Mission and Goals
- Prerequisites for Practicum and Internships
- Ethical Conduct
- Practicum and Internship Requirements and Expectations
- C-N Supervisor Responsibilities
- Site Supervisor Guidelines
- Student Responsibilities
- Appendices

## **PROGRAM MISSION AND GOALS**

The mission of the Graduate Studies in Counseling at Carson-Newman is to equip counselors to care for the holistic needs of others. It is the GSC goal to prepare individuals with counseling competencies essential to deliver evidence-based practices that promote holistic well-being to diverse clients. Practicum and internship experiences represent the culmination of counselor education where students apply the knowledge and skills of training in a variety of settings with a variety of clients.

In accordance with Tennessee licensure requirements, CACREP standards, and our training goals, the C-N GSC program prepares counselors to work with children, youth, adults and families in various settings. Our graduates work in private practice, community agencies, private and public schools. We train future counselors to work in urban, suburban, or rural communities. Faculty coordinators of clinical field experiences intentionally place students in settings with qualified, experienced counselors who can supervise their work for a wide range of clients.

The purpose of internship experience is to provide counseling trainees with the opportunity to perform all the duties, tasks, assignments and responsibilities of a professional counselor specific to that setting. For example, a school counseling intern would be expected to deliver components of a comprehensive developmental school counseling program under the supervision of a licensed professional school counselor, such as individual and small group counseling, classroom guidance, consultation/collaboration, coordination, advocacy, and beginning leadership. A clinical mental health counseling intern would be expected to perform such tasks as conducting intake interviews, completing clinical assessments and composing iterative and evidence-based treatment plans, maintain records, consultation/collaboration, advocacy and immersing oneself in all aspects of a mental health counseling environment.

Internship students will participate in weekly group supervision meetings with a C-N faculty supervisor to reflect on their experiences, share their challenges and integrate theory and practice. These sessions ensure that clinical field experiences are progressing in their development of counselor competencies. Each GSC practicum and internship faculty member holds appropriate credentials and a doctoral degree from a CACREP approved Counselor Education program. Group supervision by faculty will not exceed a ratio of 1:12.

Internship in Carson-Newman GSC Program adheres to CACREP 2016 Standards, NCATE Standards, Tennessee Board of Licensure for Licensed Professional Counselors, and the Tennessee Department of Education standards for Professional School Counselor Licensure. Internship objectives implement the vision, goals and themes of the C-N School of Education's Conceptual Framework (See School of Education website at [Master of Science in Counseling | Carson-Newman University \(cn.edu\)](http://www.carson-newman.edu/school-of-education)). In addition, training is based upon the school counselor role as presented in the ASCA National Model and as outlined in the Tennessee Model for Comprehensive School Counseling.

## INTERNSHIP EXPERIENCES

### **Prerequisites for Internship**

Before counseling students can register for COUN 665: School Counseling Internship or COUN 668: Clinical Mental Health Counseling Internship, they must fulfill all the prerequisites for internship. The following lists those requirements necessary to enroll in internship at C-N:

- Completion of appropriate core and specialty counseling courses (see C-N Graduate Catalog.)
- Completion of COUN 589: Counseling Practicum.
- Permission from the Internship Coordinator.
- Successful criminal background check.
- Documentation of current liability insurance. (Liability insurance may be purchased by obtaining a student membership in the American Counseling Association at: <https://www.counseling.org/membership/join-now> or American School Counseling Association at: <https://schoolcounselor.org/Membership/Join-Renew> .
- Successful completion of the ASIST Suicide Prevention Training. In the event a student is unable to attend the scheduled training, due to extenuating circumstances, the Psychological First Aid (PFA) training can serve as a substitute to start their field experience. However, the ASIST training must be completed by the following semester to continue their field experience.

**COUN 665: School Counseling Internship and COUN 668: Mental Health Counseling Internship** Internship requirements adhere to the CACREP 2016 Standards and the licensure guidelines of the Tennessee Department of Education and the Tennessee State Board for Licensed Professional Counselors, each student's internship experience includes all of the following:

- A minimum of 600 clock hours of supervised work in a setting approved by the faculty supervisor of the student's designated program area.
- At least 240 of the 600 clock hours must be in direct service to clients, including experience leading groups of clients.
- Weekly interaction with site supervisor that averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the onsite supervisor.
- An average of 1 1/2 hours per week of group supervision by C-NU faculty internship supervisor on a regular schedule throughout the internship. Group supervision will not exceed 12 students.
- Opportunities for interns to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).
- Opportunities for interns to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients. Interns must adhere to the Double Lock Rule in maintaining and transporting their recordings.
- Evaluation of the intern's performance throughout the field experience, including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor.

### **Distinction between Practicum and Internship Placements**

Carson-Newman University's Graduate Studies program is designed to provide a comprehensive and differentiated experience in mental health counseling. To provide students with the most complete learning experience, it is imperative that the practicum and internship experiences are differentiated. These experiences must be fundamentally distinct. If a student intends to complete an internship at a site that has been used for practicum, he/or she must provide the faculty with written documentation as to how the experiences differ. As is the case with any internship or practicum experience, each site must be pre-approved by the faculty supervisor.

### **ETHICAL CONDUCT**

All school counseling interns are expected to follow the American Counseling Association *Code of Ethics* and the American School Counselor Association *Professional Standards of Ethics*, if in school counseling. All interns should have copies of these codes for ready reference. Copies of these codes are in the Graduate Studies in Counseling Reference Area in Baker Room 200. Interns are expected to always behave professionally and dress appropriately. Interns should remember they are representatives of Carson-Newman and the counseling profession. Any situation involving an ethical dilemma must be brought immediately to the attention of the site supervisor and to the internship supervisor at Carson-Newman.

Dr. Carolyn G. Carlisle, Director of Graduate Studies in Counseling, contact information:

- Office: 865-471-2087
- Cell: 865-310-4225
- Email: [ccarlisle@cn.edu](mailto:ccarlisle@cn.edu)

Dr. Anna Lora Taylor, Coordinator of Professional School Counseling Program, Field Placement Coordinator

- Office: 865-471-3288
- Mobile: 423-920-1345
- Email: [annaltaylor@cn.edu](mailto:annaltaylor@cn.edu)

Dr. Nathan West, Coordinator of Clinical Mental Health Counseling Program

- Office: (865) 471-3311
- Mobile: (256) 810-5796
- Email: [nwest@cn.edu](mailto:nwest@cn.edu)

Dr. Lisa Matthews, Clinical Mental Health Internship Faculty Supervisor

- Office: 865-471-4217
- Mobile: 865-809-0507
- Email: [lmattthews@cn.edu](mailto:lmattthews@cn.edu)

Dr. James Cole, Professional School Counseling Internship Faculty Supervisor

- Office: 865-471-2085
- Mobile: 606-401-3554
- Email: [jcole@cn.edu](mailto:jcole@cn.edu)

## **GSC STUDENT REQUIREMENTS AND EXPECTATIONS**

1. **Professional Development:** GSC students are expected to develop professional behaviors and characteristics necessary to work effectively with people with diverse needs and backgrounds. Students should review the Professional Development and Performance section of the GSC Student Handbook beginning on page 25. The Rubric for these expectations includes counselor behaviors as: attends to ethical and legal considerations, takes initiative, accepts personal responsibility, effectively deals with conflict, cooperates with others, and awareness of impact on others.
2. **Time Requirements for Internship:** A completed internship requirement consists of a minimum of 600 clock hours of supervised work in a school setting. Students can complete their internship experience in two semesters, at least 300 hours each semester. At least 240 of the 600 clock hours shall be direct service hours. Weekly Time Logs are provided in this handbook to record internship hours.
3. **Orientation and Observation:** C-N internship supervisors will orient interns and site supervisors to program expectations and responsibilities. Interns will be instructed in procedures and operations by their respective site supervisors. Interns are to observe the

on-site supervisor performing various tasks expected of a professional counselor and to observe other professionals within the setting, such as counselors, administrators, teachers, school psychologists, school nurse, and the like.

4. **Development of Individual and Group Counseling Skills:** Interns are required to counsel clients under the supervision of the site supervisor. Field experiences are designed to support the development of individual and group counseling skills. Site supervisors and internship supervisors will provide feedback to interns regarding their skill development.
5. **Consultation and Collaboration Skills:** Counselors must work cooperatively with others in order to achieve maximum success for clients. Therefore, interns will be expected to enhance their collaboration skills during internship. Interns are expected to provide supportive and effective consultation to assessment teams, teachers, parents, and others as needed. Areas of consultation may include concerns regarding student: emotional development, social development, academic development, career development, and the like.
6. **Leadership Skills:** Interns are expected to demonstrate leadership skills during their field experiences. Examples of leadership include identifying and meeting unrecognized needs of the population served by the organization. These needs might include, organizing a clinical or support group to supplement clinical services, organizing a tutoring program, developing a mentorship service, sharing data, conducting in-service for the staff, or implementing a new counseling program for students. For school counselors, conducting needs assessments are effective ways of assisting the site supervisor with identifying issues that could be addressed through a comprehensive developmental school counseling program.
7. **Social Justice:** All interns are required to treat ALL students with equity and justice. Students are to be helped in areas of need. Interns will not discriminate against any student. Marginalized and at-risk students are to be prioritized for immediate attention, help, and consultation under the guidance and supervision of the site supervisor. Service to each student is to be designed on the basis of student needs utilizing student strengths and collaborative efforts of the school community.
8. **Confidentiality:** One of the most important aspects of counseling is confidentiality. It is also a critical component in earning trust with teachers, parents, and others. The following is a list of important issues that should be discussed by interns and supervisors:
  - Regulations regarding confidentiality of notes, files, and/or recording at their school site. If possible, the interns should receive a written copy of these regulations.
  - Written permission from parents or guardians for recording minors. Consent forms should explain the limits of confidentiality and should state clearly that the recording will be used for supervision purposes only. Many schools and counselors have consent forms for use or practicum students and interns may modify the sample form in Appendix I.
  - The confidentiality of all information shared in supervision. Site supervisor should help the intern maintain the confidence of student conversations, teacher concerns, parent issues, and the like.
  - The anonymity of clients when recording sessions. Client names or surnames must not be used to identify recordings. Use initials to label recordings.

- Double Lock Rule to maintain security of counseling recordings. Interns must adhere to the Double Lock Rule (See GSC Policy on Security of Media in GSC Student Handbook, Appendix F.) when maintaining and transporting recordings of counseling sessions to supervisors for evaluation.
9. **Classroom Guidance Skills for School Counselors:** School counseling interns are expected to prepare classroom guidance units appropriate to the needs and developmental levels of students. Carson-Newman University requires school counseling interns to deliver service to students in accordance with the Tennessee Model for Comprehensive School Counseling and the ASCA National Model. Classroom management skills are essential to an effective school counselor and should be practiced during internship.
  10. **Community Outreach:** Community outreach is a vital part of the counseling practicum experience. In order to address the needs of client, counselors often obtain the assistance of such community agencies as the local mental health center, church benevolent groups, child and family support groups, and other such organizations.
  11. **Program Development for School Counselors:** COUN-613 Design and Evaluation of Comprehensive School Counseling Programs is to be taken in the same semester as COUN-665. The objectives of COUN-613 will be incorporated into the first internship experience. Interns will be encouraged to work with the site supervisors to identify, implement, and evaluate needed counseling programs and strategies utilizing CACREP, NCATE, ASCA, and Tennessee Model for Comprehensive School Counseling Program guidelines.

### **C-N SUPERVISOR OF INTERNSHIP RESPONSIBILITIES**

C-N supervisor of internship has the overall responsibility for the success of field experiences of trainees and of site supervisors. Those responsibilities include:

- Determine the counseling student has completed appropriate graduate level training to qualify for practicum placement.
- Document the counseling student has been appropriately screened and has obtained liability insurance coverage.
- Ensure the counseling student is aware of ethical standards and code of conduct applicable to professional counseling.
- Provide a Carson-Newman faculty member to support C-N students and site supervisors during the field experience.
- Conduct 1.5 hours of weekly group supervision with counseling student facilitated by C-N faculty supervisor for ongoing supervision.
- Initiate conversations with site supervisor regarding student progress and learning. Contacts will include:
  - Email or phone contact at the beginning of each semester
  - Email or phone contact to request midterm evaluation and invite dialogue at mid-semester
  - Email or phone contact to request final evaluation and invite dialogue at end of semester

- One in-person or virtual visit to field placement to discuss counseling student's progress and performance.
- Provide site supervisor with a C-N student's formative midterm evaluation and summative final evaluation forms that will be submitted to assess student progress.

### **SITE SUPERVISOR GUIDELINES**

Supervisors at internship sites must have a minimum of a master's degree in counseling and must hold appropriate counselor credentials. Site supervisors must have a minimum of two years of experience as a counselor at the level in which they are supervising. Site supervisors receive training from program faculty prior to beginning their supervision with students.

The internship site supervisor agrees to provide clinical experiences for the intern in accordance with Internship Guidelines, which include:

- Assist in completing the Internship Agreement (Appendix A);
- Support intern in obtaining 240 client contact hours, including individual counseling, group counseling, and classroom guidance experiences;
- Orient the C-N supervisor and intern to the facilities and policies of counseling site (Discuss with the intern the mission, goals, and objectives of the site as well as any internal operating procedures.);
- Be on-site or available remotely during overlapping hours in which the counseling student is working. When the site supervisor is not available, the counselor-in-training should have access to and contact a designated backup supervisor.
- Ensure that counselors-in-training **are never on site alone**. A licensed clinician or designated staff member must be present in the building at all times when a trainee is providing services, meeting with clients, or performing other clinical duties. If a trainee arrives and finds that no other qualified staff are present, they should not begin client sessions and must contact their supervisor immediately for guidance.
- Provide the counseling student with adequate workspace in order to conduct professional activities.
- Provide an average of one hour each week of supervision that will involve consulting on counseling activities, reviewing of audio or video tapes, observing, co-counseling, role playing, and reviewing objectives for the coming week.
- Provide opportunities for the student to obtain two counseling recordings for feedback (*In the event that a student is unable to video a client based on the policies and procedures of the agency, an audio recording may be substituted, or the faculty supervisor may observe the session in person*)
- Provide a written midterm and final evaluation of the counseling student using the form provided by the Faculty Supervisor.
- Communicate with Faculty Supervisor, notifying them immediately if there are concerns with the intern or placement.
- Review and abide by CACREP guidelines for site supervisors.

### **RESPONSIBILITIES OF INTERN**

Counseling interns should seek to bring all their training into focus and demonstrate their competencies as a counselor under the supportive and encouraging eyes of an experienced professional counselor. Interns should review ASCA School Counselor Competencies, ACA Advocacy Competencies, ALGBTIC Competencies, Multicultural Competencies and the like. These competencies outline knowledge, attitudes and skills that ensure counselors are equipped to deliver appropriate services to diverse clients.

Interns are expected to be aware of their responsibilities for internship participation, including learning the policies and procedures of their site agency, school, supporting the goals and programs of site supervisor, and conducting oneself in accordance with ACA Code of Ethics and ASCA's Ethical Standards for School Counselors. In addition to representing Carson-Newman University, interns exhibit professional demeanor and behavior. Their functioning at an internship site should coincide with the expectations of employees at their site. Specifically, intern responsibilities include:

- adhere to C-N Internship Requirements and Expectations;
- ensure that Site Supervisor has a copy of C-N Internship Handbook;
- establish and complete the requirements of the Internship Agreement (Appendix A);
- maintain records of conferences with site supervisor (Appendix B);
- log a minimum of 600 hours of contact with 240 hours of direct service (Appendices C);
- compile total number of hours on Cumulative Record of Internship Hours form (Appendix D);
- attend weekly scheduled Internship Seminar sessions and complete assignments;
- provide counseling recordings for feedback (In the event that a GSC student is unable to video a client based on the policies and procedures of the agency, an audio recording may be substituted, or the faculty supervisor may observe the session in person or behind a two-way mirror).
- complete Evaluation of Site Supervisor form (Appendix H); and,
- complete any other required internship records.

### **CRITICAL INCIDENT REPORTING**

In the event of an emergency or critical incident at your site (e.g., client safety concerns, mandated reporting, ethical or boundary concerns, threats or violence, emergency services involvement, or other significant events), you are required to complete the *Critical Incident Report Form* (Appendix K) and submit it to your Faculty Supervisor within 24 hours of the incident. The form must be completed objectively, avoiding client-identifying information, and should include a clear description of the event, actions taken, and any follow-up measures. Timely reporting is essential for ensuring client safety, ethical compliance, and adequate support for counseling students.

## **TELEHEALTH**

Telehealth sessions must be conducted on-site in an approved office or designated counseling space at the site placement where supervision is accessible. Students may not conduct sessions from home or any personal location under any circumstances. Students must review and follow ACA Code of Ethics (2014) – Section H: Distance Counseling, Technology, and Social Media prior to conducting telehealth sessions. This includes being technologically competent, providing informed consent specific to distance counseling, ensuring client verification, and maintaining security

## **APPENDICES**



**Appendix A**  
**CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM**  
**Internship Agreement for the On-Site Field Experience**

**Student Name:**  
**Mobile Phone Number:**  
**E-Mail:**  
**Placement Semester(s) & Year(s)**

**Site Name:**  
**Site Supervisor Name & Credentials:**  
**Site Supervisor Email:**  
**Site Supervisor Phone:**

**Faculty Supervisor Name:**  
**Faculty Supervisor Email:**  
**Faculty Supervisor Phone:**

**Overview:**

This agreement is to confirm that the student listed above has been approved for progression into the clinical field experience portion of our Graduate Studies in Counseling program for practicum. With your approval, the student will complete their internship experience with you during the \_\_\_\_\_ Semester 20\_\_\_\_\_.

As part of their internship, students must complete supervised counseling experiences that total a minimum of 600 clock hours. At least 240 clock hours must come from direct service with clients that contributes to the development of counseling skills. Please read and sign below to indicate your agreement to this placement.

**Counseling Student Responsibilities:**

1. To be in attendance at my site for the anticipated on-site schedule:
  - a. Days and times: Insert anticipated schedule. If accruing 300 hours over one semester, commit to a minimum of 20 hours/week; however, recognize that you may need to plan for closer to 25 to accommodate breaks, illness, and weather closures. If accruing 600 hours over one semester, commit to 40 hours/week.)
2. Report any absences to my site supervisor at least 24 hours in advance (unless an emergency). Absences of more than two days may result in my removal from the practicum field experience.
3. Abide by the Professional Standards of Ethics as defined by the American Counseling Association (ACA) and/or the American School Counseling Association (ASCA).
4. Dress and act professionally at all times while on-site.
5. To understand that \_\_\_\_\_ is my site supervisor.
6. To understand that \_\_\_\_\_ is my faculty supervisor during the entire practicum.

7. Maintain ongoing liability insurance coverage.
8. Ensure that my site supervisor is provided a copy of the Carson-Newman Graduate Studies in Counseling Internship Handbook.
9. Engage in ongoing individual/triadic supervision with Site Supervisor and group supervision with Faculty Supervisor.
10. Complete all course assignments and clinical requirements as designated in COUN 665/668 syllabus and MS Internship Handbook.
11. Ensure that you are **never to be on site alone**. A licensed clinician or designated staff member must be present in the building at all times when a trainee is providing services, meeting with clients, or performing other clinical duties. If you arrive at your site and find that no other qualified staff are present, you should not begin client sessions and must contact your supervisor immediately for guidance.
12. Review and follow ACA Code of Ethics (2014) – Section H: Distance Counseling, Technology, and Social Media prior to conducting telehealth sessions. This includes being technologically competent, providing informed consent specific to distance counseling, ensuring client verification, and maintaining security
13. Telehealth sessions must be conducted on-site in an approved office or designated counseling space at the site placement where supervision is accessible. Students may not conduct sessions from home or any personal location under any circumstances.

**Site & Site Supervisor Roles/Responsibilities:**

1. Assign a site supervisor who has the appropriate licensure, experience, time, and interest for working with counseling students.
2. Support student in obtaining the minimum of 240 direct service hours and 600 total hours.
3. Orient the student to the facilities and policies of the counseling site. (Discuss with student the mission, goals, and objectives of the site as well as any internal operating procedures including reporting suspected abuse, suicidal and homicidal ideation).
4. Be on-site or available remotely during overlapping hours in which the counseling student is working. When the supervisor is not available, the counselor-in-training should have access to and contact the designated backup supervisor listed below.

**Secondary Supervisor / Backup Supervisor**

Name: \_\_\_\_\_  
 Phone (cell): \_ \_\_\_\_\_  
 Email: \_ \_\_\_\_\_ \_

5. Ensure that counselors-in-training **are never on site alone**. A licensed clinician or designated staff member must be present in the building at all times when a trainee is providing services, meeting with clients, or performing other clinical duties. If a trainee arrives and finds that no other qualified staff are present, they should not begin client sessions and must contact their supervisor immediately for guidance.
6. Provide the counseling student with adequate workspace in order to conduct professional activities.
7. Telehealth sessions must be conducted on-site in an approved office or designated counseling space at the site placement where supervision is accessible. Students may not conduct sessions from home or any personal location under any circumstances.
8. Provide an average of one hour each week of supervision that will involve consulting on counseling activities, reviewing of audio or video tapes, observing, co-counseling, role playing, and reviewing objectives for the coming week.
9. Provide opportunities for the student to obtain two counseling recordings for feedback (*In the event that a student is unable to video a client based on the policies and procedures of the*

*agency, an audio recording may be substituted, or the faculty supervisor may observe the session in person)*

10. Provide a written midterm and final evaluation of the counseling student using the form provided by the Faculty Supervisor.
11. Communicate with Faculty Supervisor, notifying them immediately if there are concerns with the student or placement.
12. Review and abide by CACREP guidelines for site supervisors.

### **Carson-Newman Graduate Studies in Counseling Program Roles & Responsibilities:**

1. Determine the counseling student has completed appropriate graduate level training to qualify for internship placement.
2. Document the counseling student has been appropriately screened and has obtained liability insurance coverage.
3. Ensure the counseling student is aware of ethical standards and code of conduct applicable to professional counseling.
4. Provide a Carson-Newman faculty member to support C-N students and site supervisors during the field experience.
5. Conduct 1.5 hours of weekly group supervision with counseling student facilitated by C-N faculty supervisor for ongoing supervision.
6. Initiate conversations with site supervisor regarding student progress and learning. Contacts will include:
  - a. Email or phone contact at the beginning of each semester
  - b. Email or phone contact to request midterm evaluation and invite dialogue at mid-semester
  - c. Email or phone contact to request final evaluation and invite dialogue at end of semester
  - d. One in-person or virtual visit offered to each field placement to discuss counseling student's progress and performance.
7. Provide site supervisor with a C-N student's formative midterm evaluation and summative final evaluation forms that will be submitted to assess student progress.

### **Emergency Procedures:**

If an emergency occurs while you are at the site, please complete the following emergency procedures:

- If imminent danger exists, call **911**.
- Contact your clinical supervisor or designate backup supervisor immediately.
- Follow mandated reporting and duty-to-warn/protect laws.
- Document the incident fully and accurately using your site's paperwork or documentation requirements.
- Complete a **Critical Incident Form** and submit it to your Practicum/Internship Faculty Supervisor within **24 hours** of the incident.
- Keep a list of important phone numbers with you, including your site supervisor, university supervisor, and local emergency contacts.

### **Possible internship activities for achieving goals (to be co-constructed with Site Supervisor:**

#### **Direct Counseling Activities**

- Carry a caseload of \_\_\_\_\_ to \_\_\_\_\_ clients/students.
- Gain experience in the following direct counseling activities (check all that apply):
  - Individual Counseling
  - Group Counseling
  - Couples/Family Counseling

- Classroom Guidance or Psychoeducation
- Career Counseling
- Consultation with teachers, parents, and outside agencies
- Other

**Indirect Activities**

List any special on-site indirect activities that you might participate in (i.e., treatment team, curriculum development, needs assessment, research, etc.)

Please contact the faculty supervisor, if you have any questions or concerns. Thank you very much for your assistance and willingness to support the training of this counseling student.

Counseling Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix B**

**CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM**

**Weekly Supervision Log**

*(Please note: Students must have weekly interaction with site supervisors that averages one hour per week of individual and/or triadic supervision throughout the placement. Do not wait until you have completed all your supervision hours to fill these in! In the space below, please document the nature of your supervision hours for the time logged and any objectives that you may have each week with your on-site supervisor.)*

**Subject of Supervision Sessions (Please circle):** Theory / Technique / Termination / Diagnosis & Assessment / Self Analysis / Laws & Regulations / Individual Counseling Skills / Group Counseling Skills / Confidentiality / Ethics / Boundaries / Other: \_\_\_\_\_

Individual Supervision  Triadic Supervision

Total Supervision hours this session: \_\_\_\_\_ Week of:

Weekly Objectives:

Student Signature: \_\_\_\_\_ Date:

Supervisor Signature: \_\_\_\_\_ Date:

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**Subject of Supervision Sessions (Please circle):** Theory / Technique / Termination / Diagnosis & Assessment / Self Analysis / Laws & Regulations / Individual Counseling Skills / Group Counseling Skills / Confidentiality / Ethics / Boundaries / Other: \_\_\_\_\_

Individual Supervision  Triadic Supervision

Total Supervision hours this session: \_\_\_\_\_ Week of:

Weekly Objectives:

Student Signature: \_\_\_\_\_ Date:

Supervisor Signature: \_\_\_\_\_ Date:

---

**Subject of Supervision Sessions (Please circle):** Theory / Technique / Termination / Diagnosis & Assessment / Self Analysis / Laws & Regulations / Individual Counseling Skills / Group Counseling Skills / Confidentiality / Ethics / Boundaries / Other:

Individual Supervision  Triadic Supervision

Total Supervision hours this session: \_\_\_\_\_ Week of: \_\_\_\_\_

Weekly Objectives:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Subject of Supervision Sessions (Please circle):** Theory / Technique / Termination / Diagnosis & Assessment / Self Analysis / Laws & Regulations / Individual Counseling Skills / Group Counseling Skills / Confidentiality / Ethics / Boundaries / Other:

Individual Supervision  Triadic Supervision

Total Supervision hours this session: \_\_\_\_\_ Week of: \_\_\_\_\_

Weekly Objectives:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Subject of Supervision Sessions (Please circle):** Theory / Technique / Termination / Diagnosis & Assessment / Self Analysis / Laws & Regulations / Individual Counseling Skills / Group Counseling Skills / Confidentiality / Ethics / Boundaries / Other:

Individual Supervision  Triadic Supervision

Total Supervision hours this session: \_\_\_\_\_ Week of: \_\_\_\_\_

Weekly Objectives:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*\*The form may be duplicated*

**Appendix C**  
**CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM**  
**Weekly Time Log (COMPLETE AT THE END OF EACH WEEK)**

**STUDENT NAME:** \_ \_

**WEEK OF:** \_\_\_\_

Activity	MON Date:	TUES Date:	WED Date:	THURS Date:	FRI Date:	SAT Date:	SUN Date:	TOTAL TIME
<b>DIRECT CONTACT:</b>								
Individual Counseling								
Couples/Family Counseling								
Group Counseling								
Classroom Guidance/ Psychoeducation								
Direct Consultation (family, teachers, outside agencies)								
List Other:								
<b>TOTAL HOURS OF DIRECT CONTACT:</b>								

<b>INDIRECT CONTACT:</b>								
Planning/Clinical Preparation								
Administrative Time								
Observing/Shadowing								
Meetings - (staff, IEP, etc.)								
Evaluation								
Site Supervision								
University Group Supervision								
Site Group Supervision								
List Other:								
<b>TOTAL HOURS OF INDIRECT CONTACT</b>								

**STUDENT SIGNATURE:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**Appendix D**  
**CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM**  
**Cumulative Record of Internship Field Experience Hours\***

*Please use this form to summarize your hours earned toward field experience this semester. This form must be signed by student, site supervisor, and faculty supervisor.*

Student Name: \_\_\_\_\_ Site: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Activity	Hours
<b>DIRECT CONTACT</b>	
Individual Counseling	
Couples/Family Counseling	
Group Counseling	
Classroom Guidance/ Psychoeducation	
Direct Consultation (family, teachers, outside agencies)	
List Other:	
<b>Direct Total:</b>	
<b>INDIRECT CONTACT</b>	
Planning/Clinical Preparation	
Administrative Time	
Observing/Shadowing	
Meetings (staff, IEP, etc.)	
Evaluation	
Site Supervision	
University Group Supervision	
Site Group Supervision	
List Other:	
<b>Indirect Totals:</b>	
<b>Overall Totals:</b>	

**Summary of Internship Hours**

**Semester 1 Hours**

Circle one: Spring, Fall, Summer / Year: \_\_\_\_\_

Direct: \_\_\_\_\_

Indirect: \_\_\_\_\_

Total: \_\_\_\_\_

**Semester 2 Hours:** *(only for students completing their second semester of internship)*

Circle one: Spring, Fall, Summer / Year: \_\_\_\_\_

Direct: \_\_\_\_\_

Indirect: \_\_\_\_\_

Total: \_\_\_\_\_

**Cumulative Direct Total:** \_\_\_\_\_

**Cumulative Indirect Total:** \_\_\_\_\_

**Internship Total:** \_\_\_\_\_

Intern Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix E**

**CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM**

**PARENT/GUARDIAN CONSENT FOR COUNSELING RECORDING**

I give permission for my child \_\_\_\_\_, a client at \_\_\_\_\_  
(school/site), to participate in counseling sessions with  
\_\_\_\_\_, who is a graduate student at Carson-Newman  
in Graduate Studies in Counseling. It is understood that the counseling sessions will be  
electronically recorded, either video or audio, and they may be played for supervisors,  
faculty instructor, and/or class members present.

These recordings will ONLY be used for educational purposes and will be erased at  
the end of the course. It is understood that my child is entitled to confidentiality and  
that information regarding communications made during the counseling sessions will  
be limited only to those directly involved in the educational process. Please  
understand that limitations to confidentiality exist for all clients.

**Parent or Guardian:** \_\_\_\_\_ **Date:**

**Carson Newman Counseling Student:** \_\_\_\_\_ **Date:**

**Carson Newman Faculty Supervisor:** \_\_\_\_\_ **Date:**

**Appendix F**

**CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM**

**CLIENT CONSENT FOR COUNSELING RECORDING**

I, \_\_\_\_\_ give my permission to participate in counseling sessions with \_\_\_\_\_ who is a graduate student at Carson-Newman in Graduate Studies in Counseling. It is understood that the counseling sessions will be electronically recorded, either video or audio, and they may be played for supervisors, instructors, and/or class members present.

These recordings will ONLY be used for educational purposes and will be erased at the end of the course. It is understood that I am entitled to confidentiality and that information regarding communications made during the counseling sessions will be limited only to those directly involved in the educational process. I understand that limitations to confidentiality exist for all clients.

**Client** \_\_\_\_\_ **Date:**

**Carson Newman Counseling Student** \_\_\_\_\_ **Date:**

**Carson Newman Faculty Supervisor** \_\_\_\_\_ **Date:**

## **Appendix G**

### **CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM**

#### **Self-Reflection of Counseling Session**

Counseling Student Name: \_\_\_\_\_

Session Number: \_\_\_\_\_ Date: \_\_\_\_\_

Must be completed for each taping experience and submitted to your Carson-Newman University supervisor.

Write a brief session/counseling summary:

In collaboration with the student or client, list the counseling goals:

Describe how the progress toward these goals will be monitored:

Describe your use of theory and specific techniques associated with theory in this session:

Describe further counseling/interventions with this student:

Describe your counseling strengths during this session:

Identify specific skills/strategies/techniques you wish to strengthen or implement during the next session:

## Appendix H

### CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM Site Supervisor Midterm and Final Evaluation Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor & Placement Site: \_\_\_\_\_

Please respond to each question regarding your clinical field experience with your site supervisor. This evaluation is to be completed at midterm and again at the end of your Practicum experience and turned into your faculty supervisor along with all required paperwork. Please read the questions and make a thoughtful response regarding your experience.

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. Provides useful feedback pertaining to counseling.	1	2	3	4
2. Helps me feel at ease in counseling situations.	1	2	3	4
3. Teaches me new counseling strategies.	1	2	3	4
4. Weekly supervision sessions are helpful to me.	1	2	3	4
5. Adequately emphasizes my strengths and needs.	1	2	3	4
6. Motivates me to learn more.	1	2	3	4
7. Allows me to be active in the counseling process.	1	2	3	4
8. Listens to my counseling ideas.	1	2	3	4
9. Is open to feedback from me.	1	2	3	4
10. Reduces defensiveness in counseling process.	1	2	3	4
11. Lets me express my concerns openly.	1	2	3	4
12. Helps me to appreciate diversity in my students.	1	2	3	4
13. Listens to social justice concerns I have.	1	2	3	4
14. Helps me develop multicultural competencies.	1	2	3	4
15. Challenges me in counseling ideas.	1	2	3	4
16. Keeps the supervision process on track.	1	2	3	4
17. Treats me like a colleague.	1	2	3	4
18. Encourages me to talk freely and honestly.	1	2	3	4
19. Treats me with respect	1	2	3	4
20. Encourages me to evaluate myself	1	2	3	4

How would you rate your overall experience? Please include any remarks you may have about the site, the supervisor, or the experience: (Write more on back.)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix I**

**CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM**

**Midterm Evaluation of Counseling Student by Site Supervisor**

Student Name \_\_\_\_\_

Placement Site \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Please evaluate the following skills of the student on a scale of 1-5 based on the following scale.

1	2	3	4	5	NA
Unsatisfactory	Poor	Satisfactory	Good	Excellent	Not Applicable

**Counseling and Reflective Listening Skills**

- \_\_\_ 1. Has counseling knowledge and skills, uses theories appropriately
- \_\_\_ 2. Applies empathy, openness, respect, warmth, genuineness, unconditional positive regard, confrontation, and appropriate self disclosure
- \_\_\_ 3. Is able to work through critical incidents with clients and/or students
- \_\_\_ 4. Develops and maintains professional relationships with clients and/or students
- \_\_\_ 5. Is aware of his/her own personal issues that affects counseling
- \_\_\_ 6. Is willing to work on own weaknesses
- \_\_\_ 7. Accepts and responds well to feedback from supervisor
- \_\_\_ 8. Counsels effectively with individuals
- \_\_\_ 9. Counsels effectively with groups
- \_\_\_ 10. Consults well with parents, teachers, and colleagues
- \_\_\_ 11. Demonstrates multicultural awareness of cultural differences
- \_\_\_ 12. Demonstrates multicultural competency in delivering services

- \_\_\_13. Allows developmental awareness to guide counseling interventions
- \_\_\_14. Assesses appropriately and provides vocational support and referrals
- \_\_\_15. Integrates appropriate assessments to inform intervention with clients/students
- \_\_\_16. Uses evidenced-based approaches in interventions

**General Work Skills of Interns**

- \_\_\_ 1. Dependable, personally responsibility (on time, completes assignments)
- \_\_\_ 2. Shows initiative
- \_\_\_ 3. Appearance is appropriate for work setting and students
- \_\_\_ 4. Understands and follows policies and procedures
- \_\_\_ 5. Follows directions and plans effectively
- \_\_\_ 6. Makes effective use of time
- \_\_\_ 7. Demonstrates high quality in work
- \_\_\_ 8. Considers priorities appropriately and responds
- \_\_\_ 9. Attends staff meetings/ training
- \_\_\_10. Teaches guidance classes as appropriate
- \_\_\_11. Completes lesson plans for classes
- \_\_\_12. Uses technology effectively and appropriately

**Personal Characteristics and Emotional Stability of Interns**

- \_\_\_ 1. Promotes teamwork, is cooperative, handles delicate situations
- \_\_\_ 2. Tactfully, relates to students and colleagues
- \_\_\_ 3. Consistently maintains control under stress and crisis
- \_\_\_ 4. Interested in personal development and is eager to learn

\_\_\_ 5. Takes initiative

\_\_\_ 6. Displays self-confidence

\_\_\_ 7. Follows appropriate ethical standards of ASCA and ACA

**Additional Information**

Please record a brief narrative about the student which includes any further remarks that you view appropriate for the internship supervisor evaluation on the following page. Please feel free to discuss any strengths and weaknesses. If you feel you need to elaborate on any of the above scores, please do so here.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

( ) Please indicate if you request a conference with C-N Clinical Field Experience supervisor.

Please return to appropriate supervisor:

Dr. Anna Lora Taylor  
Counseling Practicum Supervisor  
Carson-Newman University  
C-N Box 71900  
Jefferson City, TN 37760

Dr. James Cole  
School Counseling Internship  
Carson-Newman University  
C-N Box 71900  
Jefferson City, TN 37760

Dr. Lisa Matthews  
Mental Health Internship  
Carson-Newman University  
C-N Box 71900  
Jefferson City, TN 37760

**Appendix J**

**CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM**

**Final Evaluation of Counseling Student by Site Supervisor**

Student Name \_\_\_\_\_

Placement Site \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Please evaluate the following skills of the student on a scale of 1-5 based on the following scale.

1	2	3	4	5	NA
Unsatisfactory	Poor	Satisfactory	Good	Excellent	Not Applicable

**Counseling and Reflective Listening Skills**

- \_\_\_ 1. Has counseling knowledge and skills, uses theories appropriately
- \_\_\_ 2. Applies empathy, openness, respect, warmth, genuineness, unconditional positive regard, confrontation, and appropriate self disclosure
- \_\_\_ 3. Is able to work through critical incidents with clients and/or students
- \_\_\_ 4. Develops and maintains professional relationships with cstudents
- \_\_\_ 5. Is aware of his/her own personal issues that affects counseling
- \_\_\_ 6. Is willing to work on own weaknesses
- \_\_\_ 7. Accepts and responds well to feedback from supervisor
- \_\_\_ 8. Counsels effectively with individuals
- \_\_\_ 9. Counsels effectively with groups
- \_\_\_ 10. Consults well with parents, teachers, and colleagues
- \_\_\_ 11. Demonstrates multicultural awareness of cultural differences

- \_\_\_12. Demonstrates multicultural competency in delivering services
- \_\_\_13. Allows developmental awareness to guide counseling interventions
- \_\_\_14. Assesses appropriately and provides vocational support and referrals
- \_\_\_15. Integrates appropriate assessments to inform intervention with clients/students
- \_\_\_16. Uses evidenced-based approaches in interventions

### **General Work Skills of Interns**

- \_\_\_ 1. Dependable, personally responsibility (on time, completes assignments)
- \_\_\_ 2. Shows initiative
- \_\_\_ 3. Appearance is appropriate for work setting and students
- \_\_\_ 4. Understands and follows policies and procedures
- \_\_\_ 5. Follows directions and plans effectively
- \_\_\_ 6. Makes effective use of time
- \_\_\_ 7. Demonstrates high quality in work
- \_\_\_ 8. Considers priorities appropriately and responds
- \_\_\_ 9. Attends staff meetings/ training
- \_\_\_10. Teaches guidance classes as appropriate
- \_\_\_11. Completes lesson plans for classes
- \_\_\_12. Uses technology effectively and appropriately

### **Personal Characteristics and Emotional Stability of Interns**

- \_\_\_ 1. Promotes teamwork, is cooperative, handles delicate situations
- \_\_\_ 2. Tactfully, relates to students and colleagues
- \_\_\_ 3. Consistently maintains control under stress and crisis

\_\_\_ 4. Interested in personal development and is eager to learn

\_\_\_ 5. Takes initiative

\_\_\_ 6. Displays self-confidence

\_\_\_ 7. Follows appropriate ethical standards of ASCA and ACA

**Additional Information**

Please record a brief narrative about the student which includes any further remarks that you view appropriate for the internship supervisor evaluation on the following page. Please feel free to discuss any strengths and weaknesses. If you feel you need to elaborate on any of the above scores, please do so here.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

( ) Please indicate if you request a conference with C-N Clinical Field Experience supervisor.

Please return to appropriate supervisor:

Dr. Anna Lora Taylor  
Counseling Practicum Supervisor  
Carson-Newman University  
C-N Box 71900  
Jefferson City, TN 37760

Dr. James Cole  
School Counseling Intern  
Carson-Newman U  
C-N Box 71900  
Jefferson City, TN 37760

Dr. Lisa Matthews  
Mental Health Internship  
Carson-Newman U  
C-N Box 71900  
Jefferson City, TN 37760

## Appendix K

### CARSON-NEWMAN GRADUATE STUDIES IN COUNSELING PROGRAM

#### Critical Incident Report Form

*To be completed and submitted to the Practicum/Internship Faculty Supervisor within 24 hours of the incident.*

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#### Student Intern Information

- Name: \_\_\_\_\_
  - Internship Site: \_\_\_\_\_
  - Site Supervisor & Contact: \_\_\_\_\_
  - Date of Report Submission: \_\_\_\_\_
  - Date and Time of Incident: \_\_\_\_\_
- 

#### Type of Incident (check all that apply):

- CPS report filed
  - APS report filed
  - Contacted Mobile Crisis
  - Client safety concern (e.g., suicidal or homicidal ideation)
  - Emergency services called (911, EMS, etc.)
  - Threats or violence at site
  - Ethical concern or boundary issue
  - Concerning workplace dynamics (e.g., harassment, discrimination)
  - Other (please specify): \_\_\_\_\_
- 

#### Description of Incident:

(Provide a factual and objective account of what occurred. Avoid client-identifying information.)

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**Actions Taken:**

(Include any steps you took, who was contacted, and any follow-up measures.)

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**Were others informed? (check all that apply):**

- Site Supervisor
- Faculty Supervisor
- CPS/APS
- Emergency services
- Other: \_\_\_\_\_

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**Reflection or Concerns:**

(Briefly reflect on your response to the incident. What support do you need moving forward?)

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**Signature of CNU Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Supervisor Use Only**

- Date Received: \_\_\_\_\_
- Follow-up Actions Taken: \_\_\_\_\_
- Notes: \_\_\_\_\_

