



COLORADO STATE UNIVERSITY
Counseling and Career Development

Internship Manual

Introduction

Welcome to the Internship Experience! This booklet is provided as a guide to help you identify and secure an internship that meets your needs and the program's requirements.

The Internship experience is a capstone opportunity in your graduate program. Truly, it is one of the graduate experiences where you can put into practice all your graduate training and development. As a faculty, we encourage you to do just that. In addition, the internship site should be a place where you are afforded the opportunity to continue to develop your professional identity and skills. In light of this ultimate goal for internship, it would be helpful to keep the following suggestions in mind as you seek out and decide on the internship site that best meets your professional goals.

First, the internship site should represent the type of work site you wish to work in after graduation. Obviously this strategy will provide you with more appropriate experiences in light of your career objectives and possibly make you more marketable when you seek employment. The best possible scenario is to obtain an internship at the place or site at which you wish to be employed after graduation (if in fact a permanent position is available). In this case the personnel at the site will be familiar with your work and your fit with their organization.

Second, as previously stated the internship experience needs to provide opportunities for you to continue to develop your professional skills and identity as a counselor. Therefore, during the internship site interview it will be important for you to identify the specific experiences in which you wish to participate. The more specific you can be the better you and the site personnel can determine whether the site offers a good match.

Third, it is important to think about the type of supervision you wish to receive. Some supervisors will be willing to listen to tapes, co-lead a group, provide live

supervision, provide additional training, etc. The type of supervision the site supervisor is willing to provide is also an important issue to discuss during the internship interview.

- ◆ **Please complete/turn in all the necessary paperwork for the internship.**
 - ◆ **Application for Internship**
 - ◆ **Site Supervisor Brief Resume Form or Supervisor Resume**
 - ◆ **Site Agreement Form**
- ◆ **All these forms are included in this manual.**

COUNSELING AND CAREER DEVELOPMENT

Site Supervisor Resume Brief

Dear Colleague:

The following information is requested from CSU Faculty who provide clinical supervision of practicum students or interns. Thank you for completing this brief qualifications profile to be submitted with the Intern's Application for Internship.

Name : _____
 Address : _____
 City : _____ State: ____ Zip: _____
 Phone (W) : (____) _____

GRADUATE DEGREE STATUS

Graduate Institution: _____

Degree: _____ Major: _____ Year Graduated: _____

LICENSURE & CERTIFICATION STAUS

Professional Licensure: _____ State: _____

Professional Licensure: _____ State: _____

Certification: _____ Organization: _____

Certification: _____ Organization: _____

PROFESSIONAL EXPERIENCE

Current Position Title: _____ Years: _____

Previous Position Title: _____ Years: _____

PROFESSIONAL AFFILIATION & MEMBERSHIP *(Please list your professional memberships and affiliations).*

INTERNSHIP AGREEMENT

School of Education
Colorado State UniversityCRN # _____
Override Provided _____

(Please type or print)

I. INTERN'S NAME _____ HOME PHONE _____
 E-MAIL ADDRESS _____ BUSINESS PHONE _____
 CSU ID # _____ MAJOR _____

II. INTERNSHIP SITE _____
 ADDRESS _____
 ON-SITE SUPERVISOR _____

NAME	TITLE	WORK PHONE
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III. INTERNSHIP POSITION (Job Title) _____

ENROLLING IN: (Check One)	Section	Section	Section
<input type="checkbox"/> EDAE 687	_____	<input type="checkbox"/> EDCL 687	_____
<input type="checkbox"/> EDUC 687A	_____	<input type="checkbox"/> EDUC 687B	_____
<input type="checkbox"/> EDUC 687E	_____	<input type="checkbox"/> EDUC 687D	_____
		<input type="checkbox"/> EDCO 687	_____
		<input type="checkbox"/> EDUC 787	_____
		<input type="checkbox"/> EDCT 387	_____
		Term _____	Year _____

Credits:

Please Check one:

Paid Experience _____

Unpaid Experience _____

Worker's compensation for student interns – Effective January 21, 1997 there will be no workers' compensation coverage for on-campus students involved in non-remunerated internship, cooperative education and practicum programs. Coverage will continue for students assigned to non CSU agencies.
I _____ have read and understand this policy.

V. AGREEMENT

Internship Site:

The industry, agency, institution, or district shall provide opportunity for learning under supervision in accordance with the anticipated internship activities described in this agreement and which is developed and agreed to by all parties. The on-site supervisor assures that interns will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex, or disability.

Intern:

The intern shall perform the work assignment on the job as a professional, devoting time to the duties, according to the policies and regulations of the internship site. The intern will assume the duties assigned as detailed in the job description which is part of this agreement. The intern shall help develop the job description.

CSU Coordinator:

The CSU supervisor shall coordinate the learning experience of the intern with the opportunities provided by the internship site. The CSU supervisor, in cooperation with the intern and the internship site, will develop the final report assignment. It shall also maintain on-going evaluation through observation, reports, and consultation with the intern and supervisor(s) to continually be alert to changes or needs that will make the internship program and learning process as effective as possible. The University will also award credit to the intern who registers for and successfully completes the requirements of the internship.

Payments:

Any compensation constitutes a separate agreement between the intern and the sponsor.

It is further understood and agreed that many details which are inherent to a program of internship cannot be entirely foreseen. Each part, in cooperation with the other parties, will thus devote their best efforts to the program, providing time for a successful internship.

VI. SIGNATURES

For the Intern

NAME (Signature) _____ DATE _____

NAME (Type or Print) _____

For On-Site Supervisor:

NAME (Signature) _____ DATE _____

NAME (Type or Print) _____

For CSU Coordinator:

NAME (Signature) _____ DATE _____

NAME (Type or Print) _____

For the Adviser:

NAME (Signature) _____ DATE _____

(If applicable)

NAME (Type or Print) _____

Complete this section only if internship is being used for 2 for 1 Occupational Experience credit for vocational credentialing.

University Coordinator: NAME (Signature) _____ DATE _____

NAME (Type or Print) _____

OUTLINE OF EXPECTED INTERNSHIP OUTCOMES

COUNSELING AND CAREER DEVELOPMENT
School of Education - Colorado State University

(Please print or type. Attach additional sheet(s) if necessary)

I. OBJECTIVES: What are the goals/objectives of your internship experience?

II. JOB DESCRIPTION: A brief description of the duties and responsibilities you expect the internship to entail.

III. PROFESSIONAL DEVELOPMENT: How will the internship experience help you in your professional development?

Distribution: Four signed copies of this form will be distributed by the internship coordinator as follows: (1) to the site supervisor, (2) to the intern, (3) to be retained by the faculty coordinator, and (4) Graduate Office - School of Education.

Colorado State University is an equal opportunity/affirmative action institution and complies with all Federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements. The Office of Equal Opportunity is located in 101 Student Services. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women and other protected class members are encouraged to apply and to so identify themselves.

Internship Site Interview Questions

1. What is the philosophy of the current counselors?
2. How are clients provided? (referrals, walk-ins, etc.)
3. What would my responsibilities be?
4. Will I be facilitating or co-facilitating groups?
5. How involved is the school in school-to-work, school-to-careers?
6. What are the possibilities of this turning into a paid position?
7. Is there any possibility of getting a stipend?
8. How flexible are you to new ideas?
9. What types of meetings will I be attending? Any staff meetings?
10. How much evening commitments are required outside of the school day? (meetings, parent-teacher conferences, etc.)
11. Can you explain your policy on confidentiality?
12. Will I have more than one supervisor?
13. Previous interns? Yes-No-guinea pig?
14. Appropriate attire?
15. How much supervision will be available?
16. Type of supervision? What will feedback look like?
17. Where is my working space?
18. Where will I see clients?
19. How structured is the internship, is there a formal place book?
20. How much client contact will I get?
21. Will I be accepted as a member of the staff, will I be able to get administrative support?
22. Is there any professional development or training? Will conferences be available?
23. Will I be able to shadow supervisor in the beginning? When will it be appropriate?
24. Tell me about your last intern, how did it go? Can I give them a call?
25. Is there any record keeping? (policy/time)
26. Any interactions with special education students?

Disclosure Statement

You are entitled to receive information about methods of counseling, the techniques used, and if known, the duration of counseling.

Counseling is an active and cooperative effort involving both client and counselor. Your counselor, as an intern, is committed to providing services consistent with training and standards of the Counseling and Career Development Program. The intern counselor is also committed to adherence to applicable state laws and professional ethics. However, neither the counselor nor the Counseling and Career Development Program can guarantee particular benefits or outcomes for your voluntary counseling experience. If you should have any concerns about your progress or the experience of your counseling, we encourage you to discuss them with your intern counselor and his/her supervisor at any time. Your intern counselor's supervisor is _____ and she can be reached at _____.

All counseling students are either masters or Ph.D. students in the Counseling and Career Development Program and are being supervised by a faculty member or Ph.D. students in the Counseling and Career Development Program.

Sexual intimacy between a client and counselor is not a part of any recognized counseling and is illegal in Colorado. If it occurs it should be reported to Dr. Laurie Carlson of the Counseling and Career Development Program. Her phone number is 970-491-6826.

Information that you provide during counseling is confidential except for such issues that are mandated by law such as harm to self and others and child abuse and neglect. Sessions may be video and/or audio taped and viewed for supervisory purposes. The tapes will be kept in a confidential place and will be erased at the end of the semester.

Client signature

Date

Parental signature
(if appropriate)

Date

COLORADO STATE UNIVERSITY
Counseling and Career Development

Consent Form for Taping of Sessions

Date _____

I, _____, freely agree to participate as a client for _____.
The purposes and procedures for taping the counseling sessions have been explained to me. I understand that the taping of the counseling session partially fulfills the requirements of the course, Counseling Internship, EDCO 687, taught by Dr. Carlson of the Counseling and Career Development Program at Colorado State University.

I understand that Dr. Carlson will hear the tapes. Finally, I understand that I am free to ask further questions about the counseling tapes.

If you have any questions or concerns, feel free to contact Dr. Carlson at (970)491-6826.

(client)

Required Signatures:

(intern)

(witness)

Socratic Dialogue

Guidelines to remember

The authority of the socratic seminar lies in the circle—within the group.

A socratic seminar always begins with a question.

Socratic seminar participants need to stick with the text.

Respect to others is always a necessity.

Interrupting demonstrates a lack of respect.

Raising hands disrupts the process—the flow. Share as you have a perspective.

At the end of every seminar is a time to debrief about the process.

Our goal with the socratic seminar in this class is two fold:

- A deeper understanding of the learning experience.

- A deeper understanding of yourself as a growing professional in the field of counseling and career development as it relates to the learning experience.

POLICIES AND PROCEDURES
FOR COUNSELING AND CAREER DEVELOPMENT - EDCO 687

1. Student qualifications for internship
 - a. Student enrolled in the Counseling and Career Development program and who have completed the core prerequisites, including practica, may register for internship.
 - b. Students who have completed an initial internship in the program and wish to seek an additional internship.
 - c. Individuals with a Master's Degree in Counseling from another university who have completed a core program approved by the program, student's adviser, and the internship supervisor.
 - d. Individuals with a master's degree who will have completed core prerequisite courses for Colorado counselor endorsement by the completion of the internship.

2. Registration for internship
 - a. Students need to make an appointment with the counseling internship coordinator (Dr. Carlson) or attend the internship fair prior to registration to complete an "Application for Internship" form.
 - b. Upon completion of the form, the student must secure signatures from their academic advisor and the CSU internship coordinator (Dr. Laurie Carlson).
 - c. A copy of the "Application for Internship" along with the "Supervisor Brief Resume" must be returned to the internship faculty coordinator. When these forms are returned and approved, Dr. Carlson will grant the student permission (provide overrides) to register for internship through RamWeb.
 - d. You must be concurrently registered for the internship class while doing your internship in order to be covered by Colorado State University's accident liability insurance.

3. Duration of the internship
 - a. Students in each of the areas of emphasis must complete six credit hours to complete the Master's program in Counseling and Career Development and/or the School Counselor Endorsement. This translates into 600 clock hours of internship experience. Approximately 30 of these clock hours are accounted for by the internship class.
 - b. Students are required to sign up for a minimum of 3 credit hours of internship for each semester they are enrolled in internship.

4. Internship Site Requirements

- a. Internship experiences need to be completed in a building other than the one within which you are employed and work under the supervision of someone other than your present supervisor.
- b. Students completing the community/agency counseling track need to seek supervision by a licensed mental health professional (i.e., licensed counselor, licensed social worker, psychologist, educational psychologist).
- c. Those completing a school counseling internship must be supervised by a counselor holding a Colorado Department of Education Counseling Endorsement.
- d. Students completing the career counseling track need to seek supervision from a professional counselor who has an expertise in career counseling and assessment.
- e. The site supervisor must have two years of pertinent professional experience and a minimum of a master's degree in counseling or related field.
- f. The site will provide opportunities for the intern to develop audio/video tapes for supervision.
- g. Internships provide the opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media, professional literature, research, and information and referral to appropriate providers.

5. Locating an Internship

- a. The first step in locating an internship site is to determine what population you wish to work with and the type of work setting you wish to work in after graduation. Your internship experience should reflect your career goal.
- b. The faculty internship coordinator will be available to discuss this with you and help you identify appropriate potential sites. It is then your responsibility to contact the site, schedule an appointment to interview, and be interviewed by the potential site supervisor.

6. Supervision - On-site and On-campus

- a. The site supervisor is responsible for completing the written evaluations and communicating with the internship faculty coordinator. The site supervisor will provide frequent oral feedback and written feedback on dates indicated on the "Deadline List."

- b. The site supervisor is responsible for providing one hour of supervision per week.
- c. Students are required to meet with the faculty internship coordinator and other interns during seminars in the internship class. Absences in excess of three class sessions will necessitate remediation.
- d. Students will receive either a pass or fail grade for the supervision experience.

7. Internship Contract

During the first and second week of your internship experience, you need to complete and submit a contract which consists of the "Internship Site Agreement." This needs to be signed by both on-site supervisor and yourself. The agreement form must be accompanied by a list of objectives around the professional experiences in which you wish to participate. The program also has its own requirements related to these contract objectives. Please note the program requirements following.

- a. Direct Service: A minimum of 40% (240 hours) of your internship experience needs to be in direct service to clients. Direct Service to clients includes such activities as individual, group, and family counseling; consultation; workshop presentations; assessment; and referrals.
- b. Individual Supervision with On-site Supervisor: One hour per week of supervision minimum.
- c. Group Supervision with Faculty Coordinator: One and one half hours per week minimum.
- d. Professional Activities: The balance of your hours can be accumulated through the other types of experiences. For example, you may want to participate in staff meetings, in-service trainings, and case presentations of clients. In addition, there may be books and/or articles pertaining to the field of counseling that you wish to read. To assist you in getting the most out of your internship experience, your objectives in the contract should be as specific as possible. The following objectives are provided as examples.
 - e. Direct Services: To continue to enhance my skills in direct service I will do the following:
 - Provide counseling to as many as ten clients during the week.
 - Help organize and co-facilitate a parents' support group for eight weeks.
 - Administer and interpret ten interest inventories to clients.
 - Consult with on-site personnel (i.e., teachers, administrators, other counselors) and others (i.e., parents) on an as needed basis.
 - f. Supervision: To obtain the most from supervision I will do the following:
 - Audio tape my counseling sessions for review by my supervisor.

Develop a list of issues or questions I need addressed for each supervision session.

- g. Other responsibilities: To better understand the organization's purpose and function I will do the following:
Attend weekly staff meetings and read the procedures and policies manual.
To develop professional skills in counseling related issues I will attend three inservice training sessions.

8. Insurance

You are required to have some form of counseling liability insurance. Students who are members of the American Counseling Association or the American School Counseling Association have minimal liability insurance as part of their membership. For membership applications, see the bulletin board across from faculty offices or preferably visit the association website: ACA = www.counseling.org or ASCA = www.schoolcounselor.org. You are required to provide proof of active membership (ie. Membership card, copy of mailing address label from association) EVERY semester that you are enrolled in internship.

9. Evaluation

You will be evaluated at mid-term and at the end of the internship by the on-site supervisor and faculty coordinator. The grade is either a pass or a fail. The evaluation will include attendance to class and/or frequent contact with the faculty coordinator, formal evaluation by the on-site supervisor, maintenance of internship log of activities, and completion of required clock hours. Copies of evaluations will be given to the student and site supervisor. Students will be asked to complete evaluations of their supervisor and site.

10. Deadlines for Internship

Contract completed and signed	First & second week of internship
First on-site visit Initial evaluation and contract reviewed	Second & third week of internship
Mid-term evaluation by on-site supervisor Mid-term work sample to faculty supervisor	Mid-semester
Mid-term contact to site supervisor by faculty supervisor (phone)	Mid-semester
Final evaluation by on-site supervisor	Two weeks before end of semester
Final on-site visit Final evaluation reviewed	Final two weeks of semester
Weekly logs of internship hours	Last week of classes

11. The Counseling and Career Development program will provide professional development opportunities for supervisors. Site supervisors may choose to purchase CSU credit for their service.

COLORADO STATE UNIVERSITY
COUNSELING AND CAREER DEVELOPMENT
MIDTERM EVALUATION OF INTERNSHIP STUDENT
by SITE SUPERVISOR

Student Name: _____ Date: _____

Internship Host Site: _____

Internship Host Supervisor: _____

Please indicate student's skill/performance in the following areas by checking the appropriate boxes, with (1) being low and (5) being high. Open-ended comments are requested on the last page of the evaluation.

A. PROCESS AND SKILLS

- | | |
|--|---------------|
| 1. Maintains a helpful counseling relationship. | 1 2 3 4 5 N/A |
| 2. Refrains from being judgmental. | 1 2 3 4 5 N/A |
| 3. Individual counseling skills. | 1 2 3 4 5 N/A |
| 4. Group facilitation skills. | 1 2 3 4 5 N/A |
| 5. Exhibits listening skills. | 1 2 3 4 5 N/A |
| 6. Use of open-ended questions/responses. | 1 2 3 4 5 N/A |
| 7. Appropriate use of confrontation, questions, clarification. | 1 2 3 4 5 N/A |
| 8. Ability to identify and explore problems. | 1 2 3 4 5 N/A |
| 9. Assists clients through stages of problem-solving. | 1 2 3 4 5 N/A |
| 10. Maintains client focus on topic. | 1 2 3 4 5 N/A |
| 11. Ends counseling session effectively. | 1 2 3 4 5 N/A |
| 12. Refers clients to appropriate sources if necessary. | 1 2 3 4 5 N/A |

(Continues)

B. PERSONAL AND PROFESSIONAL BEHAVIOR

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Commitment to the profession. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Practices ethical behavior. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Maintains client confidentiality. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Working relationship with staff. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Consults with administrator regarding concerns. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Acceptance of supervision. | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Initiative in learning new skills. | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. Practical judgment. | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. Punctuality. | 1 | 2 | 3 | 4 | 5 | N/A |
| 10. Self-confidence. | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. Communication skills. | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. Conscientious. | 1 | 2 | 3 | 4 | 5 | N/A |
| 13. Responsible. | 1 | 2 | 3 | 4 | 5 | N/A |

C. COMMENTS

COLORADO STATE UNIVERSITY
Counseling and Career Development
FINAL EVALUATION OF INTERNSHIP STUDENT
by SITE SUPERVISOR

Student Name: _____ Date: _____

Practicum Supervisor: _____

Please indicate student's skill/performance levels in the following areas by checking the appropriate boxes, with (1) being poor, (2) being fair, (3) being good, (4) being very good, (5) being excellent, and (N/A) meaning not applicable.

A. PROCESS SKILLS

- | | |
|---|---------------|
| 1. Ability to establish and maintain a productive counseling/consulting relationship. | 1 2 3 4 5 N/A |
| 2. Demonstrated appropriate skills, techniques and interventions. | 1 2 3 4 5 N/A |
| 3. Demonstrated the ability to identify and explore clients' concerns. | 1 2 3 4 5 N/A |
| 4. Assisted clients in setting goals. | 1 2 3 4 5 N/A |
| 5. Demonstrated the skill of assisting client problem-solving and decision making. | 1 2 3 4 5 N/A |
| 6. Demonstrated flexibility in meeting individual client needs. | 1 2 3 4 5 N/A |
| 7. Showed a willingness to take on challenges with new client issues. | 1 2 3 4 5 N/A |
| 8. Demonstrated the ability to lead or co-lead a group. | 1 2 3 4 5 N/A |
| 9. Demonstrated the ability to develop and present workshops. | 1 2 3 4 5 N/A |

B. PERSONAL SKILLS

- | | |
|----------------------------------|---------------|
| 1. Commitment to the profession. | 1 2 3 4 5 N/A |
| 2. Responsible. | 1 2 3 4 5 N/A |
| 3. Self-confident. | 1 2 3 4 5 N/A |

-
- | | |
|---|---------------|
| 4. Cooperative. | 1 2 3 4 5 N/A |
| 5. Attendance/punctuality. | 1 2 3 4 5 N/A |
| 6. Communication skills. | 1 2 3 4 5 N/A |
| 7. Took initiative and worked independently. | 1 2 3 4 5 N/A |
| 8. Responded effectively to feedback, critique and suggestions. | 1 2 3 4 5 N/A |

C. PROFESSIONAL BEHAVIOR

- | | |
|--|---------------|
| 1. Practiced ethical behavior. | 1 2 3 4 5 N/A |
| 2. Developed a working relationship with staff. | 1 2 3 4 5 N/A |
| 3. Maintained client confidentiality. | 1 2 3 4 5 N/A |
| 4. Used appropriate referral sources. | 1 2 3 4 5 N/A |
| 5. Consulted with other professional staff regarding concerns. | 1 2 3 4 5 N/A |
| 6. Abided by institution/agency policies. | 1 2 3 4 5 N/A |

D. OVERALL PERFORMANCE 1 2 3 4 5 N/A

E. MAJOR STRENGTHS

F. AREAS IN NEED OF IMPROVEMENT

G. OTHER COMMENTS

Student signature _____ Date _____

Supervisor signature _____ Date _____ Grade S/U

COLORADO STATE UNIVERSITY
Counseling and Career Development

EVALUATION OF ON-SITE SUPERVISOR AND INTERNSHIP SITE
BY INTERNSHIP STUDENT

Student Name: _____ Date: _____

Host Organization: _____

Address of Host Organization: _____

Phone No.: _____

On-Site Supervisor: _____

This form should be filled out by each internship student and RETURNED TO HIS/HER ON-SITE SUPERVISOR. Please indicate supervisor's and internship site's levels in the following areas by circling the appropriate number - with 1) being poor, 2) being fair, 3) being good, 4) being very good, 5) being excellent, and N/A) meaning not applicable.

A. SUPERVISION SKILLS

1. Raises questions that encourage supervisee to explore alternatives of problem solving, seeking solutions, and responding to clients. 1 2 3 4 5 N/A
2. Establishes good rapport with supervisee. 1 2 3 4 5 N/A
3. Appropriately challenges and supports supervisee's professional development. 1 2 3 4 5 N/A
4. Provides clear and useful suggestions. 1 2 3 4 5 N/A
5. Assists supervisee in conceptualizing cases. 1 2 3 4 5 N/A
6. Gives appropriate feedback to supervisee about facilitative and non-facilitative counseling behavior. 1 2 3 4 5 N/A
7. Assists supervisee in planning effective client goals and objectives. 1 2 3 4 5 N/A
8. Can identify supervisee's professional and personal strengths and weaknesses. 1 2 3 4 5 N/A

B. SUPERVISOR EFFECTIVENESS

- | | |
|--|---------------|
| 1. Your overall satisfaction with supervisor. | 1 2 3 4 5 N/A |
| 2. Interactions with supervisor contributed to improving your counseling ability. | 1 2 3 4 5 N/A |
| 3. Interactions with supervisor contributed to increasing your self-confidence as a counselor. | 1 2 3 4 5 N/A |

C. SITE EVALUATION

- | | |
|--|---------------|
| 1. Appropriateness of the site to your focus within the counseling program. | 1 2 3 4 5 N/A |
| 2. Adequacy of the physical facilities to provide counseling and consultation. | 1 2 3 4 5 N/A |
| 3. Receptivity of staff toward you as an internship student. | 1 2 3 4 5 N/A |
| 4. Availability of clients for counseling sessions. | 1 2 3 4 5 N/A |
| 5. Receptivity of clients to you as an internship student. | 1 2 3 4 5 N/A |
| 6. Provided a variety of professional tasks and activities. | 1 2 3 4 5 N/A |
| 7. Availability of needed resources. | 1 2 3 4 5 N/A |
| 8. Staff support for consultation. | 1 2 3 4 5 N/A |
| 9. Provided with appropriate orientation to site & training. | 1 2 3 4 5 N/A |
| 10. Overall rating of this site for future internship students. | 1 2 3 4 5 N/A |

COMMENTS:

COLORADO STATE UNIVERSITY
COUNSELING AND CAREER DEVELOPMENT
Weekly Internship Log

Student Name: _____ Date: _____ Week of Semester: _____

For each activity list the total number of hours engaged in that activity for each day. For special activities (seminars, workshops, etc.), list the title as well as the hours spent. Your internship supervisor must sign each weekly log.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday	Weekly Totals	Previous Totals	Cumulative Totals
Date									
Individual Counseling Sessions									
Group Counseling Sessions- practicum requirement (10 hrs)									
Group Presentations/Classroom Guidance									
Consultation with Clientele/ Assessment Processes									
Individual Supervision on site									
Staff Meetings on site									
Individual Supervision (CSU faculty)									
Internship Class									
Seminars/Workshops/Readings									
Record Keeping									
Other									
Daily Totals									

Student Signature: _____ Date: _____ Supervisor's Signature: _____ Date: _____

COLORADO STATE UNIVERSITY