



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

## Clinical Mental Health Counseling Clinical Experiences Manual

<http://www.kent.edu/ehhs/ldes/CES>



College of Education,  
Health and  
Human Services

Item	Page	Tevera Site Placement Process Opens Begin filling out documents in Tevera	Deadline
Guidelines for All Students	2		
Internship Planning Process	2-4		
Clinical Mental Health Counseling Forms in Tevera	5	If beginning in Fall semester—March 1 <sup>st</sup> If beginning in Spring semester—October 1 <sup>st</sup> If beginning in Summer semester—March 1 <sup>st</sup>	If beginning in Fall semester—July 1 <sup>st</sup> If beginning in Spring semester— December 1 <sup>st</sup> If beginning in Summer semester—May 1 <sup>st</sup>

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# Guidelines for all Students in Clinical Mental Health Counseling (CMHC)



The purpose of these guidelines is to clarify the objectives of the Master's of Education in Clinical Mental Health Counseling Clinical Experiences (Practicum I & II and Internships I & II) and to outline the specific responsibilities of the student, CES Program, and Site.

The practica experiences involves individual counseling with appropriate populations and is completed in The Counseling Center at Kent State University under supervision. The experience is geared toward preparation for internship and provides "opportunities to counsel diverse clients" (CACREP, 2024, p. 17). The objectives include (1) building basic counseling and professional development skills, (2) to enhance the development and implementation of theoretical models in the process of counseling and therapy, (3) to provide supervised opportunities to work in a structured setting and to assume the role and responsibilities of an emerging professional staff member, (4) to provide experiences to evaluate one's own professional development as a counselor, within the supervisory relationship, in class discussions, and as a result of assigned readings and personal reflections (5) to provide students with guidelines and protocols for acceptable clinical documentation and introduce students to the practice of case conceptualization and treatment planning.

The internship experiences represent the culmination of formal academic preparation in the Clinical Mental Health Counseling program. It is the opportunity to assume the role of professional counselor---in---training (i.e., "Counselor Trainee") and to provide clinical services within a community agency, school, hospital, private group practice, or college counseling facility under appropriate supervision. The internship experience also provides "opportunities for students to counsel diverse clients (CACREP, 2024, p.17). According to Ohio counselor licensure law, students can only practice as "Counselor Trainees" when they are enrolled in either counseling practicum or internship courses and are receiving appropriate face---to---face supervision. The Counselor Education and Supervision (CES) Program further requires that all Clinical Mental Health Counseling students preparing for internship register with the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (Ohio CSW&MFT Board) as a "Counselor Trainee" prior to beginning internship. For more information, see <https://cswmft.ohio.gov/preparing-for-a-license/counselors/ct-approval>. The internship experience, therefore, serves as a "testing ground" of sorts. Students have the opportunity to test the academic course work and formal training received thus far and students are themselves challenged to practice, in the role of Counselor Trainee/Intern, the counseling theories, techniques, and procedures learned in their program.

Practicum I is completed after Clinical Mental Health majors with graduate standing have completed the following prerequisites:

- CES 67530 Counseling Theories,
- CES 67531 Counseling Skills and Techniques,
- CES 67580 Multicultural Counseling,
- CES 67628 Diagnosis in Counseling,
- CES 67663 Orientation and Ethics Clinical Mental Health Counseling, and
- CES 68126 Introduction to Assessment in Counseling

Internship is undertaken at the conclusion of the student's program, with no more than 6 credit hours remaining to complete the 60-credit hour master's degree in Clinical Mental Health Counseling (excluding the 6 credit hours required for internship). Students are only allowed to enroll in one field experience (practicum or internship) per semester (e.g., if you are registered for SCON Internship I you may NOT take CMHC Practicum I). The internship is undertaken over two semesters (or one semester and one summer term) and therefore students will be enrolled for 3 credit hours of internship for each of the two semesters of their internship experience. Students are required to attend class sessions in the instructional format offered (e.g., remotely, in-person, hybrid).

All CACREP core area courses (as listed on the Clinical Mental Health Counseling prospectus) need to be completed prior to the start of internship. Four additional courses are also prerequisites to internship:

- CES 6/77492: Practicum I**
- CES 6/78130: Psychopathology for Counselors**
- CES 6/77592: Practicum II**
- CES 67662 Foundations of Addictions Counseling**

**Successful completion of all CACREP core area courses and the four courses listed above must be verified on the student's academic transcript.**

It is important that each student identifies and selects an internship setting that suits their learning requirements and meets the Program's requirements as a training facility. To accomplish this, considerable planning and careful preparation must be completed before the student begins the internship experience. The internship experience must provide the student with opportunities to engage in clinical counseling services; that is, the student must engage in the diagnosis and treatment of mental disorders, under the supervision of a Licensed Professional Clinical Counselor (LPCC) who has the supervisory endorsement of the Ohio CSW&MFT Board (LPCC-S credential). Clinical services provided during internship include, but are not limited to, screening clients for treatment eligibility, conducting comprehensive assessments, determining *DSM* diagnoses, providing appropriate treatment interventions to clients, and constructing individualized treatment plans. The clinical nature of the internship experience fulfills licensure eligibility requirements in the state of Ohio. The Clinical Mental Health Counseling internship experience must therefore be undertaken and completed in Ohio. Once a potential internship site has been located by a student, the Master's Practicum and Internship Coordinator verifies the appropriateness of the setting and supervision prior to the student beginning their internship experience.

## TEVERA REQUIREMENT

Tevera is a data management tool that will be used through your program. Tevera is not a Kent State University-designed product; to use Tevera, you must purchase an account with them. The purpose of Tevera is to help you and the program manage Key Performance Indicators, documents associated with internship placement approval, multiple points of evaluation, and your hours accrued during practicum and internship. To maintain FERPA and HIPPA compliance, you are never to include any identifying information pertaining to your clients or students, faculty and staff, supervisors, co-workers, and fellow students in Tevera documents.

CACREP (2024) provides the following definitions:

**Direct Service:** Supervised use of counseling, consultation, or related professional skills with actual clients (individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision, and (5) role plays.

**Individual Supervision:** A tutorial and mentoring relationship between a member of the counseling profession and one counseling student.

**Live Supervision:** Direct observation of the counseling session with in-vivo communication from the supervisor influencing the work of the supervisee during the session.

What follows is a step-by-step process for students to complete to identify and secure an internship setting and experience. As a student, it is your responsibility to begin the process early (i.e., at least one full semester prior to the beginning of the internship experience). This means completing the Internship Eligibility Form in TEVERA and discussing it with your CES faculty. Your careful attention to the Internship Eligibility Form will ensure that the internship location process begins smoothly and will help ensure that you identify an appropriate setting. If you have questions about completing the internship materials, contact your CES faculty advisor or the Master's Programs Practicum and Internship Coordinator.

### Step-by-Step Directions

- 1. Complete Internship Eligibility Form:** An initial step of the internship site placement process is completing the Internship Eligibility Form found in Tevera. Your completion of this form will help to clarify your needs and goals for the internship experience and will help identify an appropriate internship placement. With the Internship Eligibility Form you will upload your Transcript.
- 2. Meet with CES Faculty Advisor:** The next step in the process of locating an internship site is meeting with your CES faculty advisor and discussing your Internship Eligibility Form. It is recommended that you contact your CES faculty advisor early in the semester prior to the beginning of your proposed internship experience. See the Table of Contents of this manual for dates you are able to begin submitting documents in Tevera in the site placement process and deadlines. Failure to submit necessary paperwork by the deadlines specified in the Table of Contents may **delay** (by as much as an entire semester) the commencement of your internship experience.
- 3. Obtain List of Potential Internship Sites in Ohio:** A list of previously approved and potential internship sites in Ohio (primarily Northeast Ohio) is available in Tevera. It is the student's responsibility to contact and secure an internship site in Ohio. If a site is not listed in Tevera it does not mean that the site is off limits to you. It may mean that the site has not been approved or used since we have begun using Tevera. If you find a potential site, but it is not listed in Tevera, please contact the Master's Programs Practicum and Internship Coordinator. They can provide information on how to approve a site in Tevera for student use. Your CES faculty advisor and the Master's Practicum and Internship Coordinator can assist in identifying and recommending particular sites. However, it will be your responsibility to initiate contact with potential internship sites, schedule interviews, and finalize the internship forms in Tevera.
- 4. Contact Potential Internship Sites:** Once you have identified several potential internship sites in Ohio (as a result of conferring with your CES academic advisor and/or the Master's Practicum and Internship Coordinator), it is recommended that you begin making contact (e.g., e-mail or telephone calls) and scheduling appointments **early** in the process (i.e., at the very beginning of the semester prior to the start of your proposed internship). When you call each agency/organization, ask to speak directly with the clinical director and/or internship coordinator; inquire about the specific clinical services provided by each agency, school, or hospital that a counseling intern would be able to offer (e.g., psychological testing, diagnostic assessment, treatment planning, an intern's ability to conduct individual counseling sessions so as to accrue a minimum of 80 individual in person clock hours, an intern's ability to conduct 16 co-facilitated small group counseling sessions with an LPCC or LPCC-S; and request an on-site interview for a possible internship experience. It is strongly recommended that you make the initial contact by telephone and only use email communication to follow-up a voice mail message left for the contact person or when advised to use email by the contact person. In addition, do not base an internship agreement on a telephone interview! Schedule an interview with the agency contact person and meet directly with this person. Take a copy of this Clinical Mental Health Counseling Internship Manual and your resume with you. Keep track of the agencies and persons you contact and be certain you know with whom you are speaking and their title, credentials (graduate degree, professional license), and position at the agency.
- 5. Interview Guidelines:** Once an interview has been scheduled, arrive on time for the scheduled interview. Make every effort to attend this appointment! If you cannot attend, contact the interviewer to reschedule the interview. Remember, you are representing the Clinical Mental Health Counseling program at KSU. Take with you to the interview a copy of your current resume and a copy of this Clinical Mental Health Counseling Internship Manual to leave with the person with whom you will be interviewing. Provide that person with the name, telephone number, and e-mail of the Master's Practicum and Internship Coordinator. Clarify that individual and face-to-face weekly **supervision** will need to be provided by a LPCC- S of the Ohio CSW&MFT Board, and who is an employee (part-time, full-time, or contracted with the agency) of the agency, school, or hospital where you will be conducting your internship. Also inquire about the availability of a Designated Employee who is a LPCC or LPCC-S of the Ohio CSW & MFT Board. Follow-up the interviews you have had with telephone calls to inquire about the status of your request for an internship experience. Don't wait for them to call you! Be persistent but do not be a "pest."

**Securing the Internship Site:** It is strongly recommended that students only accept an offer of a counseling internship once they have completed an interview with the appropriate person at the internship site. If you have received more than one offer of a counseling internship, it is imperative that you inform the site(s) whose offer you will not be accepting that you have accepted an offer at another internship site and therefore will be declining that offer. Furthermore, if you have verbally accepted an internship offer, you need to follow-through and complete the internship agreement form in Tevera. If you need to decline an offer that you initially accepted, it is imperative that you speak directly with the person who offered you the internship position and

explain your reason(s) for renegeing on the verbal agreement you made earlier. Remember that you are not only representing the Clinical Mental Health Counseling program at KSU, but you are also engaging in professional behavior and therefore making impressions to prospective employers.

6. **Completing Necessary Paperwork:** All required paperwork is to be completed in Tevera.
  - A. CES Program Internship Forms and Documents (in Tevera)
    1. Clinical Eligibility Form – Along with the Clinical Eligibility Form Students will upload a transcript of their Graduate coursework. This form is signed by the student’s Advisor.
    2. All students will need to confirm that they have interviewed with and accepted an offer of a counseling practicum/internship at their site.
    3. For Sites already approved in Tevera
      - Internship Agreement signed by the Agency/Site Representative, then Site Supervisor, then Designated Employee, then the student, and then CES Master’s Programs Practicum and Internship Coordinator,
      - Assigned Supervisor Qualification form signed by the student, then the site supervisor, and then the CES Master’s Programs Practicum and Internship Coordinator. If Site Supervisor is already approved in Tevera. You would just select the site supervisor from the list.
      - Proof of Professional Liability Insurance Policy. Students must have a personal policy. There are different ways to obtain professional liability insurance. The most common ways include coverage available through Healthcare Providers Service Organization ([www.hpsso.com](http://www.hpsso.com)), which is endorsed by ACA Trust Inc. and Student ACA members enrolled in a master’s level counseling program receive their professional liability insurance coverage compliments of ACA ([www.counseling.org](http://www.counseling.org))
      - Complementary coverage is also available through the Ohio Counseling Association ([www.ohiocounseling.org](http://www.ohiocounseling.org)).
      - Designated Employee Form signed by the student, then the site supervisor, then the designated employee, then the CES Master’s Program Practicum and Internship Coordinator.
    4. For Sites not approved in Tevera (Please contact the CES Master’s Programs Practicum and Internship Coordinator for approval before completing forms in Tevera.)
      - Site Information Form- This is a form that is completed by someone at the site. This is general information about the site and not specific to a particular student’s placement. All students will have access to this information to review once the site is approved.
      - Internship Agreement signed by the Agency/Site Representative, then Site Supervisor, then Designated Employee, then the student, and then CES Master’s Programs Practicum and Internship Coordinator,
      - Assigned Supervisor Qualification form signed by the student, then the supervisor, and then the CES Master’s Programs Practicum and Internship Coordinator. If Site Supervisor is already approved in Tevera. You would just select the site supervisor from the list.
      - Proof of Professional Liability Insurance Policy. Students must have a personal policy. There are different ways to obtain professional liability insurance. The most common ways include coverage available through Healthcare Providers Service Organization ([www.hpsso.com](http://www.hpsso.com)), which is endorsed by ACA Trust Inc. and Student ACA members enrolled in a master’s level counseling program receive their professional liability insurance coverage compliments of ACA ([www.counseling.org](http://www.counseling.org)) Complementary coverage is also available through the Ohio Counseling Association ([www.ohiocounseling.org](http://www.ohiocounseling.org)). Designated Employee Form
    5. All Students will need to confirm their dates for Internship.
  - B. **Ohio CSW&MFT Board Form** (see item 9 below): Follow the steps outlined by the Ohio CSW&MFT board for Counselor Trainees accessible on the Board’s website: <http://www.cswmft.ohio.gov>
7. **Enrollment in Clinical Mental Health Counseling Internship Course:** Please enroll in Internship I: Clinical Mental Health Counseling (3 credit hours) the first semester of internship. The CES Master’s Programs Practicum and Internship Coordinator will enroll students in CES 67892: Internship II: Clinical Mental Health Counseling (3 credit hours) the second semester of internship. Failure to submit necessary paperwork by the deadlines specified in the Table of Contents may require students unenroll from the Internship and **delay** (by as much as an entire semester) the commencement of your internship experience.
8. **Completing State and Federal Criminal Background Checks:** The Ohio CSW&MFT Board requires that all applicants for the Counselor Trainee status complete state and federal criminal background checks. Results need to be sent directly to the Ohio CSW&MFT Board and the Ohio CSW&MFT Board needs to be the recipient of the results (i.e., a copy of results will not be accepted by the Board). Please consult the instructions on the licensure Board’s website for completing the Ohio Bureau of Criminal Identification and Investigation (BCI&I) and the Federal Bureau of Investigation (FBI) criminal records check.
9. **Professional Counselor Trainee Application:** Follow the steps outlined by the Ohio CSW&MFT Board for Counselor Trainees (accessible on the Board’s website: <http://www.cswmft.ohio.gov> ). If approved by the Board, the student will be registered on the Board’s website as a “Counselor Trainee.” To verify status as a Counselor Trainee, please go to the Board’s website at <http://www.cswmft.ohio.gov> and follow the steps for “License Verification.”
10. **Accruing hours:** Students can begin accruing direct service hours on the first day of the semester. Students cannot provide any direct service at the sites prior to the first day of the semester. Any orientations, trainings, or workshops that are required by the site, can be accrued prior to the semester, and are considered as non-direct service.

THIS IS A SAMPLE ONLY  
COMPLETE IN TEVERA



**Clinical Mental Health Counseling  
Internship Agreement Form**

**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 “Counselor Trainee/Intern”) the expectations of the internship experience and to document that all parties have agreed to take part in this experience. This agreement **MUST** be completed and signed by all appropriate parties by **July 1** if starting Fall semester; **December 1** if starting Spring semester; or **May 1** if starting Summer term.

Note: If the student intern is completing their internship at the same site for both Internship I and Internship II and no major changes occur (e.g., change in authorized site representative or site supervisor, change in the site policy impacting the student’s internship experience) then this agreement only needs to be completed prior to the start of Internship I.

The Clinical Mental Health Internship will take place (check one):

- Fall and Spring (approx. 36 weeks, including Fall final exam week, winter break, and Spring Break)
- Spring and Summer (approx. 31 weeks, including Spring Break, Spring final exam week, Spring/Summer intersession, and including 12-week Summer term)
- Summer and Fall (approx. 30 weeks, including 12-week summer term, and time between Summer term and start of Fall semester)

If the student intern is only completing one-half (one semester) of their experience at the Site/Agency specified in this agreement, the Clinical Mental Internship will take place (check one):

- Fall only
- Spring only
- Summer only

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

University and (Agency Name): of  
(City):

Ohio, is for the purpose of identifying responsibilities of all parties throughout the Clinical Mental Health Counseling Internship of

(Name of CES Clinical Mental Health Counseling Student):

while enrolled in and attending the weekly Clinical Mental Health Counseling Internship course for the above semesters.

## General Policies

1. The central purpose of this experience is the formal education of students in preparation for practice as Licensed Professional Counselors.
2. The agreement shall remain in effect for the duration of the student's internship experience for the period indicated at the Agency specified. Termination of this agreement prior to the successful completion of internship requires the consultation of the assigned internship site supervisor, Agency representative, internship Instructor, Master's Programs Practicum and Internship Coordinator at the University, and the student intern. Similar consultation is required if the student intern changes an 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. The internship experience is to be undertaken and completed at an appropriate setting in Ohio and all student interns must be registered with the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (Ohio CSW & MFT Board) as "Counselor Trainees" for the entirety of internship. Out-of-state internship experiences are not acceptable and weekly attendance in the Clinical Mental Health Counseling Internship course is required.
5. Duration of internship is typically for two academic semesters (or one semester and a summer term), exclusive of vacations. Students may continue to practice as a Counselor Trainee/Intern 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 intern remains continuously enrolled in a section of Clinical Metal Health Counseling Internship and receives individual site supervision. Internship undertaken for the Fall and Spring Semester is approximately 36 weeks; for Spring Semester and Summer term, the length of Internship is approximately 31 weeks; and for Summer term and Fall semester, the length of Internship is approximately 30 weeks.

Student interns must complete Internship I and II within 12 months of the start of internship I. If Internship I and II are not completed within the 12 months from the start of Internship I, a grade of Unsatisfactory, "U" for the Internship courses that are not completed at that time will be earned.

6. Internship shall be in accordance with Agency work hours and shall total a **minimum of 20 clock hours per week** (more if a Summer term is part of internship) for a minimum total of 600 clock at the conclusion of the internship experience. Of the 600 clock hours needed, a minimum of 240 must be in direct face-to-face service to clients (e.g., individual counseling, small group counseling). Specifications for the 240 direct service include:
  - a) Of the 240 direct service, a minimum of 80 clock hours must include direct individual counseling to clients.
  - b) Of the 240 direct service, a minimum of 80 clock hours must be in-person (in the same room) with clients. The remaining hours can be completed via teleconferencing. A maximum of 10 direct client contact hours (of the minimum 240 required) can be obtained in telephone contact with clients.
  - c) Of the 240 direct service a minimum of 16 hours must be accrued in small group counseling co-facilitation with an Licensed Professional Clinical Counselor with a Supervisor endorsement (LPCC-S), a Licensed Professional Clinical Counselor (LPCC), or a Licensed Professional Counselor (LPC) with at least 2 years post-masters clinical counseling experience all licensed by the Ohio CSW & MFT Board. After 16 hours of small group counseling co-facilitation, the student intern can facilitate groups (under supervision) independently.
7. An average of one hour per week of in-person or videoconferencing (not via telephone) individual supervision must be provide by the site supervisor who is a LPCC-S by the Ohio CSW & MFT Board, and who is an employee of the Agency, school, or hospital (part-time, full-time, or contracted with the Agency) where the Clinical Mental Health Counseling student intern is undertaking the internship experience. It is strongly recommended that a set day/time for weekly individual supervision be established.
8. The internship experience must be clinical in nature. That is, Clinical Mental Health Counseling interns must have the opportunity to engage in 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, and developing comprehensive and individualized treatment plans. This fulfills licensure eligibility requirements as a Licensed

Professional Counselor (LPC) in Ohio. Additionally, “students must have the opportunity to become familiar with a variety of professional activities and resources including technology as part of their internship” (CACREP, 2024, p. 17).

9. Student interns can only begin accruing non-direct clock hours towards internship requirements when all paperwork has been signed and the placement has been approved by the Master’s Programs Practicum and Internship Coordinator in Tevera. Students may begin accruing direct client contact hours on the first day of the academic semester or summer term in which the student intern is enrolled for internship. Students may participate in Agency orientation activities excluding any client contact prior to the beginning of the academic semester. Vacations and holidays shall be observed according to the University calendar, unless otherwise agreed upon by the University representative, Agency, and student intern.

10. Students who are engaged in Clinical Mental Health Counseling Internship-related activities and are enrolled in the Clinical Mental Health Counseling Internship course, are required to attend weekly internship class sessions for the duration of their 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 Clinical Mental Health Counseling Internship, including approval of the internship site and experience, maintaining on-going and direct communication with Agency representatives, ensuring the student interns are academically ready to begin the internship experience, and grading.

2. Provide access to information regarding the CES Clinical Mental Health Counseling Program and curriculum in order that the Agency may properly plan and execute task assignments and supervision. Specifically included are student data, University calendar, CES Program Student Handbook and Brochure, and the Clinical Mental Health Counseling Internship Manual.

3. Designate one CES faculty member each academic semester who will be the Internship instructor for the student intern and who will communicate directly with the internship site supervisor by e-mail, telephone, or videoconferencing, and possibly an internship site visit. The instructor will lead and facilitate weekly Clinical Mental Health Counseling Internship class sessions (2.5 hours/week) to which all student interns will be required to attend and will be available for consultation with the internship site supervisor and students for the duration of the internship experience. The role of the internship instructor and the Master’s Programs 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. Appoint one staff person as the internship site supervisor with an appropriate graduate degree, who holds the license of LPCC in Ohio and must have the supervisory endorsement of the Ohio CSW & MFT Board (i.e., LPCC-S) at the beginning and for the duration of the student’s internship experience. This person must be an employee of the Agency, school, or hospital (part-time, full-time, or contracted with the Agency) where the Clinical Mental Health Counseling student is undertaking the internship experience. The internship site supervisor will have “relevant training for in-person and/or distance counseling supervision; relevant training in the technology utilized for supervision” (CACREP, 2024, p. 18). The internship site supervisor will assume legal responsibility for the welfare of all clients seen by the student intern. The internship site supervisor must complete an onboarding quiz before the first day of the semester of the student’s Internship experience.

2. In the short absence of the student intern’s site supervisor, the Agency will designate one employee who is available for consultation while the student intern is at the site. This person is known as the Designated Employee. For example, if the site supervisor is out for a short period such as attending a conference, illness, or short vacation. This designee will be an employee of the Agency, school, hospital (full-time, part-time, or contracted with the Agency) where the internship will be conducted. This designee must be a LPCC in Ohio at the beginning and for the duration of the student’s internship experience. (See exceptions to this policy following.) The designee will share (with the Site Supervisor) in the assumption of legal responsibility for the welfare of all clients seen by the student intern and will be in regular contact with the student

intern's site supervisor.

Note: The student intern should never be alone at the site.

For interns in settings where over 50% of their work is completed at a different location than their site supervisor, the designee must be a Licensed Profession clinical Counselor in Ohio with a supervisory endorsement of the Ohio CSW & MFT Board at the beginning and for the duration of the student's internship experience. This designee will be an employee of the Agency (full-time, part-time, or contracted) and will share (with the site supervisor) in the assumption of legal responsibility for the welfare of all clients seen by the student intern and will be in regular (no less than weekly) contact with the student intern's site supervisor.

For school-based interns this designee is an employee of the Agency (full-time, part-time, or contracted) and is an LPCC-S. In the absence of such a person, then the designee is employed by the Agency or School District (full-time, part-time, contracted), holds at least a master's degree in counseling or a related field, and has a minimum of two years of pertinent professional experience. If the person is a clinical counselor, they must be independently licensed, (LPCC). Other examples of such a person could include a school counselor, principal or assistant principal. The designee will share (with the Site Supervisor) in the assumption of legal responsibility for the welfare of all clients seen by the student intern and will be in regular (no less than weekly) contact with the student intern's site supervisor. In this case the site supervisor who is an LPCC-S must be at the site.

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

4. The opportunity for the student 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.

5. Ensure that at least 240 clock hours are devoted to direct face-to-face service to clients (e.g., individual counseling, small group counseling) and of these 240 hours; a minimum 80 clock hours are devoted to providing individual counseling to clients, a minimum of 80 clock hours must be in person (in the same room) with clients (the remaining hours can be via video conferencing), and a minimum of 16 hours co-facilitating groups. A maximum of 10 direct client contact hours (of the minimum 240 required) can be obtained in telephone contact with clients. After the student intern has co-facilitated 16 hours of group, then they can lead groups (under supervision) independently. Furthermore, the Agency agrees to offer audio/video recording access or in the absence of such recording, live observation or co-counseling.

6. Provide opportunities for the student intern to engage in the provision of clinical services to diverse clients, namely the diagnosis and treatment of mental disorders. Such services include, but are not limited to, psychological testing, diagnostic assessment, providing appropriate treatment interventions, and developing a comprehensive and individualized treatment plan for each client served. The provision of clinical services must include individual counseling (a minimum of 80 clock hours is required) and co-facilitating small group counseling (a minimum of 16 hours is required). Other formats of clinical services include group, couples, and family counseling, determined by the internship site supervisor and the student intern.

7. Student interns cannot engage in offsite services until enrolled in Internship II. If a student 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, 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. Additionally, no student intern (enrolled in Internship II) will be able to engage in off-site services without someone who is employed by the Agency being present. This person must be an employee of the Agency (part-time, full-time, or contracted) in which the Clinical Mental Health Counseling student is undertaking their internship experience.

8. Provide appropriate working conditions and physical arrangements for the student 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 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 observation and/or other interactive supervision capabilities; and
- e) procedures that ensure that the client's confidentiality and legal rights are protected.

9. Provide a minimum of one hour of in-person or videoconferencing (not telephone) supervision per week. Therefore, a 31-week internship would require 31 hours of supervision. It is strongly recommended that a set day/time for weekly supervision be established.

10. Complete a review of weekly logs and activity reports (as appropriate) and complete the student intern evaluation materials in a timely fashion and review these materials with the student intern.

11. Inform the University of Agency policies and procedures that are relevant to internship assignments and student intern activities.

12. Maintain close communication with the University in relation to internship activities through available means such as internship site supervisor meetings, correspondence with the Master's Programs Practicum and Internship Coordinator, on-site visits with the Internship instructor and communication (telephone/e-mail).

13. Monitor student intern performance and report to the University Internship Instructor and/or Master's Practicum and Internship coordinator any difficulties in performance, ethics, or other internship related activities arise.

14. Allow the student intern to attend weekly internship course sessions (usually held on Mondays 7:20 – 10:00 pm.) for the duration of the internship experience.

### **Internship Student Responsibilities**

1. The student intern will be enrolled in the Clinical Mental Health Counseling Internship course for each semester internship is undertaken (typically 3-credit hours for each of the two semesters) and will attend all classes/seminars for the Clinical Mental Health Counseling Internship course for the entire length of the agreed upon internship experience (the internship course sessions are usually held on Mondays, 7:20 – 10:00 pm). Internship students will continue working at their internship site (e.g., meeting with clients) until the end of their last semester of internship specified in this agreement, even if they complete the required minimum 600 hours prior to the conclusion of that academic semester/term.

2. Student interns must complete Internship I and II within 12 months of the start of Internship I. If Internship I and II are not completed within the 12 months from the start of Internship I, a grade of Unsatisfactory, "U" for the Internship courses that are not completed at that time will be earned.

3. The student intern will complete a weekly log and activity report (as appropriate) and will submit them on a weekly basis to their site supervisor and the Clinical Mental Health Counseling Internship Instructor.

4. 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 included **fulfilling a minimum of 20 clock hours of internship activities per week** (more if a Summer term is part of internship), reporting directly to the internship site supervisor regarding client issues during regularly scheduled individual supervision sessions, and meeting with the internship site supervisor and /or designated employee outside of regularly scheduled individual supervision sessions (e.g., in response to client crisis/emergency issues).

5. The student interns will behave in a professional manner expected of all Counselor Trainees/Interns and Professional Counselors throughout the entirety of the internship experience. This means abiding by the American Counseling Association's (ACA; 2014) *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>).

6. The student intern is responsible for ensuring that all forms, documents, and evaluations related to the internship experience are completed according to specified deadlines.
7. The student intern will be certain those associated with the internship site (e.g., site supervisor, authorized site representative, designated employee) have access to the University calendar, CES Program Student Handbook and Brochure, and the Clinical Mental Health Counseling Internship Manual.
8. The student will purchase individual professional liability insurance and submit proof of current coverage.
9. The student will be registered as a "Counselor Trainee" with the Ohio CSW & MFT Board for the entirety of internship.

The signatures below indicate that each person understands the Internship requirements for the Clinical Mental Health Counseling Master's degree Program at Kent State University. The signatures also represent each person's agreement to uphold their respective responsibilities outlined in this Internship Agreement.