



College of Education, Health, & Human Services
Counselor Education and Supervision (CES) Program

**COUNSELOR EDUCATION AND SUPERVISION
DOCTORAL INTERNSHIP MANUAL**



TABLE OF CONTENTS

| Item | Page | Deadline | |
|--|------|--|--|
| Introduction | 2 | | |
| Nature of the Doctoral Internship | 2 | | |
| Objectives of the Doctoral Internship | 2 | | |
| Internship Oversight Process Requirements and Procedures | 2 | | |
| Doctoral Internship Prerequisites | 3 | | |
| Doctoral Internship Requirements | 3 | | |
| CES Program Commitment to Diversity | 4 | | |
| State and/or Federal Background Checks | 4 | | |
| Doctoral Internship Structure for CES at KSU | 5 | | |
| Doctoral Intern Data Form | 7 | | |
| Doctoral Internship Plan | 8 | | |
| Doctoral Internship Agreement Form for Counseling Services | 9 | | |
| Doctoral Internship Agreement Form for Supervision Services | 12 | | |
| Doctoral Internship Agreement Form for Leadership | 15 | | |
| Doctoral Internship Agreement Form for Research & Scholarship | 18 | | |
| Doctoral Internship Agreement Form for Teaching | 21 | | |
| Supervisor Qualifications Form | 24 | <ul style="list-style-type: none"> • April 15 to begin the following Fall semester • October 15 to begin the following Spring semester • Doctoral Internship is not offered Summer semesters | |
| Doctoral Intern's Assessment of Doctoral Internship | 25 | | Due at the end of internship |
| Doctoral Intern's Evaluation of Supervisor Form | 27 | | Due at the end of internship |
| Completion of Doctoral Internship Form | 28 | | Due at the end of internship |
| CES Doctoral Internship Evaluation of Intern's Counseling Skills Form | 29 | | Due at the end of each semester of internship (if applicable) |
| CES Doctoral Internship Evaluation of Professional Behavior Form | 31 | | Due at the end of each semester of internship (from each supervisor) |
| CES Doctoral Internship Evaluation of Intern's Teaching Form | 32 | | Due at the end of each semester of internship (if applicable) |
| CS Doctoral Internship Evaluation of Intern's Supervision Skills Form | 34 | | Due at the end of each semester of internship (if applicable) |
| CES Doctoral Internship Evaluation of Intern's Research & Scholarship Form | 36 | | Due at the end of each semester of internship (if applicable) |
| CES Doctoral Internship Evaluation of Intern's Leadership & Advocacy Form | 40 | | Due at the end of each semester of internship (if applicable) |

For information contact:

Dr. Cassie Storlie
Coordinator of the Doctoral Program in Counselor Education & Supervision
OR

Dr. Marty Jencius
Doctoral Practicum and Internship Coordinator

310 White Hall, College of Education, Kent State University, Kent, OH 44242
(330) 672-2662

Revised August 2017

INTRODUCTION

- This manual contains materials for understanding the expectations of the CES Doctoral Internship. It includes the procedures and various materials for proposing, documenting, and evaluating the internship experience.
- The manual covers the field arrangements for the internship. In addition, a required weekly internship seminar class is held on campus during the academic year. Classtime will include group supervision of internship experiences. A separate syllabus is distributed at the first class session during both Fall and Spring semesters.
- Students are required to work with their two doctoral program advisors for the initial development of the Internship Plan. This includes working with advisors to outline 3 of the 5 categories required by CACREP (Teaching, Research & Scholarship, Counseling, Leadership, and Supervision) that will enhance the breadth of the student's doctoral experience as they gain progress into their final stages of their degree in Counselor Education and Supervision.

NATURE OF THE DOCTORAL INTERNSHIP

The internship serves as a culminating experience in the doctoral curriculum. A basic purpose of the internship is to provide the student an opportunity to integrate his/her cognitive learning and skills in Teaching, Research & Scholarship, Counseling, Leadership, and Supervision. We believe the Doctoral Internship should allow for expression, in varying degrees, of the doctoral coursework. Thus, there will be a diversity of placements of doctoral level interns. With the 2016 CACREP standards for Doctoral Internship, a total of 600 hours must be completed in 3 of 5 categories. These areas include: Teaching, Research & Scholarship, Counseling, Leadership, and Supervision. It is expected that the intern will perform many of the activities of a regular employed professional in their respective settings. Each placement will require supervision. Internships may be either paid or unpaid and at times a student may have a placement at his/her site of employment, allowing the internship activities differ from the intern's regular duties/responsibilities and that co-advisors approve.

OBJECTIVES OF THE DOCTORAL INTERNSHIP

- Interns will be able to apply in their placement a broad array of the knowledge and skills relative to counseling/counselor education including knowledge of the American Counseling Association's ethical standards of practice.
- Interns will have the ability to describe the domain of their placement and to describe that role as it interfaces with societal need.
- Interns will be able to accurately assess their own strengths and weaknesses relative to their role in the internship placement.
- Interns will develop the ability to form professional relationships with their colleagues and the clientele served.
- Interns will be able to contribute to the work and productivity of their placement site at a level commensurate with doctoral preparation.
- Interns will develop an identity as a counselor/counselor educator as their primary orientation for practice, and therefore will need to secure a specific supervisor (in the Counseling or Supervision categories) who holds an independent professional counselor license who also has appropriate training in clinical supervision (in Ohio, the counseling supervisor endorsement – LPCC-S) OR if out of state – must hold the highest level of licensure within that state and have significant experience in their field (minimum of 5 years for school counselors and clinical mental health counselors).

INTERNSHIP OVERSIGHT PROCESS REQUIREMENTS AND PROCEDURES

Although the student and his/her co-advisors develop the Doctoral Internship Plan, the Doctoral Internship Committee approves the Doctoral Internship placement. The Doctoral Internship Committee is comprised of a number of full time faculty members in the CES department.

Doctoral Internship Committee Responsibilities:

- A. To review application forms submitted during the semester prior to placement - which are due April 15th to start in the following Fall semester or October 15th to start in the following Spring semester. The Doctoral Internship Committee may request to meet with the student when reviewing the data form.
- B. To ensure that students secure 3 of the 5 categories as identified by CACREP and that placements and supervisors meet the needs of the program and the student. Specific forms for each of the 5 categories (Teaching, Research & Scholarship, Counseling, Leadership, and Supervision) are part of this manual.
- C. To ensure the student's intern file contains:

- 1) All three signed Agreement Forms for 3 of the 5 categories
- 2) Three (of 5) Internship Plans must be signed by the student, a representative of the CES Program, and an appropriate representative of the internship site(s). The plan shall consist of:
 - a. a goal statement,
 - b. measurable objectives,
 - c. specified activities that will be completed in Teaching, Research & Scholarship, Counseling, Leadership, or Supervision
 - d. a midpoint and final evaluation plan related to objectives,
 - e. a documented statement of planned work hours and supervision hours.
- 3) Completed mid-semester and final evaluation forms, and completed internship activity log.
- 4) Upon completion of internship, a form signed by the student, a representative of the CES Program, and an appropriate representative of the internship site(s) indicating the student has satisfactorily completed his/her internship hours.

Student Responsibilities:

A. To submit the signed and completed Doctoral Internship Plan for 3 of the 5 categories outlined by CACREP to the Doctoral Internship Committee (**due by April 15th to start Fall semester OR October 15th to start Spring semester**) to gain approval of the site (s).

B. Actively seek out and secure a site agreement(s), if needed, and identify an appropriate supervisor in each of the 3 categories.

C. To prepare an Internship Plan for each of the three categories consisting of:

1. a goal statement,
2. measurable objectives,
3. internship duties, including activities,
4. a plan for evaluating performance at both mid and final stages of the internship,
5. a documented statement of planned work and supervisory hours.

D. To participate in class (CES 88292) in a manner acceptable to the faculty instructor. Class participation is required each term the student is working on internship.

E. To see that evaluations and activities of the internship are satisfactorily completed.

F. To obtain professional liability insurance before starting the CES Doctoral Internship and to have written proof of coverage. Liability insurance should reflect coverage over the categories in which the student has chosen for internship. For example: If Teaching category is chosen, the student is to obtain liability insurance covering teaching. If not licensed already and completing counseling or supervision hours in OH, the student will be registered as a “Counselor Trainee” with the Ohio CSW&MFT Board for the entirety of internship.

NOTE: THE TIMELY COMPLETION OF FORMS AND PAPERWORK RELATED TO INTERNSHIP IS THE RESPONSIBILITY OF THE STUDENT. LATE SUBMISSIONS WILL LIKELY RESULT IN STARTING INTERNSHIP THE FOLLOWING FALL OR SPRING SEMESTER.

DOCTORAL INTERNSHIP PREREQUISITE

Prior to admissions to the CES doctoral program, students must have completed a 600-hour (CACREP equivalent) internship. Prior to starting the CES Doctoral Internship, students must have completed all required doctoral coursework. However, students can have a maximum of nine hours of coursework remaining, which could include only the following: advisor-approved electives; independent investigations; advanced EVAL coursework (e.g., EVAL 85517 or EVAL 85518); and/or CES 88281: Research Seminar in CES.

DOCTORAL INTERNSHIP REQUIREMENTS

- Students are required to complete a 600-hour doctoral-level internship during their program.
- Students will be enrolled for Doctoral Internship over a two-semester period. The Doctoral Internship must be completed over these two semesters.
- Students must meet with their advisors to establish a plan for Internship in which THREE of following areas will be of focus: Teaching, Research & Scholarship, Counseling, Leadership, and Supervision. Advisors must sign off they are in agreement with the Internship Plan
- Students must have *approved supervisors* willing to provide supervision for each focus area the student engages in within their Internship Plan. This includes, at minimum:

| Teaching | Research & Scholarship | Counseling | Leadership | Supervision |
|-----------------------------------|-----------------------------------|--|-----------------------------------|--|
| PhD in CES (or CACREP equivalent) | PhD in CES (or CACREP equivalent) | CMHC – Licensed at the highest tier of licensure, must have supervisory endorsement if the state has a supervisor designation; minimum of 5 years experience SCON – Minimum of 5 years experience | PhD in CES (or CACREP equivalent) | CMHC – Licensed at the highest tier of licensure, must have supervisory endorsement if the state has a supervisor designation; minimum of 5 years experience SCON – Minimum of 5 years experience |

- Doctoral students are covered by individual professional counseling liability insurance while enrolled in CES Doctoral Internship.
- The student receives an average of one hour per week of individual and/or triadic supervision, performed by a supervisor as indicated in the above chart.
- 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.
- For clarification: Field/Clinical supervisors of Doctoral Internship students choosing the Counseling and/or Supervision categories are expected to hold an independent professional counselor license with appropriate training in clinical supervision (in Ohio, the counseling supervisor endorsement – LPCC-S). In addition, it is preferable that the supervisor also hold a doctoral degree in counseling. If Counseling and/or Supervision hours are completed outside the state of OH, supervisors must hold the highest level of licensure within that state and have significant experience in their field (minimum of 5 years for school counselors and clinical mental health counselors). Students must have professional liability insurance before starting the CES Doctoral Internship and to have written proof of coverage.

CES PROGRAM COMMITMENT TO DIVERSITY

The Counselor Education and Supervision (CES) program at KSU is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the program seeks to develop and nurture diversity, believing that it strengthens the program, stimulates creativity, promotes the exchange of ideas, and enriches campus life. The KSU CES program prohibits discrimination against any person on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, gender identity, sexual identity, ability status, health status, or veteran status.

The American Counseling Association has explicit policies, standards, and ethical guidelines regarding diversity issues. In this class, you will be expected to reflect the standards and ethics of the counseling profession, especially in the area of diversity. Any use of written or verbal language should be consistent with the respect that is the cornerstone of the counseling profession and should reflect (Section C.5) of the 2014 ACA Code of Ethics: Counselors do not condone or engage in discrimination based on age, culture, disability, ethnicity, race, religion/ spirituality, gender, gender identity, sexual orientation, marital status/ partnership, language preference, socioeconomic status, or any basis proscribed by law. Counselors do not discriminate against clients, students, employees, supervisees, or research participants in a manner that has a negative impact on these persons.

A student 's enrollment in any course in the CES program signifies that they support and are committed to uphold the CES Program Commitment to Diversity.

STATE AND/OR FEDERAL BACKGROUND CHECKS

- Please note that state and/or federal background checks are often required for interns at various placement sites. If a fingerprint check is required for a State or Federal Background Check, it can be obtained in 221 White Hall. Students that apply for an educator or counselor license in the State of Ohio will be required to answer questions related to any prior criminal offense or history. If a student has a prior criminal offense or history, it is important to note that your application for liability insurance, internship and/or professional licensure may be denied. It is important to note that an inability to obtain professional liability insurance or an internship would stop your completion of the program. Please contact the Doctoral Program Coordinator for questions at 330-672-2662.

DOCTORAL INTERNSHIP STRUCTURE FOR COUNSELOR EDUCATION AND SUPERVISION AT KENT STATE UNIVERSITY

| COUNSELING | SUPERVISION | LEADERSHIP |
|---|--|---|
| <p>200 hours minimum</p> <p>Can be 1 or 2 semesters</p> <ul style="list-style-type: none"> - 120 direct hours - 10 hours supervision minimum - 70 hours – Indirect <p><i>Placements can be at a Clinical Mental Health Agency, College, K-12 School or other advisor approved setting</i></p> <p><i>Approved Supervisor:</i></p> <ul style="list-style-type: none"> - CMHC - Licensed at the highest tier of licensure, must have supervisory endorsement if the state has a supervisor designation; minimum of 5 years experience - Experienced SC– minimum of 5 years experience | <p>200 hours minimum</p> <p>Can be 1 or 2 semesters</p> <p>OPTION A – One semester</p> <ul style="list-style-type: none"> - 100 hours = Co Teach Practicum - 45 hours = Supervise 3 supervisees - 10 hours of supervision-of-supervision minimum - 40 hours of viewing tapes/etc. <p>- If school practicum – have to go onsite to conduct the supervision</p> <hr/> <p>OPTION B – Two Semesters</p> <ul style="list-style-type: none"> - 45 hours = Supervise 3 supervisees - 10 hours of supervision-of-supervision minimum - 40 hours of viewing tapes/etc. <p><i>Approved Supervisor:</i></p> <ul style="list-style-type: none"> - CMHC - Licensed at the highest tier of licensure, must have supervisory endorsement if the state has a supervisor designation; minimum of 5 years experience - Experienced SC – minimum of 5 years experience | <p>200 hours minimum</p> <p>Can be 1 or 2 semesters</p> <ul style="list-style-type: none"> - Local, state, regional, national, int'l leadership roles/officer positions in counseling - Activities may include officer duties, non-visual roles in leadership - Students must provide an explanation, examples and plan for hours - Leadership hours may NOT be accrued for conference volunteer duties - Leadership hours may be obtained through activities such as Coordination of Workshops in CES (through the Counseling Center with Dr. Jason Miller) - Creating service learning projects - Conference organization - Involvement in an Interest Network (plan and hour break down required) Product and audit trail of what is accomplished = emails, bylaws, etc. - 10 hours supervision minimum <p><i>Approved Supervisor: PhD in CES</i></p> |

| RESEARCH & SCHOLARSHIP | TEACHING | | | | | | | | | | | | | | | |
|---|-----------|--------------------|--------------------|-------|----|----|-------|----|----|----------|----|----|------------------------|----|----|--|
| <p style="text-align: center;">200 hours minimum</p> <p>Can be 1 or 2 semesters</p> <p>Standard Research Paradigm One manuscript – research oriented Fall semester of prep = 100 hours; IRB approval is the first semester “product” Spring semester product = 100 hours and submission to a journal Co-authorship will be considered but may reduce the number of obtainable hours</p> <p>Grants and Fellowship Submission Timelines need to be established within the Internship Plan Preparation and development hours versus submission hours can be accrued Type of grant will be considered – regional, national, training, research, etc. No travel grants can be used towards internship hours</p> <p>Scholarship Paradigm - Book chapters, conceptual articles – as approved by advisors and the Doctoral Internship Committee</p> <p>Presentations – Counseling Related, AERA (not APA)</p> <table border="1" data-bbox="261 772 951 995"> <thead> <tr> <th></th> <th>Submitted</th> <th>Accepted & Present</th> </tr> </thead> <tbody> <tr> <td>Local</td> <td>20</td> <td>30</td> </tr> <tr> <td>State</td> <td>20</td> <td>30</td> </tr> <tr> <td>Regional</td> <td>40</td> <td>60</td> </tr> <tr> <td>National/International</td> <td>40</td> <td>60</td> </tr> </tbody> </table> <p>- 10 hours of supervision minimum</p> <p style="text-align: center;"><i>Approved Supervisor: PhD in CES</i></p> | | Submitted | Accepted & Present | Local | 20 | 30 | State | 20 | 30 | Regional | 40 | 60 | National/International | 40 | 60 | <p style="text-align: center;">200 hours minimum</p> <p>Can be 1 or 2 semesters</p> <p>Can Include hours as the Instructor of Record for Counselor Education and Supervision courses</p> <p>If Co-Teaching: Must do two CES courses to accrue 200 hours</p> <p>May not include teaching of courses in outside undergraduate programs – such as HDFS or SPED</p> <p>10 hours of supervision minimum</p> <p><i>Approved Supervisor: PhD in CES</i></p> |
| | Submitted | Accepted & Present | | | | | | | | | | | | | | |
| Local | 20 | 30 | | | | | | | | | | | | | | |
| State | 20 | 30 | | | | | | | | | | | | | | |
| Regional | 40 | 60 | | | | | | | | | | | | | | |
| National/International | 40 | 60 | | | | | | | | | | | | | | |



CES Doctoral Intern Data Form

Please type all information in the appropriate cells.

| | |
|---|--|
| Date Submitted: | |
| Name: | |
| Address: | |
| Work Phone & Home Phone: | |
| All Licenses / Credentials currently held: | |
| E-Mail Address: | |
| Program Co-Advisor 1 & 2: | |
| Banner ID: | |
| Professional Interests: | |
| | |
| Name of Proposed Doctoral Internship Site #1: | |
| Address of Proposed Doctoral Internship Site #1: | |
| Intended Start / Finish Dates of Internship: | |
| Intended Hours to be Worked Weekly: | |
| Intended Total Hours: | |
| Director / Official at Site: | |
| Director / Official's Work Phone: | |
| Name of On-Site Supervisor #1 | |
| On-Site Supervisor's Work Phone: | |
| Degrees, Licenses, Certifications held by on-site supervisor #1: | |
| How did you hear of this placement? | |
| | |
| Name of Proposed Doctoral Internship Site #2: | |
| Address of Proposed Doctoral Internship Site #2: | |
| Intended Start / Finish Dates of Internship: | |
| Intended Hours to be Worked Weekly: | |
| Intended Total Hours: | |
| Director / Official at Site: | |
| Director / Official's Work Phone: | |
| Name of On-Site Supervisor #2 | |
| On-Site Supervisor's Work Phone: | |
| Degrees, Licenses, Certifications held by on-site supervisor #2: | |
| How did you hear of this placement? | |
| | |
| Name of Proposed Doctoral Internship Site #3: | |
| Address of Proposed Doctoral Internship Site #3: | |
| Intended Start / Finish Dates of Internship: | |
| Intended Hours to be Worked Weekly: | |
| Intended Total Hours: | |
| Director / Official at Site: | |
| Director / Official's Work Phone: | |
| Name of On-Site Supervisor #3 | |
| On-Site Supervisor's Work Phone: | |
| Degrees, Licenses, Certifications held by on-site supervisor #3: | |
| How did you hear of this placement? | |

Master's Degree Internship(s):

| | |
|---|--|
| Agency where master's degree internship hours were spent: | |
| Number of clock hours from master's internship: | |
| Credits earned: | |
| Person who can be contacted to explain master's internship: | |

Liability Insurance Information:

| | |
|-------------------------------|--|
| Liability Insurance Provider: | |
| Insurance #: | |

SIGNATURES: Student: _____ Co-Advisor 1: _____ Co-Advisor 2: _____



Doctoral Internship Plan



As a Doctoral Intern at Kent State University, I have met with my advisors to discuss my Doctoral Internship Plan that will occur over the _____ and _____ semesters during the _____ academic year. After consultation with both of my advisors, I have chosen the following three of five areas (please circle) for my Doctoral Internship, which will result in no less than 200 hours in each category and no less than 600 hours for the two semester internship experience.

| | | | | |
|-----------|------------------------|------------|------------|-------------|
| Teaching | Research & Scholarship | Counseling | Leadership | Supervision |
| 200 hours | 200 hours | 200 hours | 200 hours | 200 hours |

I have included a plan for **EACH of the three** areas I have chosen for Doctoral Internship. Within each plan, I have outlined the number of **HOURS** I expect to perform for each semester, along with the **DUTIES** I expect to perform. Please include the following information on a separate piece of paper for each of your three plans:

- 1) The intended duties I expect to perform as a part of this placement/internship category?
- 2) The intended responsibilities I expect to have as a part of this placement/internship category?
- 3) The supervisory expectations (ex: who, how often, topics covered) I have regarding this placement/internship category?
- 4) If this is part of my current employment, how the internship activities will differ from my regular duties / responsibilities?
- 5) How does this placement/internship category relate to my professional interests and goals for the CES Doctoral Program?

By signing below, I have acknowledged that I have met with my advisors about my Doctoral Internship Plan and they have agreed that these experiences will support my professional development in my CES Program.

Student Signature: _____ Co-Advisor 1 Signature: _____ Co-Advisor 2 Signature: _____

By signing below, we have acknowledged that we have met as a Doctoral Internship committee and we approve these plans to support the professional development of this student within the CES Program at Kent State University.

SIGNATURES:
Doctoral Internship Program Coordinator _____

Doctoral Internship Committee Member 1: _____

Doctoral Internship Committee Member 2: _____

Doctoral Internship Committee Member 3: _____



Doctoral Internship Agreement Form For Counseling Services



Directions: This agreement is to verify for Kent State University (hereinafter referred to as “University”), the Internship Site (also referred to as “Agency”), and the student Intern (also referred to as “Doctoral Intern”) the expectations of the internship experience and to document that all parties have agreed to take part in this experience. The Internship Site, the University, and the student Intern should receive a copy of the completed and signed form for their records. This agreement MUST be completed and signed by all appropriate parties, and the original agreement submitted (all pages of the original agreement) to the Doctoral Practicum and Internship Coordinator by **April 15** to start in the Fall semester or **October 15** to start in the Spring semester.

This agreement between the Counselor Education & Supervision (CES) Program at Kent State University and

_____ of _____, is for the purpose of identifying
(Agency Name) (City and State)

responsibilities of all parties throughout the CES Doctoral Internship of _____
(Name of CES Doctoral Student)

while he/she is enrolled in and attending in person the weekly CES Doctoral Internship course for the Fall _____ and Spring _____ semesters.
(year) (year)

General Policies

- 1) The central purpose of this agreement is the professional education of students in preparation for practice as counselors/counselor educators.
- 2) This agreement shall remain in effect for the duration of the student’s internship experience for the time period indicated at the agency specified above. Termination of this agreement prior to the successful completion of internship requires the consultation of the assigned internship site supervisor, agency representative, Internship Instructor, Doctoral Practicum and Internship Coordinator at the University, and the student. Similar consultation is required if the student secures an additional internship site.
- 3) The internship experience is typically a voluntary arrangement with no financial remuneration required by the University or Agency for services provided while fulfilling internship duties; however, some agencies may offer stipends to interns.
- 4) Duration of internship is for two academic semesters. Students may continue to practice at the internship setting during academic breaks at the university (e.g., spring break, winter break, etc.) only as long as the student remains continuously enrolled in a section of CES Doctoral Internship. Internship undertaken for the Fall and Spring semesters is approximately 36 weeks.
- 5) Once all necessary paperwork and completed forms have been submitted to the Doctoral Practicum and Internship Coordinator by the deadline specified in this Manual, and the Doctoral Practicum and Internship Coordinator has determined (in consultation with the agency representative) that the proposed internship site and experience are appropriate for fulfilling both CES Doctoral program and state licensure eligibility requirements, the student will be enrolled for 3 credit hours in the CES Doctoral Internship course for each semester he/she is undertaking the internship experience.
- 6) Internship hours shall be in accordance with agency work hours and shall total a minimum of _____ **clock hours per week** for a minimum total of _____ clock hours at the conclusion of the internship experience.
- 7) Weekly face-to-face supervision to average 1 hour/week for the duration of experience must be provided by a licensed counselor at the highest level of licensure in their state (and must include a supervisory endorsement if their state has such). For the State of Ohio, the supervisor must have an LPCC-S and at least 5 years experience. For individuals completing counseling hours in a school setting, supervisors must have at least 5 years experience and be approved by the students’ advisors. It is strongly recommended that a set day/time for weekly supervision be established. For students choosing a “counseling only” internship, a minimum of 30 hours of supervision is required (15 weeks in each semester; more supervision would be required if using holiday breaks, etc.). For students choosing a 200 hour experience, 10 hours of supervision minimum is required.
- 8) For students to use hours towards licensure in Ohio, the portion of the Doctoral Internship experience that is clinical in nature must include the diagnosis and treatment of mental disorders. Such services include, but are not limited to, psychological testing, diagnostic assessment, the provision of appropriate counseling interventions, developing comprehensive and individualized treatment plans, and providing clinical supervision to counselor trainees.
- 9) Students who are engaged in Doctoral Internship-related activities and are enrolled in the CES Doctoral Internship course, are required to attend in-person weekly internship class sessions for the duration of their internship experience as determined by the time period indicated on this agreement. Exceptions to this must be approved jointly by the CES Doctoral Internship Instructor and Doctoral Practicum and Internship Coordinator, and methods for fulfilling all Internship requirements must be clarified before the beginning of the internship experience.

Responsibilities of the University

The University agrees to:

- 1) Assume full responsibility for the administrative duties associated with the academic requirements of the CES Doctoral Internship, including approval of the internship site and experience, maintaining on-going and direct communication with Agency representatives, ensuring that Doctoral Student Interns are academically ready to begin the Internship experience, and grading.

2) Provide information regarding the CES doctoral program and curriculum in order that the Agency may properly plan and execute task assignments and supervision. Specifically included are student data, university calendar, student handbook, and the CHDS Doctoral Internship Manual.

3) Designate one CES faculty member each academic semester who will be the Internship Instructor for the student and who will communicate directly with the internship site supervisor (by telephone contact and possibly an internship site visit). The Instructor will lead and facilitate weekly CES Doctoral Internship class sessions (2.5 hours/week) to which all student interns will be required to attend in-person, and will be available for consultation with the internship site supervisor and students for the duration of their internship experience. The role of the Internship Instructor and the Doctoral Practicum and Internship Coordinator will be that of a consultant alone; the designated internship site supervisor will assume legal responsibility for all clients seen by the student intern.

Responsibilities of the Agency

The Agency agrees to:

1) Designate one staff person as internship site supervisor with appropriate supervisor qualifications. This person will be an employee (part-time, full-time, or contracted with the agency) of the Agency where the internship will be conducted. Supervision must be provided by a licensed counselor at the highest level of licensure in their state (and must include a supervisory endorsement if their state has such). For the State of Ohio, the supervisor must have an LPCC-S and at least 5 years experience. For individuals completing counseling hours in a school setting, supervisors must have at least 5 years experience and be approved by the students' advisors. The designated internship site supervisor will assume legal responsibility for the welfare of all clients seen by the student intern.

2) Develop work assignments and tasks for the Doctoral Intern commensurate with the CES Program objectives, in consultation with the CES Internship Instructor and Doctoral Practicum and Internship Coordinator. Furthermore, opportunities must be present for the student intern to become familiar with a variety of professional activities in addition to direct service (e.g. record keeping, supervision, information and referral, in-service and staff meetings).

3) The opportunity for the Doctoral Intern to gain experience in the use of a variety of professional resources such as assessment instruments, print and non-print media, professional literature, and research will be provided.

4) Provide opportunities for the Doctoral Intern to engage in the provision of services, such as the diagnosis and treatment of mental disorders. Other formats of clinical services include group, couples, and family counseling, determined by the internship site supervisor and the student intern.

5) If a doctoral intern is to engage in off-site services (e.g., home-based counseling, transportation of clients), proper training, safety measures (e.g., use of Agency cell phone – NOT personal cell phone, obtaining immunization per Agency policy and at Agency expense, use of Agency vehicle only and only with adequate insurance coverage provided by the Agency), and appropriate supervision will be provided by the Agency. If the Counselor Trainee/Intern will be expected to provide such services, consultation with the Doctoral Practicum and Internship Coordinator and/or Internship Instructor will be necessary prior to the commencement of such services.

6) Provide appropriate working conditions and physical arrangements for the Doctoral Intern, such as desk space for completing paperwork, access to a computer and a telephone, and office space in which to meet with clients privately. In addition, the Agency must provide a clinical instruction environment that is conducive to modeling, demonstration, and training. The clinical instruction environment includes all of the following:

- a. settings for individual counseling with assured privacy and sufficient space for appropriate equipment (for example, video monitoring and recording);
- b. settings for small-group work with assured privacy and sufficient space for appropriate equipment;
- c. necessary and appropriate technologies that assist learning, such as audio, video, and telecommunications equipment;
- d. settings with observational and/or other interactive supervision capabilities; and
- e. procedures that ensure that the client's confidentiality and legal rights are protected.

7) Weekly face-to-face supervision to average 1 hour/week for the duration of experience. For students choosing a "counseling only" internship, a minimum of 30 hours of supervision is required (15 weeks in each semester; more supervision would be required if using holiday breaks, etc.). For students choosing a 200 hour experience, 10 hours of supervision minimum is required. It is strongly recommended that a set day/time for weekly supervision be established.

8) Complete a review of weekly logs and activity reports, and complete the Doctoral Intern evaluation materials in a timely fashion and review these materials with the Doctoral Intern.

9) Inform the University of Agency policies and procedures that are relevant to internship assignments and Doctoral Intern activities.

10) Maintain close communication with the University in relation to internship activities through available means such as internship site supervisor meetings, correspondence with the Doctoral Practicum and Internship Coordinator, on-site visits by the Internship Instructor, and telephone contacts.

11) Monitor the Doctoral Intern's performance and report to the University Internship Instructor and/or Doctoral Practicum and Internship Coordinator if any difficulties in performance, ethics, or other internship related activities arise.

12) Allow the Doctoral Intern to attend weekly internship class sessions for the duration of his/her internship experience (determined by the time period indicated on the first and last pages of this agreement).

Internship Student Responsibilities

1) The student intern will be enrolled in the CES Doctoral Internship course for each semester internship is undertaken (typically 3 credit hours for each of the two semesters internship is undertaken) and will attend in-person all classes/seminars for the CES Doctoral Internship course for the entire length of the agreed upon internship experience.

2) The student intern will complete a weekly log and activity report, obtain his/her internship site supervisor's initials on each printed activity report, and will submit the originals on a weekly basis to the CES Doctoral Internship Instructor, and copies to the internship site/clinical supervisor.

3) The student intern will complete duties assigned and at hours scheduled at the internship site, according to the agreement established between the student and agency representative. This includes reporting directly to the internship site/clinical supervisor regarding client issues during regularly scheduled supervision sessions, and meeting with the internship site/clinical supervisor outside of regularly scheduled supervision sessions (e.g., in response to client crisis/emergency issues).

4) The student intern will be expected to conduct himself or herself in a professional manner expected of all Counselor Trainees and Professional Counselors throughout the entirety of the internship experience. This means up-holding and abiding by the American Counseling Association's (ACA; 2014) *ACA Code of Ethics* [<http://www.counseling.org>], as well as the Code of Ethical Practice and Professional Conduct of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (Rule 4757-5-01 of the ORC) [<http://www.cswmft.ohio.gov>].

5) The student intern is responsible for ensuring that all paperwork related to the internship experience is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Internship class) and on file.

6) The student intern will be certain the internship site and assigned site/clinical supervisor receive a copy of the University calendar, student handbook, and this Internship Manual.

7) The student intern will be certain that the Internship Site and Doctoral Practicum and Internship Coordinator receive copies of the completed Doctoral Internship Agreement Form and the Supervisor Qualifications Form by April 15 to start in the Fall semester or by October 15 to start in the Spring semester. The student will also be certain that the CES mid-internship evaluation forms and CES final evaluation forms (i.e., CES Doctoral Internship Evaluation of Intern's Counseling Skills and CES Doctoral Internship Evaluation of Professional Behavior Form), Doctoral Intern's Assessment of Doctoral Internship Form, Doctoral Intern's Evaluation of Supervisor Form, and Completion of Doctoral Internship Form are properly completed and placed in the student's internship file.

8) The student will purchase professional liability insurance and have proof of current coverage available throughout the internship experience.

9) If not licensed already, the student will be registered as a "Counselor Trainee" with the Ohio CSW&MFT Board for the entirety of internship, if in Ohio.

10) Student will dedicate no less than 200 hours to the Counseling category – with no less than 120 hours of direct service, 10 hours of supervision, and 70 hours of other as per the Doctoral Internship Structure identified by Kent State University. For students choosing a "Counseling Only" experience, a minimum of 30 hours of supervision minimum is required (15 weeks in each semester; more supervision would be required if using holiday breaks, etc.).

The signatures below indicate that each person understands the Internship requirements for the CES Doctoral Program at Kent State University. The signatures also represent each person's agreement to uphold his or her respective responsibilities outlined in this Internship Agreement Form.

The CES Doctoral Internship will take place:

- Fall _____ and Spring _____ (approx. 36 weeks total, including Fall final exam week, 4-week winter break, and Spring break)
(year) (year)

Site Representative Printed Name: _____ Signature: _____

Title: _____ Date: _____

Agency Name, Address, & Phone#: _____

Intern's Printed Name: _____ Signature: _____

Doctoral Practicum and Internship Coordinator's Signature: _____



Doctoral Internship Agreement Form For Supervision Services



Directions: This agreement is to verify for Kent State University (hereinafter referred to as "University"), the Internship Site (also referred to as "Agency"), and the student Intern (also referred to as "Doctoral Intern") the expectations of the internship experience and to document that all parties have agreed to take part in this experience. The Internship Site, the University, and the student Intern should receive a copy of the completed and signed form for their records. This agreement MUST be completed and signed by all appropriate parties, and the original agreement submitted (all pages of the original agreement) to the Doctoral Practicum and Internship Coordinator by April 15 to start in the Fall semester or October 15 to start in the Spring semester.

This agreement between the Counselor Education & Supervision (CES) Program at Kent State University and

_____ of _____, is for the purpose of identifying
(Agency Name) (City and State)

responsibilities of all parties throughout the CES Doctoral Internship of _____
(Name of CES Doctoral Student)

while he/she is enrolled in and attending in person the weekly CES Doctoral Internship course for the Fall _____ and Spring _____ semesters.
(year) (year)

General Policies

- 1) The central purpose of this agreement is the professional education of students in preparation for practice as counselors/counselor educators.
- 2) This agreement shall remain in effect for the duration of the student's internship experience for the time period indicated at the agency specified above. Termination of this agreement prior to the successful completion of internship requires the consultation of the assigned internship site supervisor, agency representative, Internship Instructor, Doctoral Practicum and Internship Coordinator at the University, and the student. Similar consultation is required if the student secures an additional internship site.
- 3) The internship experience is typically a voluntary arrangement with no financial remuneration required by the University or Agency for services provided while fulfilling internship duties; however, some agencies may offer stipends to interns.
- 4) Duration of internship is for one or two academic semesters. Students may continue to practice at the internship setting during academic breaks at the university (e.g., spring break, winter break, etc.) only as long as the student remains continuously enrolled in a section of CES Doctoral Internship. Internship undertaken for the Fall and Spring semesters is approximately 36 weeks.
- 5) Once all necessary paperwork and completed forms have been submitted to the Doctoral Practicum and Internship Coordinator by the deadline specified in this Manual, and the Doctoral Practicum and Internship Coordinator has determined (in consultation with the agency representative) that the proposed internship site and experience are appropriate for fulfilling both CES Doctoral program and state licensure eligibility requirements, the student will be enrolled for 3 credit hours in the CES Doctoral Internship course for each semester he/she is undertaking the internship experience.
- 6) Internship hours shall be in accordance with agency work hours and shall total a minimum of _____ **clock hours per week** for a minimum total of _____ clock hours at the conclusion of the internship experience.
- 7) Weekly face-to-face supervision to average 1 hour/week for the duration of experience must be provided by a licensed counselor at the highest level of licensure in their state (and must include a supervisory endorsement if their state has such). For the State of Ohio, the supervisor must have an LPCC-S and at least 5 years experience. For individuals completing counseling hours in a school setting, supervisors must have at least 5 years experience and be approved by the students' advisors. It is strongly recommended that a set day/time for weekly supervision be established. For students choosing a 200 hour experience, 10 hours of supervision minimum is required.
- 8) Students who are engaged in Doctoral Internship-related activities and are enrolled in the CES Doctoral Internship course, are required to attend in-person weekly internship class sessions for the duration of their internship experience as determined by the time period indicated on this agreement. Exceptions to this must be approved jointly by the CES Doctoral Internship Instructor and Doctoral Practicum and Internship Coordinator, and methods for fulfilling all Internship requirements must be clarified before the beginning of the internship experience.

Responsibilities of the University

The University agrees to:

- 1) Assume full responsibility for the administrative duties associated with the academic requirements of the CES Doctoral Internship, including approval of the internship site and experience, maintaining on-going and direct communication with Agency representatives, ensuring that Doctoral Student Interns are academically ready to begin the Internship experience, and grading.
- 2) Provide information regarding the CES doctoral program and curriculum in order that the Agency may properly plan and execute task assignments and supervision. Specifically included are student data, university calendar, student handbook, and the CES Doctoral Internship Manual.

3) Designate one CES faculty member each academic semester who will be the Internship Instructor for the student and who will communicate directly with the internship site supervisor (by telephone contact and possibly an internship site visit). The Instructor will lead and facilitate weekly CES Doctoral Internship class sessions (2.5 hours/week) to which all student interns will be required to attend in-person, and will be available for consultation with the internship site supervisor and students for the duration of their internship experience. The role of the Internship Instructor and the Doctoral Practicum and Internship Coordinator will be that of a consultant alone; the designated internship site supervisor will assume legal responsibility for all clients seen by the student intern.

Responsibilities of the Agency

The Agency agrees to:

- 1) Designate one staff person as internship site supervisor with appropriate supervisor qualifications. This person will be an employee (part-time, full-time, or contracted with the agency) of the Agency where the internship will be conducted. Supervision must be provided by a licensed counselor at the highest level of licensure in their state (and must include a supervisory endorsement if their state has such). For the State of Ohio, the supervisor must have an LPCC-S and at least 5 years experience. For individuals completing counseling hours in a school setting, supervisors must have at least 5 years experience and be approved by the students' advisors. The designated internship site supervisor will assume legal responsibility for the welfare of all clients seen by the student intern.
- 2) Develop work assignments and tasks for the Doctoral Intern commensurate with the CES Program objectives, in consultation with the CES Internship Instructor and Doctoral Practicum and Internship Coordinator. Furthermore, opportunities must be present for the student intern to become familiar with a variety of professional activities in addition to direct service (e.g. record keeping, supervision, information and referral, in-service and staff meetings).
- 3) Provide the opportunity for the Doctoral Intern to gain experience in the use of a variety of professional resources such as assessment instruments, print and non-print media, professional literature, and research will be provided.
- 4) Provide appropriate working conditions and physical arrangements for the Doctoral Intern, such as desk space for completing paperwork, access to a computer and a telephone, and office space in which to meet with supervisees privately. In addition, the Agency must provide a clinical instruction environment that is conducive to modeling, demonstration, and training. The clinical instruction environment includes all of the following:
 - f. settings for individual supervision with assured privacy and sufficient space for appropriate equipment (for example, video monitoring and recording);
 - g. settings for small-group supervision with assured privacy and sufficient space for appropriate equipment;
 - h. necessary and appropriate technologies that assist learning, such as audio, video, and telecommunications equipment;
 - i. settings with observational and/or other interactive supervision capabilities; and
 - j. procedures that ensure that the client's confidentiality and legal rights are protected.
- 5) Weekly face-to-face supervision to average 1 hour/week for the duration of experience must be provided by a licensed counselor at the highest level of licensure in their state (and must include a supervisory endorsement if their state has such). For the State of Ohio, the supervisor must have an LPCC-S and at least 5 years experience. For individuals completing counseling hours in a school setting, supervisors must have at least 5 years experience and be approved by the students' advisors. It is strongly recommended that a set day/time for weekly supervision be established. For students choosing a 200 hour experience, 10 hours of supervision is required.
- 6) Complete a review of weekly logs and activity reports, and complete the Doctoral Intern evaluation materials in a timely fashion and review these materials with the Doctoral Intern.
- 7) Inform the University of Agency policies and procedures that are relevant to internship assignments and Doctoral Intern activities.
- 8) Maintain close communication with the University in relation to internship activities through available means such as internship site supervisor meetings, correspondence with the Doctoral Practicum and Internship Coordinator, on-site visits by the Internship Instructor, and telephone contacts.
- 9) Monitor the Doctoral Intern's performance and report to the University Internship Instructor and/or Doctoral Practicum and Internship Coordinator if any difficulties in performance, ethics, or other internship related activities arise.
- 10) Allow the Doctoral Intern to attend weekly internship class sessions for the duration of his/her internship experience (determined by the time period indicated on the first and last pages of this agreement).

Internship Student Responsibilities

- 1) The student intern will be enrolled in the CES Doctoral Internship course for each semester internship is undertaken (typically 3 credit hours for each of the two semesters internship is undertaken) and will attend in-person all classes/seminars for the CES Doctoral Internship course for the entire length of the agreed upon internship experience. Internship students will continue working at their internship site until the end of their last semester of internship specified in this agreement, even if they complete the required minimum 200 hours prior to the conclusion of that academic semester.
- 2) The student intern will complete a weekly log and activity report, obtain his/her internship site supervisor's initials on each printed activity report, and will submit the originals on a weekly basis to the CES Doctoral Internship Instructor, and copies to the internship site/clinical supervisor.
- 3) The student intern will complete duties assigned and at hours scheduled at the internship site, according to the agreement established between the student and agency representative. This includes reporting directly to the internship site/clinical supervisor regarding client issues during regularly scheduled supervision sessions, and meeting with the internship site/clinical supervisor outside of regularly scheduled supervision sessions (e.g., in response to client crisis/emergency issues).
- 4) The student intern will be expected to conduct himself or herself in a professional manner expected of all Counselor Trainees and Professional Counselors throughout the entirety of the internship experience. This means up-holding and abiding by the American Counseling Association's (ACA; 2014) *ACA Code of Ethics* [<http://www.counseling.org>], as well as the Code of Ethical Practice and Professional Conduct of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (Rule 4757-5-01 of the ORC) [<http://www.cswmft.ohio.gov>].

5) The student intern is responsible for ensuring that all paperwork related to the internship experience is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Internship class) and on file.

6) The student intern will be certain the internship site and assigned site/clinical supervisor receive a copy of the University calendar, student handbook, and this Internship Manual.

7) The student intern will be certain that the Internship Site and Doctoral Practicum and Internship Coordinator receive copies of the completed Doctoral Internship Agreement Form and the Supervisor Qualifications Form by April 15 to start in the Fall semester or by October 15 to start in the Spring semester. The student will also be certain that the CES mid-internship evaluation forms and CES final evaluation forms (i.e., CES Doctoral Internship Evaluation of Intern's Supervision Skills and CES Doctoral Internship Evaluation of Professional Behavior Form), Doctoral Intern's Assessment of Doctoral Internship Form, Doctoral Intern's Evaluation of Supervisor Form, and Completion of Doctoral Internship Form are properly completed and placed in the student's internship file.

8) The student will purchase professional liability insurance and have proof of current coverage available throughout the internship experience.

9) The student agrees to dedicate no less than 200 hours total to the Supervision category and is clearly able to choose between option A and option B of the Doctoral Internship Structure for a supervision experience identified by the CES program at Kent State University.

The signatures below indicate that each person understands the Internship requirements for the CES Doctoral Program at Kent State University. The signatures also represent each person's agreement to uphold his or her respective responsibilities outlined in this Internship Agreement Form.

The CES Doctoral Internship will take place:

- Fall _____ and Spring _____ (approx. 36 weeks total, including Fall final exam week, 4-week winter break, and Spring break)
(year) (year)

Site Representative Printed Name: _____ **Signature:** _____

Title: _____ Date: _____

Agency Name, Address, & Phone#: _____

Intern's Printed Name: _____ **Signature:** _____

Doctoral Practicum and Internship Coordinator's Signature: _____



Doctoral Internship Agreement Form For Leadership



Directions: This agreement is to verify for Kent State University (hereinafter referred to as "University"), the Internship Site (also referred to as the "Site"), and the student Intern (also referred to as "Doctoral Intern") the expectations of the internship experience and to document that all parties have agreed to take part in this experience. The Internship Site, the University, and the student Intern should receive a copy of the completed and signed form for their records. This agreement MUST be completed and signed by all appropriate parties, and the original agreement submitted (all pages of the original agreement) to the Doctoral Practicum and Internship Coordinator by **April 15** to start in the Fall semester or **October 15** to start in the Spring semester.

This agreement between the Counselor Education & Supervision (CES) Program at Kent State University and

_____ of _____, is for the purpose of identifying
(Agency Name) (City, State)

responsibilities of all parties throughout the CES Doctoral Internship of _____
(Name of CES Doctoral Student)

while he/she is enrolled in and attending in person the weekly CES Doctoral Internship course for the Fall _____ and Spring _____ semesters.
(year) (year)

General Policies

- 1) The central purpose of this agreement is the professional education of students in preparation for practice as counselors/counselor educators.
- 2) This agreement shall remain in effect for the duration of the student's internship experience for the time period indicated at the site specified above. Termination of this agreement prior to the successful completion of internship requires the consultation of the assigned internship site supervisor, site representative, Internship Instructor, Doctoral Practicum and Internship Coordinator at the University, and the student. Similar consultation is required if the student secures an additional internship site.
- 3) The internship experience is typically a voluntary arrangement with no financial remuneration required by the University or Site for services provided while fulfilling internship duties; however, some sites may offer stipends to interns.
- 4) Duration of internship is for one or two academic semesters. Students may continue to practice at the internship setting during academic breaks at the university (e.g., spring break, winter break, spring/summer intersession) only as long as the student remains continuously enrolled in a section of CES Doctoral Internship. Internship undertaken for the Fall and Spring semesters is approximately 36 weeks.
- 5) Once all necessary paperwork and completed forms have been submitted to the Doctoral Practicum and Internship Coordinator by the deadline specified in this Manual, and the Doctoral Practicum and Internship Coordinator has determined (in consultation with site representative) that the proposed internship site and experience are appropriate for fulfilling both CES Doctoral program and state licensure eligibility requirements, the student will be enrolled for 3 credit hours in the CES Doctoral Internship course for each semester he/she is undertaking the internship experience.
- 6) Internship hours shall be in accordance with site work hours and shall total a minimum of _____ **clock hours per week** for a minimum total of _____ clock hours at the conclusion of the internship experience. All hours accrued for leadership activities are considered non-direct service.
- 7) Weekly face-to-face supervision to average 1 hour/week for the duration of experience must be provided by an approved supervisor (Ph.D. in CES, or CACREP equivalent). For students choosing a 200 hour experience, 10 hours of supervision minimum is required.
- 8) Students who are engaged in Doctoral Internship-related activities and are enrolled in the CES Doctoral Internship course, are required to attend in-person weekly internship class sessions for the duration of their internship experience as determined by the time period indicated on this agreement. Exceptions to this must be approved jointly by the CES Doctoral Internship Instructor and Doctoral Practicum and Internship Coordinator, and methods for fulfilling all Internship requirements must be clarified before the beginning of the internship experience.

Responsibilities of the University

The University agrees to:

- 1) Assume full responsibility for the administrative duties associated with the academic requirements of the CES Doctoral Internship, including approval of the internship site and experience, maintaining on-going and direct communication with Site representatives, ensuring that Doctoral Student Interns are academically ready to begin the Internship experience, and grading.
- 2) Provide information regarding the CES doctoral program and curriculum in order that the Site may properly plan and execute task assignments and supervision. Specifically included are student data, university calendar, student handbook, and the CES Doctoral Internship Manual
- 3) Designate one CES faculty member each academic semester who will be the Internship Instructor for the student and who will communicate directly with the internship site supervisor (by telephone contact and possibly an internship site visit). The Instructor will lead and facilitate weekly CES Doctoral Internship class sessions (2.5 hours/week) to which all student interns will be required to attend in-person, and will be available for consultation with the internship site supervisor

and students for the duration of their internship experience. The role of the Internship Instructor and the Doctoral Practicum and Internship Coordinator will be that of a consultant alone; the designated internship site supervisor will assume legal responsibility for all clients seen by the student intern.

Responsibilities of the Site

The Site agrees to:

- 1) Designate one person as internship site supervisor with a PhD in CES (or CACREP equivalent) to supervise the intern's leadership activities. This person will assume legal and ethical responsibility for the welfare of all parties (i.e., students, research participants, etc.) that may be directly affected by the intern's activities.
- 2) Develop work assignments and tasks for the Doctoral Intern commensurate with the CES Program objectives, in consultation with the CES Internship Instructor and Doctoral Practicum and Internship Coordinator.
- 3) Provide appropriate working conditions and physical arrangements for the Doctoral Intern, such as desk space for completing paperwork, access to a computer and a telephone, and office space. In addition, the Site must provide an instructional environment that is conducive to modeling, demonstration, and training.
- 4) Weekly face-to-face supervision to average 1 hour/week for the duration of experience must be provided by an approved supervisor (Ph.D. in CES, or CACREP equivalent). For students choosing a 200 hour experience, 10 hours of supervision minimum is required. .
- 5) Complete a review of logs and activity reports, and complete the Doctoral Intern evaluation materials in a timely fashion and review these materials with the Doctoral Intern.
- 6) Inform the University of Site policies and procedures that are relevant to internship assignments and Doctoral Intern activities.
- 7) Maintain close communication with the University in relation to internship activities through available means such as internship site supervisor meetings, correspondence with the Doctoral Practicum and Internship Coordinator, on-site visits by the Internship Instructor, and telephone contacts.
- 8) Monitor the Doctoral Intern's performance and report to the University Internship Instructor and/or Doctoral Practicum and Internship Coordinator if any difficulties in performance, ethics, or other internship related activities arise.
- 9) Allow the Doctoral Intern to attend weekly internship class sessions for the duration of his/her internship experience (determined by the time period indicated on the first and last pages of this agreement).

Internship Student Responsibilities

- 1) The student intern will be enrolled in the CES Doctoral Internship course for each semester internship is undertaken (typically 3 credit hours for each of the two semesters internship is undertaken) and will attend in-person all classes/seminars for the CHDS Doctoral Internship course for the entire length of the agreed upon internship experience).
- 2) The student intern will complete a weekly log and activity report, obtain his/her internship site supervisor's initials on each printed activity report, and will submit the originals on a weekly basis to the CES Doctoral Internship Instructor, and copies to the internship site supervisor.
- 3) The student intern will complete duties assigned and at hours scheduled at the internship site, according to the agreement established between the student and site representative.
- 4) The student intern will be expected to conduct himself or herself in a professional manner expected of all Professional Counselors throughout the entirety of the internship experience. This means up-holding and abiding by the American Counseling Association's (ACA; 2014) *ACA Code of Ethics* [<http://www.counseling.org>], as well as the Code of Ethical Practice and Professional Conduct of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (Rule 4757-5-01 of the ORC) [<http://www.cswmft.ohio.gov>].
- 5) The student intern is responsible for ensuring that all paperwork related to the internship experience is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Internship class) and on file.
- 6) The student intern will be certain the internship site and assigned site supervisor receive a copy of the University calendar, student handbook, and this Internship Manual.
- 7) The student intern will be certain that the Internship Site and Doctoral Practicum and Internship Coordinator receive copies of the completed Doctoral Internship Agreement Form and the Supervisor Qualifications Form by April 15 to start in the Fall semester or by October 15 to start in the Spring semester. The student will also be certain that the CES mid-internship evaluation forms and CES final evaluation forms (i.e., CES Doctoral Internship Evaluation of Intern's Leadership and Advocacy Skills and CES Doctoral Internship Evaluation of Professional Behavior Form), Doctoral Intern's Assessment of Doctoral Internship Form, Doctoral Intern's Evaluation of Supervisor Form, and Completion of Doctoral Internship Form are properly completed and placed in the student's internship file.
- 8) The student will purchase professional liability insurance and have proof of current coverage available throughout the internship experience.
- 9) The student agrees to provide no less than 200 hours to leadership activities as outlined in the Doctoral Internship Structure identified by the CES Program at Kent State University

The signatures below indicate that each person understands the Internship requirements for the CES Doctoral Program at Kent State University. The signatures also represent each person's agreement to uphold his or her respective responsibilities outlined in this Internship Agreement Form.

The CES Doctoral Internship will take place:

- Fall _____ and Spring _____ (approx. 36 weeks total, including Fall final exam week, 4-week winter break, and Spring break)
(year) (year)

Site Representative Printed Name: _____ **Signature:** _____

Title: _____ Date: _____

Agency Name, Address, & Phone#: _____

Intern's Printed Name: _____ **Signature:** _____

Doctoral Practicum and Internship Coordinator's Signature: _____



Doctoral Internship Agreement Form For Research and Scholarship



Directions: This agreement is to verify for Kent State University (hereinafter referred to as "University"), the Internship Site (also referred to as the "Site"), and the student Intern (also referred to as "Doctoral Intern") the expectations of the internship experience and to document that all parties have agreed to take part in this experience. The Internship Site, the University, and the student Intern should receive a copy of the completed and signed form for their records. This agreement MUST be completed and signed by all appropriate parties, and the original agreement submitted (all pages of the original agreement) to the Doctoral Practicum and Internship Coordinator by April 15 to start in the Fall semester or October 15 to start in the Spring semester.

This agreement between the Counselor Education & Supervision (CES) Program at Kent State University and

_____ of _____, is for the purpose of identifying
(Agency Name) (City, State)

responsibilities of all parties throughout the CES Doctoral Internship of _____
(Name of CES Doctoral Student)

while he/she is enrolled in and attending in person the weekly CES Doctoral Internship course for the Fall _____ and Spring _____ semesters.
(year) (year)

General Policies

- 1) The central purpose of this agreement is the professional education of students in preparation for practice as counselors/counselor educators.
- 2) This agreement shall remain in effect for the duration of the student's internship experience for the time period indicated at the site specified above. Termination of this agreement prior to the successful completion of internship requires the consultation of the assigned internship site supervisor, site representative, Internship Instructor, Doctoral Practicum and Internship Coordinator at the University, and the student. Similar consultation is required if the student secures an additional internship site.
- 3) The internship experience is typically a voluntary arrangement with no financial remuneration required by the University or Site for services provided while fulfilling internship duties; however, some sites may offer stipends to interns.
- 4) Duration of internship is for one or two academic semesters. Students may continue to practice at the internship setting during academic breaks at the university (e.g., spring break, winter break, spring/summer intersession) only as long as the student remains continuously enrolled in a section of CES Doctoral Internship. Internship undertaken for the Fall and Spring semesters is approximately 36 weeks.
- 5) Once all necessary paperwork and completed forms have been submitted to the Doctoral Practicum and Internship Coordinator by the deadline specified in this Manual, and the Doctoral Practicum and Internship Coordinator has determined (in consultation with site representative) that the proposed internship site and experience are appropriate for fulfilling both CHDS Doctoral program and state licensure eligibility requirements, the student will be enrolled for 3 credit hours in the CES Doctoral Internship course for each semester he/she is undertaking the internship experience.
- 6) Internship hours shall be in accordance with site work hours and shall total a minimum of _____ **clock hours per week** for a minimum total of _____ clock hours at the conclusion of the internship experience. All hours accrued for research and scholarship are considered non-direct service.
- 7) Weekly face-to-face supervision to average 1 hour/week for the duration of experience must be provided by an approved supervisor (Ph.D. in CES, or CACREP equivalent). For students choosing a 200 hour experience, 10 hours of supervision minimum is required. .
- 8) Students who are engaged in Doctoral Internship-related activities and are enrolled in the CES Doctoral Internship course, are required to attend in-person weekly internship class sessions for the duration of their internship experience as determined by the time period indicated on this agreement. Exceptions to this must be approved jointly by the CES Doctoral Internship Instructor and Doctoral Practicum and Internship Coordinator, and methods for fulfilling all Internship requirements must be clarified before the beginning of the internship experience.

Responsibilities of the University

The University agrees to:

- 1) Assume full responsibility for the administrative duties associated with the academic requirements of the CES Doctoral Internship, including approval of the internship site and experience, maintaining on-going and direct communication with Site representatives, ensuring that Doctoral Student Interns are academically ready to begin the Internship experience, and grading.
- 2) Provide information regarding the CES doctoral program and curriculum in order that the Site may properly plan and execute task assignments and supervision. Specifically included are student data, university calendar, student handbook, and the CES Doctoral Internship Manual.
- 3) Designate one CES faculty member each academic semester who will be the Internship Instructor for the student and who will communicate directly with the internship site supervisor (by telephone contact and possibly an internship site visit). The Instructor will lead and facilitate weekly CES Doctoral Internship class

sessions (2.5 hours/week) to which all student interns will be required to attend in-person, and will be available for consultation with the internship site supervisor and students for the duration of their internship experience. The role of the Internship Instructor and the Doctoral Practicum and Internship Coordinator will be that of a consultant alone; the designated internship site supervisor will assume legal responsibility for all clients seen by the student intern.

Responsibilities of the Site

The Site agrees to:

- 1) Designate one person as internship site supervisor with a PhD in CES (or CACREP equivalent) to supervise the intern's research and scholarship. This person will assume legal and ethical responsibility for the welfare of all parties (i.e., students, research participants, etc.) that may be directly affected by the intern's activities.
- 2) Develop work assignments and tasks for the Doctoral Intern commensurate with the CES Program objectives, in consultation with the CES Internship Instructor and Doctoral Practicum and Internship Coordinator.
- 3) Provide appropriate working conditions and physical arrangements for the Doctoral Intern, such as desk space for completing paperwork, access to a computer and a telephone, and office space in which to meet with individuals privately. In addition, the Site must provide an instructional environment that is conducive to modeling, demonstration, and training.
- 4) Weekly face-to-face supervision to average 1 hour/week for the duration of experience must be provided by an approved supervisor (Ph.D. in CES, or CACREP equivalent). For students choosing a 200 hour experience, 10 hours of supervision minimum is required.
- 5) Complete a review of logs and activity reports, and complete the Doctoral Intern evaluation materials in a timely fashion and review these materials with the Doctoral Intern.
- 6) Inform the University of Site policies and procedures that are relevant to internship assignments and Doctoral Intern activities.
- 7) Maintain close communication with the University in relation to internship activities through available means such as internship site supervisor meetings, correspondence with the Doctoral Practicum and Internship Coordinator, on-site visits by the Internship Instructor, and telephone contacts.
- 8) Monitor the Doctoral Intern's performance and report to the University Internship Instructor and/or Doctoral Practicum and Internship Coordinator if any difficulties in performance, ethics, or other internship related activities arise.
- 9) Allow the Doctoral Intern to attend weekly internship class sessions for the duration of his/her internship experience (determined by the time period indicated on the first and last pages of this agreement).

Internship Student Responsibilities

- 1) The student intern will be enrolled in the CES Doctoral Internship course for each semester internship is undertaken (typically 3 credit hours for each of the two semesters internship is undertaken) and will attend in-person all classes/seminars for the CHDS Doctoral Internship course for the entire length of the agreed upon internship experience.
- 2) The student intern will complete a weekly log and activity report, obtain his/her internship site supervisor's initials on each printed activity report, and will submit the originals on a weekly basis to the CES Doctoral Internship Instructor, and copies to the internship site supervisor.
- 3) The student intern will complete duties assigned and at hours scheduled at the internship site, according to the agreement established between the student and site representative.
- 4) The student intern will be expected to conduct himself or herself in a professional manner expected of all Professional Counselors throughout the entirety of the internship experience. This means up-holding and abiding by the American Counseling Association's (ACA; 2014) *ACA Code of Ethics* [<http://www.counseling.org>], as well as the Code of Ethical Practice and Professional Conduct of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (Rule 4757-5-01 of the ORC) [<http://www.cswmft.ohio.gov>].
- 5) The student intern is responsible for ensuring that all paperwork related to the internship experience is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Internship class) and on file.
- 6) The student intern will be certain the internship site and assigned site supervisor receive a copy of the University calendar, student handbook, and this Internship Manual.
- 7) The student intern will be certain that the Internship Site and Doctoral Practicum and Internship Coordinator receive copies of the completed Doctoral Internship Agreement Form and the Supervisor Qualifications Form by April 15 to start in the Fall semester or by October 15 to start in the Spring semester. The student will also be certain that the CES mid-internship evaluation forms and CES final evaluation forms (i.e., CES Doctoral Internship Evaluation of Intern's Research and Scholarship Skills and CES Doctoral Internship Evaluation of Professional Behavior Form), Doctoral Intern's Assessment of Doctoral Internship Form, Doctoral Intern's Evaluation of Supervisor Form, and Completion of Doctoral Internship Form are properly completed and placed in the student's internship file.
- 8) The student will purchase professional liability insurance and have proof of current coverage available throughout the internship experience.
- 9) The student agrees to spend no less than 200 hours toward research and scholarship as outlined in the Doctoral Internship Structure identified by the CES program at Kent State University.

The signatures below indicate that each person understands the Internship requirements for the CES Doctoral Program at Kent State University. The signatures also

represent each person's agreement to uphold his or her respective responsibilities outlined in this Internship Agreement Form.

The CES Doctoral Internship will take place:

- Fall _____ and Spring _____ (approx. 36 weeks total, including Fall final exam week, 4-week winter break, and Spring break)
(year) (year)

Site Representative Printed Name: _____ **Signature:** _____

Title: _____ Date: _____

Agency Name, Address, & Phone#: _____

Intern's Printed Name: _____ **Signature:** _____

Doctoral Practicum and Internship Coordinator's Signature: _____



Doctoral Internship Agreement Form For Teaching



Directions: This agreement is to verify for Kent State University (hereinafter referred to as "University"), the Internship Site (also referred to as the "Site"), and the student Intern (also referred to as "Doctoral Intern") the expectations of the internship experience and to document that all parties have agreed to take part in this experience. The Internship Site, the University, and the student Intern should receive a copy of the completed and signed form for their records. This agreement MUST be completed and signed by all appropriate parties, and the original agreement submitted (all pages of the original agreement) to the Doctoral Practicum and Internship Coordinator by **April 15** to start in the Fall semester or **October 15** to start in the Spring semester.

This agreement between the Counselor Education & Supervision (CES) Program at Kent State University and

_____ of _____, is for the purpose of identifying
(Agency Name) (City, State)

responsibilities of all parties throughout the CES Doctoral Internship of _____
(Name of CES Doctoral Student)

while he/she is enrolled in and attending in person the weekly CES Doctoral Internship course for the Fall _____ and Spring _____ semesters.
(year) (year)

General Policies

- 1) The central purpose of this agreement is the professional education of students in preparation for practice as counselors/counselor educators.
- 2) This agreement shall remain in effect for the duration of the student's internship experience for the time period indicated at the site specified above. Termination of this agreement prior to the successful completion of internship requires the consultation of the assigned internship site supervisor, site representative, Internship Instructor, Doctoral Practicum and Internship Coordinator at the University, and the student. Similar consultation is required if the student secures an additional internship site.
- 3) The internship experience is typically a voluntary arrangement with no financial remuneration required by the University or Site for services provided while fulfilling internship duties; however, some sites may offer stipends to interns.
- 4) Duration of internship is for one or two academic semesters. Students may continue to practice at the internship setting during academic breaks at the university (e.g., spring break, winter break, spring/summer intersession) only as long as the student remains continuously enrolled in a section of CES Doctoral Internship. Internship undertaken for the Fall and Spring semesters is approximately 36 weeks.
- 5) Once all necessary paperwork and completed forms have been submitted to the Doctoral Practicum and Internship Coordinator by the deadline specified in this Manual, and the Doctoral Practicum and Internship Coordinator has determined (in consultation with site representative) that the proposed internship site and experience are appropriate for fulfilling both CHDS Doctoral program and state licensure eligibility requirements, the student will be enrolled for 3 credit hours in the CES Doctoral Internship course for each semester he/she is undertaking the internship experience.
- 6) Internship hours shall be in accordance with site work hours and shall total a minimum of _____ **clock hours per week** for a minimum total of _____ clock hours at the conclusion of the internship experience. All hours accrued for teaching is considered non-direct service.
- 7) Weekly face-to-face supervision to average 1 hour/week for the duration of experience must be provided by an approved supervisor (Ph.D. in CES, or CACREP equivalent). For students choosing a 200 hour experience, 10 hours of supervision minimum is required.
- 8) Students who are engaged in Doctoral Internship-related activities and are enrolled in the CES Doctoral Internship course, are required to attend in-person weekly internship class sessions for the duration of their internship experience as determined by the time period indicated on this agreement. Exceptions to this must be approved jointly by the CES Doctoral Internship Instructor and Doctoral Practicum and Internship Coordinator, and methods for fulfilling all Internship requirements must be clarified before the beginning of the internship experience.

Responsibilities of the University

The University agrees to:

- 1) Assume full responsibility for the administrative duties associated with the academic requirements of the CES Doctoral Internship, including approval of the internship site and experience, maintaining on-going and direct communication with Site representatives, ensuring that Doctoral Student Interns are academically ready to begin the Internship experience, and grading.
- 2) Provide information regarding the CES doctoral program and curriculum in order that the Site may properly plan and execute task assignments and supervision. Specifically included are student data, university calendar, student handbook, and the CES Doctoral Internship Manual.
- 3) Designate one CES faculty member each academic semester who will be the Internship Instructor for the student and who will communicate directly with the

internship site supervisor (by telephone contact and possibly an internship site visit). The Instructor will lead and facilitate weekly CES Doctoral Internship class sessions (2.5 hours/week) to which all student interns will be required to attend in-person, and will be available for consultation with the internship site supervisor and students for the duration of their internship experience. The role of the Internship Instructor and the Doctoral Practicum and Internship Coordinator will be that of a consultant alone; the designated internship site supervisor will assume legal responsibility for all clients seen by the student intern.

Responsibilities of the Agency

The Site agrees to:

- 1) Designate one person as internship site supervisor with appropriate counselor education, preparation, and credentialing to supervise the intern's teaching. This person will assume legal and ethical responsibility for the welfare of all parties (i.e., students) that may be directly affected by the intern's activities.
- 2) Develop work assignments and tasks for the Doctoral Intern commensurate with the CES Program objectives, in consultation with the CES Internship Instructor and Doctoral Practicum and Internship Coordinator.
- 3) Provide appropriate working conditions and physical arrangements for the Doctoral Intern, such as desk space for completing paperwork, access to a computer and a telephone, and office space in which to meet with individuals privately. In addition, the Site must provide an instructional environment that is conducive to modeling, demonstration, and training.
- 4) Weekly face-to-face supervision to average 1 hour/week for the duration of experience must be provided by an approved supervisor (Ph.D. in CES, or CACREP equivalent). For students choosing a 200 hour experience, 10 hours of supervision minimum is required.
- 5) Complete a review of logs and activity reports, and complete the Doctoral Intern evaluation materials in a timely fashion and review these materials with the Doctoral Intern.
- 6) Inform the University of Site policies and procedures that are relevant to internship assignments and Doctoral Intern activities.
- 7) Maintain close communication with the University in relation to internship activities through available means such as internship site supervisor meetings, correspondence with the Doctoral Practicum and Internship Coordinator, on-site visits by the Internship Instructor, and telephone contacts.
- 8) Monitor the Doctoral Intern's performance and report to the University Internship Instructor and/or Doctoral Practicum and Internship Coordinator if any difficulties in performance, ethics, or other internship related activities arise.
- 9) Allow the Doctoral Intern to attend weekly internship class sessions for the duration of his/her internship experience (determined by the time period indicated on the first and last pages of this agreement).

Internship Student Responsibilities

- 1) The student intern will be enrolled in the CES Doctoral Internship course for each semester internship is undertaken (typically 3 credit hours for each of the two semesters internship is undertaken) and will attend in-person all classes/seminars for the CHDS Doctoral Internship course for the entire length of the agreed upon internship experience.
- 2) The student intern will complete a weekly log and activity report, obtain his/her internship site supervisor's initials on each printed activity report, and will submit the originals on a weekly basis to the CES Doctoral Internship Instructor, and copies to the internship site supervisor.
- 3) The student intern will complete duties assigned and at hours scheduled at the internship site, according to the agreement established between the student and site representative.
- 4) The student intern will be expected to conduct himself or herself in a professional manner expected of all Professional Counselors throughout the entirety of the internship experience. This means up-holding and abiding by the American Counseling Association's (ACA; 2014) *ACA Code of Ethics* [<http://www.counseling.org>], as well as the Code of Ethical Practice and Professional Conduct of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (Rule 4757-5-01 of the ORC) [<http://www.cswmft.ohio.gov>].
- 5) The student intern is responsible for ensuring that all paperwork related to the internship experience is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Internship class) and on file.
- 6) The student intern will be certain the internship site and assigned site supervisor receive a copy of the University calendar, student handbook, and this Internship Manual.
- 7) The student intern will be certain that the Internship Site and Doctoral Practicum and Internship Coordinator receive copies of the completed Doctoral Internship Agreement Form and the Supervisor Qualifications Form by April 15 to start in the Fall semester or by October 15 to start in the Spring semester. The student will also be certain that the CES mid-internship evaluation forms and CES final evaluation forms (i.e., CES Doctoral Internship Evaluation of Intern's Teaching Skills and CES Doctoral Internship Evaluation of Professional Behavior Form), Doctoral Intern's Assessment of Doctoral Internship Form, Doctoral Intern's Evaluation of Supervisor Form, and Completion of Doctoral Internship Form are properly completed and placed in the student's internship file.
- 8) The student will purchase professional liability insurance and have proof of current coverage available throughout the internship experience.
- 9) The student agrees to spend no less than 200 hours in Teaching as identified by the Doctoral Internship Structure from the CES program at Kent State University.

The signatures below indicate that each person understands the Internship requirements for the CES Doctoral Program at Kent State University. The signatures also represent each person's agreement to uphold his or her respective responsibilities outlined in this Internship Agreement Form.

The CES Doctoral Internship will take place:

- Fall _____ and Spring _____ (approx. 36 weeks total, including Fall final exam week, 4-week winter break, and Spring break)
(year) (year)

Site Representative Printed Name: _____ **Signature:** _____

Title: _____ **Date:** _____

Agency Name, Address, & Phone#: _____

Intern's Printed Name: _____ **Signature:** _____

Doctoral Practicum and Internship Coordinator's Signature: _____



Supervisor Qualification Form Counseling/Supervision/Leadership/ Research & Scholarship/Teaching



Directions: Please type or print CLEARLY all requested information for EACH SUPERVISOR you will have in the THREE areas of Internship. This form needs to be completed at or about the time the Internship Agreement Form is completed by June 15 to start in the Fall semester and the original submitted to the Doctoral Practicum and Internship Coordinator.

Name of CES Doctoral Student Intern:

Name, Address, and Phone # (with area code) of assigned Internship Site Supervisor: (or attach business card)

Graduate Degree(s) of Internship Supervisor (include academic institution and date of earning degree(s)):

Certificate(s) and License(s) of Internship Supervisor (include accrediting body and date of expiration):

For counseling and supervision activities - Years of supervisor's experience: _____

Internship will extend for _____ hours a week for _____ weeks, totaling at least 600 clock hours of service. It is strongly recommended that a set day/time for weekly supervision be established for the entirety of internship.

* Please attach a brochure of the agency/service organization.

Internship Site / Supervisor's Signature: _____ Date: _____

Printed Internship Site / Supervisor's Name: _____

Agency / Site Name: _____

Doctoral Intern's Signature: _____ Date: _____

Printed Doctoral Intern's Name: _____

Doctoral Practicum & Internship Coordinator's Signature: _____ Date: _____



Doctoral Intern's Assessment of Doctoral Internship



Student Name: _____ Banner ID: _____

Name of Internship Site: _____

Area of Focus (Teaching, Research & Scholarship, Counseling, Leadership or Supervision). _____

One Evaluation is required for EACH of the three areas of Focus

This evaluation is for the purpose of providing feedback to the Site/Clinical Supervisor, the Agency / Site, and the University regarding student perceptions of the internship experience. This instrument is designed as a guide to facilitate the sharing of the most significant perceptions and impressions that occur throughout the internship experience. As a doctoral student, you are urged to complete this instrument completely and honestly. You should already have begun this kind of critical sharing with your site/clinical supervisor, others at the site, and your faculty Internship Instructor. Your responses can aid your own professional development, and your assessment will significantly help the Agency and the University be even more responsive to student needs.

I. Complete the rating form as follows (circle appropriate responses for each item):

- 5 -- Indicates complete satisfaction or an extremely positive response with the item. Where behavior is referred to, the behavior was always present when appropriate.
- 4 -- Moderate satisfaction: Desired behavior or condition was frequently present.
- 3 -- Somewhat satisfied: Desired behavior or condition was sometimes absent.
- 2 -- Somewhat dissatisfied: Desired behavior or condition was often absent.
- 1 -- Extremely dissatisfied: Desired behavior or condition was seldom present.
- X -- It is not possible to assess this item.

2. Provide written comments regarding those items for which you have a special concern.

I. The Internship Process

| | | | | | | | |
|---|--|---|---|---|---|---|---|
| 1 | Was there sufficient information about the internship prior to actually starting the experience? | 5 | 4 | 3 | 2 | 1 | X |
| 2 | Did you feel the kind of setting provided was appropriate to your needs and interests? | 5 | 4 | 3 | 2 | 1 | X |
| 3 | Was orientation at the agency/site sufficient when the internship began? | 5 | 4 | 3 | 2 | 1 | X |
| 4 | Overall, did the site supervisor meet his/her responsibilities for your internship experience? | 5 | 4 | 3 | 2 | 1 | X |
| 5 | During the internship experience, did you feel that you were treated as an individual with respect for your own special circumstances? | 5 | 4 | 3 | 2 | 1 | X |
| 6 | Was the agency/site/individual supervisor adequately prepared for your arrival? | 5 | 4 | 3 | 2 | 1 | X |

II. The Agency/Site/Environmental Setting

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | Was interaction with other professionals (e.g., counselors) and related disciplines sufficient? | 5 | 4 | 3 | 2 | 1 | X |
| 2 | Did the agency/site provide you with adequate working conditions? | 5 | 4 | 3 | 2 | 1 | X |
| 3 | Overall, did you feel the agency/site attached sufficient importance to your internship experience? | 5 | 4 | 3 | 2 | 1 | X |

III. Professional Development & Professional Identity

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | Did the experience acquaint you with the understanding of the specific focus area? | 5 | 4 | 3 | 2 | 1 | X |
| 2 | Did the internship experience improve your capacity to work in this specific focus area? | 5 | 4 | 3 | 2 | 1 | X |
| 3 | Did the placement acquaint you with resources available in the community/larger community? | 5 | 4 | 3 | 2 | 1 | X |
| 4 | Did the internship significantly increase your knowledge of specific problems in related to the focus area (ex: need for grass roots advocacy in counseling; current problems with the lack of scholarship in a specific area)? | 5 | 4 | 3 | 2 | 1 | X |
| 5 | Rate your general level of satisfaction with the amount and kind of activities you were expected to complete. | 5 | 4 | 3 | 2 | 1 | X |
| 6 | Was there a sufficient diversity of learning activities? | 5 | 4 | 3 | 2 | 1 | X |
| 7 | Were there opportunities to be part of the "larger agency" specific to your focus area? | 5 | 4 | 3 | 2 | 1 | X |

IV. Supervision

| | | | | | | | |
|----|--|---|---|---|---|---|---|
| 1 | Did your supervisor stimulate conversations related to professional counselor identity? | 5 | 4 | 3 | 2 | 1 | X |
| 2 | Did your supervisor help you feel accepted and respected as a person? | 5 | 4 | 3 | 2 | 1 | X |
| 3 | Did your supervisor help in demonstrating professional relationships with others? | 5 | 4 | 3 | 2 | 1 | X |
| 4 | Did your supervisor meet with you for supervision at established times and for the agreed upon time? | 5 | 4 | 3 | 2 | 1 | X |
| 5 | Did your supervisor assist in deepening your understanding of the focus area? | 5 | 4 | 3 | 2 | 1 | X |
| 6 | Did your supervisor help clarify objectives for your focus area? | 5 | 4 | 3 | 2 | 1 | X |
| 7 | Did your supervisor help organize planning procedures for working on your focus area? | 5 | 4 | 3 | 2 | 1 | X |
| 8 | Did your supervisor guide you in generating your own solutions to problems faced during internship? | 5 | 4 | 3 | 2 | 1 | X |
| 9 | Did your supervisor provide you with useful feedback regarding your skills? | 5 | 4 | 3 | 2 | 1 | X |
| 10 | Did your supervisor help you focus on how your personal style influenced this particular focus area? | 5 | 4 | 3 | 2 | 1 | X |
| 11 | Did your supervisor adequately reinforce the development of your strengths and capabilities? | 5 | 4 | 3 | 2 | 1 | X |
| 12 | Did your supervisor help you use appraisal instruments as appropriate to this focus area? | 5 | 4 | 3 | 2 | 1 | X |
| 13 | Was your supervisor helpful in critiquing your written work? | 5 | 4 | 3 | 2 | 1 | X |
| 14 | Did your supervisor allow and encourage you to evaluate and reflect on your work ? | 5 | 4 | 3 | 2 | 1 | X |

Optional: Provide additional comments in the space below (or attach a separate sheet):

The Site/Clinical Supervisor and Intern have been involved in an evaluation process that they have discussed with one another. Significant disagreement on the part of the Intern or Site/Clinical Supervisor regarding this assessment should be noted in writing and forwarded to the Internship Instructor as an addendum to this form.

Student's Signature: _____ Date: _____

Internship Site Supervisor's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Doctoral Practicum & Internship Coordinator's Signature: _____ Date: _____



Doctoral Intern's Evaluation of Supervisor Form

KENT STATE UNIVERSITY
 College of Education,
 Health and Human Services

Student's Name: _____ Banner ID: _____

Supervisor's Name: _____

PLEASE ENSURE YOU COMPLETE AN EVALUATION FOR EACH SUPERVISOR YOU HAVE DURING DOCTORAL INTERNSHIP

| # | Item | No Opportunity to Observe | Strongly Disagree | Somewhat Disagree | Neutral | Somewhat Agree | Strongly Agree |
|----|--|---------------------------|-------------------|-------------------|---------|----------------|----------------|
| 1 | Supervisor stimulates professional counselor identity | 0 | 1 | 2 | 3 | 4 | 5 |
| 2 | Supervisor helped me feel accepted and respected as a person | 0 | 1 | 2 | 3 | 4 | 5 |
| 3 | Supervisor was helpful to me in demonstrating professional relationships with staff members at the internship site | 0 | 1 | 2 | 3 | 4 | 5 |
| 4 | Supervisor met with me for supervision at established times and for the agreed upon time | 0 | 1 | 2 | 3 | 4 | 5 |
| 5 | Supervisor assisted me in conceptualizing my clients | 0 | 1 | 2 | 3 | 4 | 5 |
| 6 | Supervisor helped me clarify objectives for my counseling sessions | 0 | 1 | 2 | 3 | 4 | 5 |
| 7 | Supervisor helped me organize relevant case data in planning procedures for working with my clients | 0 | 1 | 2 | 3 | 4 | 5 |
| 8 | Supervisor guided me in generating my own solutions to problems I faced (e.g., with clients) | 0 | 1 | 2 | 3 | 4 | 5 |
| 9 | Supervisor provided me with useful feedback regarding my counseling skills | 0 | 1 | 2 | 3 | 4 | 5 |
| 10 | Supervisor helped me focus on how my personal style influenced clients | 0 | 1 | 2 | 3 | 4 | 5 |
| 11 | Supervisor adequately reinforced the development of my strengths and capabilities | 0 | 1 | 2 | 3 | 4 | 5 |
| 12 | Supervisor helped me use appraisal instruments constructively in counseling | 0 | 1 | 2 | 3 | 4 | 5 |
| 13 | Supervisor was helpful in critiquing my report writing | 0 | 1 | 2 | 3 | 4 | 5 |
| 14 | Supervisor allowed and encouraged me to evaluate my work with clients | 0 | 1 | 2 | 3 | 4 | 5 |

Please feel free to provide additional comments on the supervision you received during your internship.

Student's Signature: _____ Date: _____

Internship Site Supervisor's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Doctoral Practicum & Internship Coordinator's Signature: _____ Date: _____



Completion of Doctoral Internship Form



The following signatures indicate that _____ has satisfactorily fulfilled the expectations of Doctoral Internship, has successfully completed a **minimum of 200 hours in each of the three identified three focus areas**, and met all requirements identified by the CES Program.

Supervisor 1 Printed Name: _____ Title: _____

Area of Focus: _____ Total Hours _____

Supervisor 1 Signature: _____ Date: _____

Supervisor 2 Printed Name: _____ Title: _____

Area of Focus: _____ Total Hours _____

Supervisor 2 Signature: _____ Date: _____

Supervisor 3 Printed Name: _____ Title: _____

Area of Focus: _____ Total Hours _____

Supervisor 3 Signature: _____ Date: _____

Semester 1 Internship Instructor Printed Name: _____

Semester 1 Internship Instructor Signature: _____

Semester 2 Internship Instructor Printed Name: _____

Semester 2 Internship Instructor Signature: _____

Intern's Signature: _____ Date: _____

Internship Site Supervisor's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Doctoral Practicum & Internship Coordinator's Signature: _____ Date: _____



CES Doctoral Internship Evaluation of Intern's Counseling Skills

Doctoral Intern Name: _____ Banner ID: _____

Site Supervisor Name: _____ Title: _____

(Counseling Focus)

Instructions:

- This form is to be completed at the end of each semester of Doctoral Internship.
- Place an "X" in the column most closely aligned to your evaluation of the doctoral intern.
- When this form is completed, turn it into the internship instructor, then the CES secretary for data entry.
- Significant concerns should be addressed to the Doctoral Practicum and Internship Coordinator (Dr. Jencius) and remediation will be determined. However, there are multiple levels of severity of professional behavior and remediation could occur even if there was only once correction.

| Doctoral Intern Counseling Skills Evaluation | | | | |
|--|---|---|---|----------------------------------|
| | Limited training and experience in this domain | Transitioning from dependent levels of supervision to greater autonomy | Beginning to develop a personalized approach to counseling using "self" in therapy | Not observed or evaluated |
| The supervisee had confidence to engage in therapeutic interventions | | | | |
| Supervisee was effective in the administration of psychological instruments | | | | |
| The supervisee was able to use personal skills in conceptualizing client issues | | | | |
| The supervisee was able to understand the client's environment/history/personality influence functioning | | | | |
| The supervisee demonstrated competence in dealing with racial, ethnic, cultural and other differences | | | | |
| The supervisee demonstrated a depth of understanding related to theory | | | | |
| The supervisee determined appropriate intervention strategies based on client goals | | | | |
| The supervisee demonstrated ability to integrate professional and personal ethics | | | | |

Adapted from Stoltenberg, McNeill, & Delworth (1998).

Below, provide 3-4 specific recommendations for continued professional growth and development.

1.

2.

3.

4.

For Site Supervisors completing evaluation on Doctoral Interns:

_____ Based on the above standards, this student **has** met the skills requirement for a doctoral student in internship.

_____ Based on the above standards, this student **has not** met the skills requirement for a doctoral student in internship.

Intern's Signature: _____ Date: _____

Site Supervisor's Signature: _____ Date: _____

Doctoral Practicum & Internship Coordinator's Signature: _____ Date: _____



CES Doctoral Internship Evaluation of Professional Behavior Form



Doctoral Intern Name: _____ Banner ID: _____

Site Supervisor Name: _____ Title: _____

Instructions:

- This form is to be completed at the end of each semester of Doctoral Internship – **By EACH site supervisor working with the doctoral intern.**
- When this form is completed, turn in into the internship instructor, then the Doctoral Practicum & Internship Coordinator, then the CES secretary for data entry.
- Please place a check in the appropriate box.
- Items marked as 4 or 5 are considered to be acceptable and not needing remediation. If any item is marked as 1-3, please inform the Doctoral Practicum and Internship Coordinator (Dr. Jencius) and remediation will be determined. However, there are multiple levels of severity of professional behavior and remediation could occur even if there was only once correction.
- In Section B, if any of the Professional Behaviors are not “always” done (meaning NEVER not done), please inform the Doctoral Practicum and Internship Coordinator (Dr. Jencius) and remediation will be determined.

| Section A: Professional Behavior | Never Occurs After Multiple Corrections 1 | Occurs After Multiple Corrections 2 | Occurs After Few Corrections 3 | Occurs After One Correction 4 | Always occurs 5 | Not Applicable X |
|---|---|---|--|---|---------------------------|----------------------------|
| Dresses Appropriately | | | | | | |
| Is on time for appointments | | | | | | |
| Is on time to site | | | | | | |
| Interacts with colleagues in a professional manner | | | | | | |
| Interacts with office staff in a professional manner | | | | | | |
| Has professional demeanor on telephone with clients/parents | | | | | | |
| Completes record keeping in a timely manner | | | | | | |
| Treats clients with respect in waiting areas | | | | | | |
| Arrives at site on agreed dates and times | | | | | | |
| Calls to report inability to come to site in a timely and professional manner | | | | | | |
| Arrives prepared for supervision | | | | | | |
| Assists colleagues when appropriate and needed | | | | | | |
| Follows site guidelines / policies | | | | | | |
| Accepts feedback | | | | | | |
| Arrives prepared for client sessions | | | | | | |
| Takes initiative on projects when appropriate | | | | | | |
| Maintains proper personal hygiene | | | | | | |

| Section B: Professional Behavior | Serious Concern | Always |
|---|-----------------|--------|
| Discusses client cases only in appropriate settings | | |
| Maintains client confidentiality through proper record handling | | |
| Is respectful of all clients regardless of any differences | | |
| Complies with supervisor directions | | |
| Seeks supervision when needed | | |

For Site Supervisors completing evaluation on Doctoral Interns:

_____ Based on the above standards, this student **has** met the skills requirement for a doctoral student in internship.

_____ Based on the above standards, this student **has not** met the skills requirement for a doctoral student in internship.

Student’s Signature: _____ Date: _____

Site Supervisor’s Signature: _____ Date: _____

Doctoral Practicum & Internship Coordinator’s Signature: _____ Date: _____

Content in this evaluation taken from Ivey & Ivey (2008); Carkhuff, (1972); and Stoltenberg, McNeill, & Delworth (1998).



CES Doctoral Internship Evaluation of Intern's Teaching



Doctoral Intern Name: _____ Banner ID: _____

Site Supervisor Name: _____ Title: _____
(Teaching Focus)

Title of Course Taught / Co-Taught: _____

Date(s) of Teaching Observation by Supervisor: _____

Instructions:

- This form is to be completed for each course taught or co-taught (i.e., if two classes are taught, two of these forms are to be completed).
- When this form is completed, turn it into the internship instructor, the Doctoral Practicum and Internship Coordinator, then the CES secretary.
- Items marked as 2 or 3 are considered to be acceptable and not needing remediation. If any item is marked as 1, please inform the Doctoral Practicum and Internship Coordinator (Dr. Jencius) and remediation will be determined. However, there are multiple levels of severity of professional behavior and remediation could occur even if there was only once correction.

Knowledge Construction

| Standard | 1 Does Not Meet Expectations | 2 Meets Expectations | 3 Exceeds Expectations | Score |
|----------------------------|--|---|--|-------|
| Content Knowledge | Explains lessons in shallow, confusing, or inaccurate terms | Explains concepts accurately and clearly | Explains concepts accurately and clearly and responds appropriately to relevant topics that emerge in the class discussion | |
| Choices of Content | Shows lack of knowledge of the subject; uses inappropriate materials | Uses appropriate content materials and tools of inquiry | Content choices are thoughtful and developmentally appropriate - grounded in research and / or pedagogy | |
| Student Experiences | Delivers knowledge with no opportunities for student involvement | Delivers lesson and encourages student participation | Engages students in meaningful learning experiences where they can construct their own knowledge using a wide array of tasks and materials | |

Instructional Strategies

| Standard | 1 Does Not Meet Expectations | 2 Meets Expectations | 3 Exceeds Expectations | Score |
|---|--|---|---|-------|
| Variety | Relies on the same strategies routinely | Uses a variety of appropriate teaching strategies to help students attain knowledge that is usable and applicable | Uses a wide variety of innovative teaching strategies to explain content in an enthusiastic and focused manner | |
| Discussions | Does not use questions effectively | Manages student interactions fairly | Uses higher order questions and responds to questions clearly and promptly to promote student learning | |
| Critical Thinking | Difficulty moving beyond concrete application of lessons | Demonstrates abstract and concrete teaching tasks with intentionality, multicultural and ethical competence | Demonstrates outstanding ability to navigate abstract and concrete teaching tasks and infuses examples that are aligned to developmental needs, cultural perspectives and learning styles | |
| Online Instruction (if applicable) | Does not use expected adequate online instructional methods, demonstrating persistent difficulty | Uses online instructional methods with occasional difficulty | Fully uses online methods of instruction and support for student learning in an exceptional fashion | |

Evaluation, Remediation, and Gatekeeping

| Standard | 1 Does Not Meet Expectations | 2 Meets Expectations | 3 Exceeds Expectations | Score |
|--------------------|---|--|---|--------------|
| Evaluation | Relies on the same evaluation strategies routinely | Uses some variation in evaluation of student learning | Uses a wide variety of appropriate evaluation strategies to assess student learning | |
| Remediation | Does not identify students in need of potential remediation | Acknowledges but lacks assertiveness in addressing issues of remediation | Acts with students and other faculty to provide effective remediation strategies for students in need | |
| Gatekeeping | Ignored gatekeeping issues requiring student interventions | Acknowledges but lacks assertiveness in addressing gatekeeping issues | Effectively intervenes with faculty to address a student gatekeeping issues | |

Site Supervisor, please place an X in the table to rate the doctoral intern's ability to do the following:

| Task | 1 Does Not Meet Expectations | 2 Meets Expectations | 3 Exceeds Expectations | Not Applicable / Comments |
|---|---|-------------------------------------|---------------------------------------|----------------------------------|
| Construct a syllabus | | | | |
| Provide clear lectures | | | | |
| Conduct class discussion | | | | |
| Design and conduct small group discussion | | | | |
| Balances lecture, practice and activities | | | | |
| Develops appropriate assignments | | | | |
| Develops quizzes/exams | | | | |

Additional Comments:

For Site Supervisors completing evaluation on Doctoral Interns:

_____ Based on the above standards, this student **has** met the skills requirement for a doctoral student in internship.

_____ Based on the above standards, this student **has not** met the skills requirement for a doctoral student in internship.

Intern's Signature: _____ Date: _____

Site Supervisor's Signature: _____ Date: _____

Doctoral Practicum & Internship Coordinator's Signature: _____ Date: _____

Adapted from Barrio-Minton, Gibson & Watcher-Morris, 2016



CES Doctoral Internship Evaluation of Intern's Supervision Skills



Doctoral Intern Name: _____ Banner ID: _____

Site Supervisor Name: _____ Title: _____

(Supervision Focus)

Instructions:

- When this form is completed, turn it into the internship instructor, then the Doctoral Practicum and Internship Coordinator, then the CES secretary.
- Items marked as 3 - 5 are considered to be acceptable and not needing remediation. If any item is marked as 1 or 2, please inform the Doctoral Practicum and Internship Coordinator (Dr. Jencius) and remediation will be determined. However, there are multiple levels of severity of professional behavior and remediation could occur even if there was only once correction.

Note: On the below items, the "Supervisor" refers to the doctoral intern serving in the role of a supervisor.

| # | Item | No Opportunity to Observe | Strongly Disagree | Somewhat Disagree | Neutral | Somewhat Agree | Strongly Agree |
|----|---|---------------------------|-------------------|-------------------|---------|----------------|----------------|
| 1 | Supervisor stimulates professional counselor identity | 0 | 1 | 2 | 3 | 4 | 5 |
| 2 | Supervisor helped supervisees feel accepted and respected as a person | 0 | 1 | 2 | 3 | 4 | 5 |
| 3 | Supervisor was helpful in demonstrating professional relationships with staff members at the internship site | 0 | 1 | 2 | 3 | 4 | 5 |
| 4 | Supervisor met for supervision at established times and for the agreed upon time | 0 | 1 | 2 | 3 | 4 | 5 |
| 5 | Supervisor assisted supervisees in conceptualizing their clients | 0 | 1 | 2 | 3 | 4 | 5 |
| 6 | Supervisor helped supervisees clarify objectives for their counseling sessions | 0 | 1 | 2 | 3 | 4 | 5 |
| 7 | Supervisor helped supervisees organize relevant case data in planning procedures for working with their clients | 0 | 1 | 2 | 3 | 4 | 5 |
| 8 | Supervisor guided supervisees in generating their own solutions to problems they faced with clients | 0 | 1 | 2 | 3 | 4 | 5 |
| 9 | Supervisor provided supervisees with useful feedback regarding their counseling skills | 0 | 1 | 2 | 3 | 4 | 5 |
| 10 | Supervisor helped supervisees focus on how their personal style influenced clients | 0 | 1 | 2 | 3 | 4 | 5 |
| 11 | Supervisor adequately reinforced the development of supervisees' strengths and capabilities | 0 | 1 | 2 | 3 | 4 | 5 |
| 12 | Supervisor helped supervisees use appraisal instruments constructively in counseling | 0 | 1 | 2 | 3 | 4 | 5 |
| 13 | Supervisor was helpful in critiquing supervisee report writing | 0 | 1 | 2 | 3 | 4 | 5 |
| 14 | Supervisor allowed and encouraged supervisees to evaluate their work with clients | 0 | 1 | 2 | 3 | 4 | 5 |
| 15 | Supervisor instilled confidence in supervisee to engage in therapeutic interventions | 0 | 1 | 2 | 3 | 4 | 5 |
| 16 | Supervisor guided supervisee to effective administration of psychological instruments | 0 | 1 | 2 | 3 | 4 | 5 |
| 17 | Supervisor aided the supervisee in using personal skills in conceptualizing client issues | 0 | 1 | 2 | 3 | 4 | 5 |
| 18 | Supervisor helped in understanding client's environment/ history/personality influence functioning | 0 | 1 | 2 | 3 | 4 | 5 |
| 19 | Supervisor encouraged competence in dealing with racial, ethnic, cultural and other differences | 0 | 1 | 2 | 3 | 4 | 5 |
| 20 | Supervisor aided the supervisee in depth of understanding related to theory | 0 | 1 | 2 | 3 | 4 | 5 |
| 21 | Supervisor helped determine appropriate intervention strategies based on client goals | 0 | 1 | 2 | 3 | 4 | 5 |
| 22 | Supervisor assisted supervisees in their ability to integrate professional and personal ethics | 0 | 1 | 2 | 3 | 4 | 5 |

Below, provide 3-4 specific recommendations for continued professional growth and development in supervision.

1.

2.

3.

4.

For Site Supervisors completing evaluation on Doctoral Interns:

_____ Based on the above standards, this student **has** met the skills requirement for a doctoral student in internship.

_____ Based on the above standards, this student **has not** met the skills requirement for a doctoral student in internship.

Intern's Signature: _____ Date: _____

Site Supervisor's Signature: _____ Date: _____

Doctoral Practicum & Internship Coordinator's Signature: _____ Date: _____



CES Doctoral Internship Evaluation of Intern's Research and Scholarship



Doctoral Intern Name: _____ Banner ID: _____

Site Supervisor Name: _____ Title: _____

(Research & Scholarship Focus)

Title Scholarly Project: _____

Type of Scholarly Project:

- _____ Standard Research Paradigm – research manuscripts
- _____ Grants/Fellowships Submissions
- _____ Book Chapters/Conceptual Articles
- _____ Local/State/Regional/National & International Presentations

Instructions:

- When this form is completed, turn it into the internship instructor, then the Doctoral Practicum and Internship Coordinator, then the CES secretary.
- Items marked as 3 - 5 are considered to be acceptable and not needing remediation. If any item is marked as 1 or 2, please inform the Doctoral Practicum and Internship Coordinator (Dr. Jencius) and remediation will be determined. However, there are multiple levels of severity of professional behavior and remediation could occur even if there was only once correction.

| # | Standard Research Paradigm – Research Manuscripts | No Opportunity to Observe | Strongly Disagree | Somewhat Disagree | Neutral | Somewhat Agree | Strongly Agree |
|----|---|---------------------------|-------------------|-------------------|---------|----------------|----------------|
| 1 | Intern has a good working knowledge of how to conduct a research study | 0 | 1 | 2 | 3 | 4 | 5 |
| 2 | Intern completed an IRB proposal in a thoughtful manner | 0 | 1 | 2 | 3 | 4 | 5 |
| 3 | Intern has a good working knowledge of quantitative methodologies | 0 | 1 | 2 | 3 | 4 | 5 |
| 4 | Intern has a good working knowledge of qualitative methodologies | 0 | 1 | 2 | 3 | 4 | 5 |
| 5 | Intern has good writing skills for scholarly pursuits | 0 | 1 | 2 | 3 | 4 | 5 |
| 6 | Intern can develop an appropriate review of the literature | 0 | 1 | 2 | 3 | 4 | 5 |
| 7 | Intern can organize their writing and thoughts appropriately | 0 | 1 | 2 | 3 | 4 | 5 |
| 8 | Intern can develop the procedures of a research study appropriately | 0 | 1 | 2 | 3 | 4 | 5 |
| 9 | Intern can methodically analyze data appropriately | 0 | 1 | 2 | 3 | 4 | 5 |
| 10 | Intern can appropriately interpret data | 0 | 1 | 2 | 3 | 4 | 5 |
| 11 | Intern can appropriately discuss the strengths and limitations of scholarship | 0 | 1 | 2 | 3 | 4 | 5 |
| 12 | Intern can effectively discuss implications of the findings of the research | 0 | 1 | 2 | 3 | 4 | 5 |
| 13 | Intern knows the process for preparing manuscripts for publication | 0 | 1 | 2 | 3 | 4 | 5 |
| 14 | Intern sustains independent work on a research / scholarly project | 0 | 1 | 2 | 3 | 4 | 5 |
| 15 | Intern brings the research / scholarly project to completion | 0 | 1 | 2 | 3 | 4 | 5 |
| 16 | Intern demonstrates ability to work to a time table | 0 | 1 | 2 | 3 | 4 | 5 |
| 17 | Intern provides a link to this project with salient issues in counseling | 0 | 1 | 2 | 3 | 4 | 5 |

What specific research methodologies did the intern use (quantitative and/or qualitative)?

Please provide additional comments on your perceptions of the intern's abilities and knowledge in the area of research manuscripts:

Please provide 3-4 suggestions for continued growth and development in research manuscripts:

| # | Grants and Fellowship Submissions | No Opportunity to Observe | Strongly Disagree | Somewhat Disagree | Neutral | Somewhat Agree | Strongly Agree |
|----|---|---------------------------|-------------------|-------------------|---------|----------------|----------------|
| 1 | Intern has a good working knowledge of how to write a grant/fellowship | 0 | 1 | 2 | 3 | 4 | 5 |
| 2 | Intern has good writing skills for scholarly pursuits | 0 | 1 | 2 | 3 | 4 | 5 |
| 3 | Intern can develop an appropriate review of the literature to substantiate the grant/fellowship | 0 | 1 | 2 | 3 | 4 | 5 |
| 4 | Intern can appropriately discuss the strengths and limitations of grants/fellowships | 0 | 1 | 2 | 3 | 4 | 5 |
| 5 | Intern can effectively discuss implications and how to implement the tasks associated with a grant/fellowship | 0 | 1 | 2 | 3 | 4 | 5 |
| 6 | Intern knows the process for preparing grants/fellowships for submission | 0 | 1 | 2 | 3 | 4 | 5 |
| 7 | Intern sustains independent work on his/her portion of the grant/fellowship | 0 | 1 | 2 | 3 | 4 | 5 |
| 8 | Intern brings the grant/fellowship to completion | 0 | 1 | 2 | 3 | 4 | 5 |
| 9 | Intern demonstrates ability to work with deadlines and schedules | 0 | 1 | 2 | 3 | 4 | 5 |
| 10 | Intern provides a link to this project with salient issues in counseling | 0 | 1 | 2 | 3 | 4 | 5 |

What specific tasks did the intern complete in the submission of the grant/fellowship?

Please provide additional comments on your perceptions of the intern's abilities and knowledge in the area of grants and fellowships:

Please provide 3-4 suggestions for continued growth and development in grants and fellowships:

| # | Book Chapters and Conceptual articles | No Opportunity to Observe | Strongly Disagree | Somewhat Disagree | Neutral | Somewhat Agree | Strongly Agree |
|----|---|---------------------------|-------------------|-------------------|---------|----------------|----------------|
| 1 | Intern has a good working knowledge of how to develop a book chapter/conceptual article | 0 | 1 | 2 | 3 | 4 | 5 |
| 2 | Intern has good writing skills for scholarly pursuits | 0 | 1 | 2 | 3 | 4 | 5 |
| 3 | Intern can develop an appropriate review of the literature and introduction to support the book chapter or conceptual article | 0 | 1 | 2 | 3 | 4 | 5 |
| 4 | Intern can appropriately discuss the strengths and limitations of the research included in the book chapter and/or conceptual article | 0 | 1 | 2 | 3 | 4 | 5 |
| 5 | Intern can effectively discuss key tasks in developing a book chapter/conceptual article | 0 | 1 | 2 | 3 | 4 | 5 |
| 6 | Intern knows the process for preparing book chapters/conceptual articles for publication | 0 | 1 | 2 | 3 | 4 | 5 |
| 7 | Intern sustains independent work on his/her portion of the book chapter/conceptual article | 0 | 1 | 2 | 3 | 4 | 5 |
| 8 | Intern brings the book chapter/ conceptual article to completion | 0 | 1 | 2 | 3 | 4 | 5 |
| 9 | Intern demonstrates ability to work with deadlines and schedules | 0 | 1 | 2 | 3 | 4 | 5 |
| 10 | Intern provides a link to this project with salient issues in counseling | 0 | 1 | 2 | 3 | 4 | 5 |

What specific tasks did the intern complete in the submission of the book chapter and/or conceptual article?

Please provide additional comments on your perceptions of the intern's abilities and knowledge in the area of writing book chapters/conceptual articles:

Please provide 3-4 suggestions for continued growth and development in writing book chapters/conceptual articles:

| # | Local/State/Regional/National & International Presentations | No Opportunity to Observe | Strongly Disagree | Somewhat Disagree | Neutral | Somewhat Agree | Strongly Agree |
|----|---|---------------------------|-------------------|-------------------|---------|----------------|----------------|
| 1 | Intern has a good working knowledge of how to propose a presentation | 0 | 1 | 2 | 3 | 4 | 5 |
| 2 | Intern completed a presentation proposal | 0 | 1 | 2 | 3 | 4 | 5 |
| 5 | Intern has good writing skills for presentations | 0 | 1 | 2 | 3 | 4 | 5 |
| 6 | Intern can develop an appropriate theoretical and / or research foundation for presentation | 0 | 1 | 2 | 3 | 4 | 5 |
| 7 | Intern can organize a presentation appropriately | 0 | 1 | 2 | 3 | 4 | 5 |
| 8 | Intern can develop the methods to engage and audience appropriately | 0 | 1 | 2 | 3 | 4 | 5 |
| 9 | Intern can present content in an easily understandable manner | 0 | 1 | 2 | 3 | 4 | 5 |
| 10 | Intern can respond to audience questions appropriately | 0 | 1 | 2 | 3 | 4 | 5 |
| 11 | Intern can appropriately interpret data | 0 | 1 | 2 | 3 | 4 | 5 |
| 12 | Intern can appropriately discuss the strengths and limitations of the presentation | 0 | 1 | 2 | 3 | 4 | 5 |
| 13 | Intern provides a link to this project with salient issues in counseling | 0 | 1 | 2 | 3 | 4 | 5 |

Please provide additional comments on your perceptions of the intern’s abilities and knowledge in the area of conference presentations:

For Site Supervisors completing evaluation on Doctoral Interns:

_____ Based on the above standards, this student **has** met the skills requirement for a doctoral student in internship.

_____ Based on the above standards, this student **has not** met the skills requirement for a doctoral student in internship.

Intern’s Signature: _____ Date: _____

Site Supervisor’s Signature: _____ Date: _____

Doctoral Practicum & Internship Coordinator’s Signature: _____ Date: _____



CES Doctoral Internship Evaluation of Intern's Leadership and Advocacy Skills



Doctoral Intern Name: _____ Banner ID: _____

Site Supervisor Name: _____ Title: _____
(Leadership & Advocacy Focus)

Instructions:

- When this form is completed, turn it into the internship instructor, the Doctoral Practicum and Internship Coordinator, then the CES secretary.
- Items marked as 2 or 3 are considered to be acceptable and not needing remediation. If any item is marked as 1, please inform the Doctoral Practicum and Internship Coordinator (Dr. Jencius) and remediation will be determined. However, there are multiple levels of severity of professional behavior and remediation could occur even if there was only once correction.

Please provide a brief narrative of the leadership position and tasks the intern held and his/her strengths and limitations in this role:

Settings:

Professional Organization _____

Counselor Education Setting (if applicable) _____

Skill and Knowledge Demonstration for Leadership and Advocacy

| Standard | 1 Does Not Meet Expectations | 2 Meets Expectations | 3 Exceeds Expectations | Score |
|-------------------|---|--|--|-------|
| Organization | Was disorganized or lacked basic reflectivity on the significance of organization | Organizational leadership was articulated and evident | Was highly organized, integrated the significance of skills and leadership practices | |
| Crisis | Intern lacked appropriate skills and knowledge re: crisis situations at the internship setting | Specific leadership skills, development and advocacy practices are articulated during crisis situation | Leadership development, skills and advocacy practices are specific and consistent and demonstrated in a professional manner during times of crisis | |
| Consultation | Low skill level & lacks knowledge about leadership and consultation | Specific consultation methods are articulated and applicable for the situation | Demonstrates leadership skills when consulting and shows high skill level for leadership strategies in consultant situations | |
| Current Issues | Low skill level or knowledge of current issues affecting counselor education and supervision and other professional organizations | Leadership development, skills and practices in counselor education are delineated but loosely connected to ethics, multiculturalism and professional identity | High skill level & knowledge of current issues in counselor education and supervision are developed and integrate leadership theory and personal style | |
| Leadership Models | Low Skill level or knowledge of Leadership models and examples related to leadership theory or personal style of leadership | Leadership theory and personal leadership style are articulated but lack connection to each other. | High skill level & knowledge of Leadership models. Leadership theory and personal leadership style illustrate connection and integration | |

| Task | 1 Does Not Meet Expectations | 2 Meets Expectations | 3 Exceeds Expectations | Not Applicable / Comments |
|---|------------------------------------|----------------------------|------------------------------|------------------------------|
| Develops clear goals related to leadership and advocacy | | | | |
| Outlines a concrete process/ pathway to leadership and advocacy goal completion | | | | |
| Demonstrates initiative | | | | |
| Ability to work independently and yet knows when to seek out supervision and guidance | | | | |
| Ability to work within a timely manner, adhering to deadlines | | | | |
| Follows through on tasks | | | | |
| Demonstrates servant leadership | | | | |

Please provide comments related to the Doctoral Intern's Leadership and Advocacy Development:

Please provide 3-4 suggestions for continued growth and development in Leadership and Advocacy in Counselor Education and Supervision:

For Site Supervisors completing evaluation on Doctoral Interns:

_____ Based on the above standards, this student **has** met the skills requirement for a doctoral student in internship.

_____ Based on the above standards, this student **has not** met the skills requirement for a doctoral student in internship.

Intern's Signature: _____ Date: _____

Evaluator's Signature (if different from Supervisor): _____ Date: _____

Supervisor's Signature: _____ Date: _____

Doctoral Practicum & Internship Coordinator's Signature: _____ Date: _____

Adapted from Barrio-Minton, Gibson & Watcher-Morris, 2016