

The Seattle School

OF THEOLOGY & PSYCHOLOGY

Master of Arts in Counseling Psychology

INTERNSHIP HANDBOOK
2016-2017

INTRODUCTION

In order to graduate with a Master of Arts in Counseling Psychology (MACP) from The Seattle School of Theology & Psychology, students must satisfactorily complete a clinical internship which meets the standards and requirements outlined in this handbook.

This handbook is intended to be an aid to students, faculty, clinical supervisors, and agency supervisors in understanding internship requirements. Each student is responsible for understanding and complying with the policies and procedures described herein and each student should refer to the most recent edition (2016-2017).

While this handbook reflects or exceeds current Washington State mental health licensure requirements, it is each student's responsibility to ensure that her or his own particular clinical training experiences meet state licensing requirements in the state in which she/he plans to pursue licensure. The student is ultimately responsible for determining whether or not their anticipated state of residence requires a particular number of internship hours in order to be licensed as a mental health counselor.

As you read through this handbook you will see various forms and documents referred to. Anything that is *italicized* is available to you within this handbook itself and online at www.theseattleschool.edu under the Current Students/Academic Forms link.

It is our desire that your internship experience be educational, enlightening and even enjoyable. Toward that end, please speak to either the Internship Director or the Registrar for ongoing clarification, assistance, and understanding.

Internships

Purpose:

The internship is a vital component of the Master of Arts in Counseling Psychology program. It is an experience in which the student intern incorporates clinical knowledge and self-awareness in a clinical setting. The internship should provide opportunities to utilize techniques of counseling and gain exposure to counselors who model appropriate professional skills and conduct. Internships are generally found in mental health agencies, hospitals, churches or other non-profit service organizations.

Timeline:

Pre-Internship:

- Read the Internship Handbook
- Attend the mandatory internship orientation meeting:
 - January 11th, 2016 from 2:30-3:00pm in the Large Classroom
- Complete 4 hours of AIDS/HIV training (see FAQ's/Appendix G)
- Attend the Internship Fair sponsored by The Seattle School on Friday, February 12th from 9:30am -12:00pm
- Secure an internship that meets the requirements of The Seattle School
- Complete the *Internship Site Agreement* (Appendix A), and the *Supervisor Guidelines* (Appendix B)
- Procure liability insurance if not provided at Internship Site (see FAQs/Appendix G)

- **Submit the following documents to the Registrar no later than July 20th, 2016 to start in Fall Trimester**, or October 19th, 2016 to start in Spring Trimester **(please note special limitations to starting internships in the spring term on page 3)*, or March 22nd, 2017 to start in Summer Trimester:
 - *Internship Site Agreement*
 - *Supervisor Guidelines*
 - *HIPAA Patient/Client Rights*
 - Copy of liability insurance
 - AIDS training completion
 - Licensure Assignment Worksheet

- Register for course CSL 530 in MyCampus

Internship:

- Fulfill duties and responsibilities as agreed upon in *Internship Site Agreement* (Appendix A)
- Attend scheduled Case Conferences at The Seattle School
- Record internship hours on the *Record of Weekly Site Hours* (Appendix C)
- Register for CSL531 in MyCampus for 2nd trimester of internship

Post-Internship:

- Complete the *Record of Weekly Site Hours*, the *Internship Completion Form*, the *Internship Site Evaluation*, and have supervisor complete *Supervisor Evaluation* (Appendix C, D, E, & F)
- Submit these forms to the Academic Office at The Seattle School by the last day of the term in which the internship is concluding.

Prerequisites:

The prerequisites for the internship are as follows:

MACP Program

- Entry into the MACP degree program
- Second Year Prac. Part I (CSL554)
- Second Year Prac. Part II (CSL555)
- Counseling Children & Adolescents (CSL 524)
- Interpersonal Foundations (CSL528)
- History and Therapeutic Perspectives (CSL502)
- Psychopathology I (CSL544)
- Psychopathology II (CSL545)
- Therapy I (CSL542)
- Co-requisite – Therapy II (CSL543)**(please see exceptions on page 4 in the Out of State/International Internship section)*
- Professional Ethics (CSL503)
- Approved *Internship Application* (Appendix A)

Application Process:

Internships generally operate on a nine-month schedule, usually beginning in the fall and ending in late spring. As such, most clinical sites begin the application process in the early spring prior to the following fall term (see note below). **Each student intending to complete an internship anytime during the 2016-2017 academic year must attend the Internship Fair sponsored by The Seattle School.**

***The Internship Fair will be held on February 12, 2016 from 9:30am -12:00 pm at The Seattle School
You must arrive and check-in BY 9:30 am.***

Local internship site directors and supervisors from various mental health agencies, counseling centers and hospitals will participate in the fair. It provides an opportunity for students to meet local site directors and supervisors and begin the interview process for internship placement.

Note: All internship forms must be secured and the *Internship Site Agreement and Supervisor Guidelines* completed and turned in to the Academic Office no later than 5:00 pm on July 20th, 2016 in order for the student to begin the internship in the Fall 2016 term. Paperwork submitted after this date will be considered for Spring 2017 or Summer 2017 term.

Application Process Continued:

Because CSL 543 Therapy II is a co-requisite with Internship (either CSL 530 or CSL 531), and is only taught in the fall trimester, it is highly recommended that students either start their internship in the fall term or if necessary wait until the following summer term. If the student wishes to start their internship in the spring term, they will not be allowed to enroll in the internship course until summer term. This means the student can start working at the internship site in the spring term, but cannot start counting hours towards the internship requirements until they are actually enrolled in the internship course. Alternatively, if the student wants to start counting required hours in the spring term, they must then enroll for 3 trimesters of internship: CSL 530 in Spring, CSL 531 in Summer and CSL 532 in Fall. The student would be required to pay all associated tuition and fees for all three courses, and also be required to attend the internship/case conference course for all three trimesters. The additional CSL 532 course would not be counted towards any required or elective credits towards the MACP or any other degree requirements.

Credits and Hours:

MACP: The Master of Arts in Counseling Psychology degree requires a two-trimester, four-credit internship. An internship consists of at least 250 hours, with a minimum of 125 direct client contact hours. The student and supervisor are responsible for recording and calculating the total internship hours. Note that supervision hours are not included in the 125 hours of direct client contact. **These hours are accumulated over two continuous trimesters at the same site**, with a minimum six-month commitment. If the required number of hours is not completed within two trimesters, the student may register for additional trimesters of counseling internship (CSL532) in order to fulfill the 125 direct/250 total hour requirement. **Note that internship credits beyond the 4 required credits of CSL 530 and CSL 531 do not count toward credits within the degree.**

Site Requirements/Guidelines:

The internship site is required to meet all State of Washington internship requirements as delineated in WAC (246-809-221). Established internship sites must have a written document that defines the internship program. This includes the training goals and objectives for interns and administrative policies and procedures relevant to the intern. The expectations of the intern are described clearly, accurately and completely. If the site does not have a written document defining the internship program, the student and the site supervisor need to create a document that clearly defines the site's internship program. This then needs to be approved by the Seattle School Internship Director. If the site does not meet state and Seattle School requirements an internship cannot be pursued at that site. A private practice setting is not considered an appropriate site for an internship.

Out-of-State/International Internships:

A limited number of students may pursue an internship outside the state of Washington as long as it meets the site requirements and guidelines as stated in the above section and the supervision requirements as stated in the following section. Those students interested in pursuing an out-of-state internship must seek approval from the Internship Director prior to beginning the Internship application process.

Students who have been approved by the Internship Director to complete their internships either out of state or internationally are the only students who are exempt from taking Therapy II as a co-requisite to internship (CSL 530, CSL 531 or CSL 532). These students should make arrangements with Dr. Roy Barsness to take this class without the co-requisite requirement. These students are still required to meet all internship paperwork deadlines as described on pages 3 and 4.

Supervision Requirements:

Each intern is required to have a clinical supervisor. The supervisor is ethically and legally responsible for the intern's clinical work. In addition, the supervisor is considered an employee of the internship site either as a consultant, part-time or full time employee. The intern shall not be responsible for any direct financial compensation to either the supervisor or to the site in exchange for internship resources.

The supervisor must have a Master's degree in one of the following fields: mental health counseling, marriage and family therapy, social work, psychiatry, or psychology. For every 10 hours of direct client contact, an intern is required to have at least 1 hour of direct supervision with her/his on-site supervisor. Supervision can be as an individual or in a group setting.

The intern's supervisor assists in assessment, diagnosis, treatment, goals, professional development and possible counter-transference issues. To assist in this process, The Seattle School provides the supervisor with *Supervisor Guidelines* (Appendix B), a document that provides general objectives for supervision. These guidelines serve as an agreement between The Seattle School and the supervisor. This document should be signed by the supervisor and returned to the Academic Office by the dates listed in the timeline section above.

Legal & Ethical Requirements:

You are expected to uphold the responsibilities and ethical obligations commensurate with the standards of care for this profession. Moreover, if you take part in a breach of confidentiality and/or if you leave (abandon) your clients or internship site prematurely or without the appropriate authorization to do so, the following consequences could ensue: failure of this course and/or expulsion from this institution.

Case Conference:

The Seattle School will provide an on-campus case conference. Each student is required to participate in the case conference when enrolled in the Internship course. The purpose of the case conference is to provide the intern with faculty and peer feedback regarding the intern's clinical work with their clients.

Forms Requirement:

Four forms are necessary to complete for the intern to receive course credit for their internship.

- (1) *Record of Weekly Site Hours* (Appendix C) reviewed and signed by Intern supervisor
- (2) *Internship Completion Form* (Appendix D) signed by the student and Intern supervisor
- (3) *Internship Site Evaluation* (Appendix E)
- (4) *Supervisor Evaluation* (Appendix F)

All four of these completed, signed documents must be returned to the Academic Office by the last day of the term in which the student is completing their internship requirement. For example, if the student is enrolled in case conference over fall and spring trimesters, the forms are due the last day of the spring trimester, including the fall trimester record of weekly site hours.

INTERNSHIP FORMS

Appendix A	<i>Internship Site Agreement</i>
Appendix B	<i>Supervisor Guidelines</i>
Appendix C	<i>Record of Weekly Site Hours</i>
Appendix D	<i>Internship Completion Form</i>
Appendix E	<i>Site Evaluation</i>
Appendix F	<i>Supervisor Evaluation</i>
Appendix G	<i>HIPAA Patient/Client Rights</i>
Appendix H	<i>Frequently Asked Questions (FAQs)</i>

Student's Last Name First Name

Trimester/Year

INTERNSHIP SITE AGREEMENT

This agreement is made on _____, 2016 between The Seattle School of Theology & Psychology, Date

_____, and _____ Internship Site Name Intern

This agreement will be effective for:

the period of _____ months from _____ to _____, for _____ hours per week.

Purpose: The purpose of this agreement is to provide a qualified graduate student with an internship experience in the field of counseling. The Internship Site agrees to (1) assign an on-site internship supervisor who has appropriate credentials, experience, time and interest for training the student intern; (2) provide the intern one hour of supervision for every 10 hours of direct client contact; (3) provide opportunities for the intern to engage in a variety of counseling activities under supervision; (4) provide the intern with adequate work space, telephone access and staff to conduct professional activities; (5) provide written evaluation of the intern; and (6) provide malpractice/liability insurance. The Intern agrees to (1) fulfill the time commitment and clinical work agreed upon for this internship; (2) complete the Record of Weekly Site Hours as a means of accounting for time spent in counseling, supervision, training and other professional activities; ensure form is signed off each trimester by the on-site supervisor; and (3) upon completion of the internship complete the Internship Completion Form and Site Evaluation and return it to the Registrar at The Seattle School.

Type of clients seen (in general): _____

Approximate schedule for meeting with clients: _____

Approximate schedule for meeting with individual supervisor: _____

The Seattle School's Internship Director agrees to (1) facilitate communication between the school and the internship site; (2) be available for consultation with both site supervisor and student; (3) contact the site should any problem or change in relation to the student or The Seattle School occur; and (4) provide the intern's supervisor with the Supervisor Guidelines and Supervisor Evaluation.

Signatures:

Supervisor Name (please print): _____ Phone #: _____

Type of license or certification: _____ Years licensed or certified: _____ License #: _____

Internship Site Address: _____

Supervisor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

Seattle School Internship Director: _____ Date: _____

Student's Last Name First Name

Trimester/Year

SUPERVISOR GUIDELINES

The Seattle School of Theology & Psychology requires internships of all counseling students.

Master of Arts in Counseling Psychology (MACP) interns are required to complete a 250-hour internship with at least 125 hours of direct client contact. These hours are accumulated over two continuous trimesters, with a minimum six-month commitment.

Each intern is required to have an on-site supervisor with a Master's degree in one of the following fields: mental health counseling, marriage and family therapy, social work, psychiatry, or counseling psychology. For every 10 hours of direct client contact, an intern is required to have at least 1 hour of direct supervision with her/his on-site supervisor. Supervision can be individual or group. The intern's site is responsible for providing the supervision. In addition, The Seattle School will provide an on-campus case-conference. Each student enrolled in the Internship course is required to participate in the case-conference.

The intern's supervisor assists in assessment, diagnosis, treatment, goals, professional development and possible counter-transference issues. To assist the supervisor, the following general objectives for supervision are listed:

The on-site supervisor:

- Guides the intern toward the acquisition of specific skills and knowledge related to working with a specific client population.
- Provides the intern with counseling opportunities in which they may gain experience in application of counseling methods and techniques, while paying close attention to counter-transference issues.
- Helps the intern develop positive working relationships with supervisors and peers.
- Communicates with The Seattle School Internship Director as needed.
- Completes an intern evaluation form (provided by the school) and shares the evaluation with the intern prior to returning the evaluation to The Seattle School.
- Reviews the intern's record keeping, signs off on documentation, and signs the internship completion form.
- Due Process: The internship site provides interns with written procedures regarding program requirements and expectations for interns' performance, continuance at the site, and procedures for termination of students. Interns will receive feedback on the extent to which they are meeting these requirements and performance expectations. If problems do occur, timely written notification of all problems that have been noted and the opportunity to discuss them will be provided, guidance regarding steps to remediate all problems will be provided. If necessary, written feedback will be provided to address the issues of concern.

*Please note that internship supervisors cannot be core or adjunct faculty members of The Seattle School.

I agree to these guidelines.

Printed Name

Signature

Date

Please return to the Registrar at
The Seattle School, 2501 Elliott Avenue, Seattle, WA 98121 or fax to 206-876-6195

Any questions or concerns can be directed to The Seattle School Internship Director at 206-876-6100.

Record of Weekly Site Hours

Trimester/Year: _____

Week	Dates	Supervision		Direct Client Contact				Other Internship Hours
		Individual	Group	Individual	Couple	Family	Group	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
Totals								

Total Supervision Hours: _____

Intern's Name _____

Total Direct Client Contact Hours: _____

Intern's Signature _____

Date _____

Total Other Internship Hours: _____

Supervisor's Name _____

Total Internship Hours: _____

Supervisor's Signature _____

Date _____

Last Name First Name

Trimester/Year

INTERNSHIP COMPLETION FORM

Supervisor

By signing below, I certify that the student has completed the stated internship hours.

Total Direct Client Contact Hours: _____

Total Supervision Hours: _____
(1 supervision hour for every 10 direct client contact hours)

Total Internship Hours: _____
(Direct client contact, supervision, training, etc.)

Name (please print): _____

Signature: _____ Date: _____

Student

By signing below, I certify that I have completed the above-stated hours.

Student Signature: _____ Date _____

In order to receive credit for this internship, this form must be returned to the Registrar by the last day of the term in which the internship is completed.

*This section to be completed by Seattle School staff only, after all forms have been received from the student.

The Seattle School Director of Internships

Approval Signature: _____ Date _____

Last Name	First Name
Trimester/Year	

INTERNSHIP SITE EVALUATION
(To be completed by the Intern)

Internship Location: _____

Internship Supervisor: _____

On questions 1-6, please rate on the five-point scale (1 = least favorable response and 5 = most favorable response). Space is provided for additional feedback.

1. General satisfaction with your internship experience:

Dissatisfied	1	2	3	4	5	Very Satisfied
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2. Appropriateness of site for your personal and professional growth:

Inappropriate	1	2	3	4	5	Very Appropriate
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3. Availability and attentiveness of supervisor:

Inconsistent	1	2	3	4	5	Very Responsive
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4. Exposure to diverse clinical populations:

Limited	1	2	3	4	5	Quite Diverse
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5. Exposure to other clinicians, staff and interns:

Limited	1	2	3	4	5	Extensive
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6. Sense of openness and interest in your Seattle School experience/education:

Closed	1	2	3	4	5	Open/Engaging
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7. Any additional comments/feedback regarding your internship site:

Please return this form to the Registrar

The Seattle School

OF THEOLOGY & PSYCHOLOGY

Supervisor Evaluation

This evaluation is designed to provide The Seattle School and the intern with whom you have been working valuable feedback on the internship experience. Please complete this form and share it with the intern you are supervising. After both of you have signed it, have them return it to us or mail it to the address below prior to the semester's end.

1) Demonstrates ability to relate well to staff/coworkers.

Poor 1 2 3 4 5 Excellent

2) Offers empathic concern/care for clients.

Little 1 2 3 4 5 Much

3) Demonstrates openness to feedback from supervisor and other staff.

Closed 1 2 3 4 5 Open

4) Pays attention to countertransference issues and how they impact their work with clients.

Resistant 1 2 3 4 5 Very Open

5) Exhibits sensitivity to ethnic/cultural differences.

Insensitive 1 2 3 4 5 Sensitive

6) Demonstrates willingness to pursue ongoing professional development through training/case consultation/ case presentation, etc.

Unwilling 1 2 3 4 5 Very Willing

The space below (and on reverse, if necessary) is for any additional comments/feedback.

Intern's Name _____

Signature _____

Name _____

Signature _____

Please return to: Registrar, The Seattle School, 2501 Elliott Avenue, Seattle, WA 98121 or fax to 206-876-6195

Internship Agreement | Notice of Privacy Practices
HIPAA Patient/Client Rights
Health Insurance Portability and Accountability Act of 1996 (HIPAA)

This notice describes the use and disclosure of medical information of the patients/clients you will be treating as part of your MACP Internship. Please review it carefully. A copy of this statement is always available upon request. All information revealed by patients/clients in an Internship setting and most other information (all medical records or other individually identifiable health information **cannot be distributed to anyone else without a patient/client's express informed and voluntary written consent or authorization**). Exceptions to this are defined at the bottom half of this document.

My Responsibilities and Commitment to Protecting the HIPAA Rights of my Internship Patients/Clients:

1. I will not take patient/client identifying information or files (physical or digital) off my Internship Site. *The only exception to this would be audio/visual/verbatim data from actual sessions needed for Case Conference or Supervision. I am still responsible for the security of these files and will destroy/delete them immediately following their use for the specific supervision/consultation event.*
2. I will not use any identifying information (names, addresses, etc.) when referencing my patients/clients for any reason.
3. I will not send patient/client information via any communication outside my Internship Site's security measures.
4. I will not verbally discuss or reference any client information outside my internship site supervision context or TSS Case Conference.
5. If a patient/client chooses to release any protected health information, they will be required to sign a Release of Information form detailing exactly to whom and what information they wish disclosed. *A particular site-specific permission form is advised for all patients/clients to sign for any audio/visual information collected for supervision/case conference use.*

As part of the MACP Internship program at The Seattle School, it is necessary for you to sign this certificate indicating that you have received, read and understood this document. This certificate will be placed in your permanent file. Please do not sign the certificate if you do not understand any part of your responsibility, as an Intern, to protect your patients/clients HIPAA Rights.

Use or disclosure of the following protected health information does not require patient/client consent or authorization. In these circumstances, I will consult my Internship Site Supervisor first and then consult my Case Conference Leader and/or the Head of the MACP Internship Program:

1. Uses and disclosures required by law -*like files court-ordered by a judge.*
2. Uses and disclosures about victims of abuse, neglect, or domestic violence-*like the duties to warn explained in the Disclosure statement.*
3. Uses and disclosures for health and oversight activities-*like correcting records or correcting records already disclosed.*
4. Uses and disclosures for judicial and administrative proceedings-*like a case where a client is claiming malpractice or breach of ethics.*
5. Uses and disclosures for law enforcement purposes-*like if a client intends to harm someone else.*
6. Uses and disclosures to avert a serious threat to health or safety-*like calling Probate Court for a commitment hearing.*
7. Uses and disclosures for Worker's Compensation-*like the basic information obtained in therapy/counseling as a result of a Worker's Compensation claim.*

I acknowledge that I have received and read the **HIPAA Patient/Client Rights**. My signature below confirms that I understand and accept all the information contained in the **HIPAA Patient/Client Rights**.

Printed Name of Intern

Signature of Intern

Date

Revision Date September 17, 2015

Frequently Asked Questions (FAQs)

What do I do if my internship site doesn't have liability insurance?

You must then procure your own liability insurance. Here are some options available online:
www.americanprofessional.com, www.apait.org/apait/products/studentliability

Where can I get my AIDS/HIV training?

Courses approved by the Washington State Dept. of Health are located here:
<http://www.doh.wa.gov/cfh/hiv/prevention/training/default.htm>

If I don't accumulate enough direct client hours in two trimesters can I continue my internship into an additional trimester?

Yes. You must register for CSL532 (and participate in Case Conference) in order to complete those hours, but any additional credit hours over those required for your degree cannot go toward your elective hours. For example, if you are an MACP student you need 4 required credits in CSL530 & CSL 531 in order to graduate. If you only complete 90 of your total required hours during two trimesters, you would sign up for CSL532 and finish out the necessary hours. That would give you 2 credits more than needed for internship. Those two hours cannot be used as elective hours.

Can my work in my private practice count as an internship?

As a general rule, the answer is no. It is our responsibility to provide you with clinical, experiential training in addition to the coursework you complete. Please talk directly with the Internship Director for further clarification.

What if I've registered for my internship but still don't have anything set up?

Most likely, you'll need to postpone until the next term. Most clients require a significant lead time, not to mention the amount of paperwork that is required on their end, as well as here at the school. The further in advance you can plan, the better.

Do I have to find my own internship site, or will The Seattle School help me out?

Yes and yes. The primary responsibility is yours. We do, however, have a resource that lists all previous internship sites. That may be a great place for you to start. Further, the Internship Director will meet with you one-on-one to talk about this further, providing both suggestions and assistance.

The Seattle School is in Washington, but I plan to seek licensure in a different state. Does that matter?

Yes. You need to do the research necessary to determine what the pre-graduate internship hour requirements are for your particular state. Once having that information, you will need to coordinate your internship toward that end – accruing the necessary number of hours for your state of interest. The Seattle School will not be responsible for having or complying with such stated requirements, but will do all we can to assist you toward that end.

Can I register for more than one internship or case conference per semester?

No.

What are the Washington State internship requirements for licensure?

Please refer to WAC 246-809-221 – “Either a counseling practicum, or a counseling internship, or both, must be included in the core of study..... An internship or practicum used for qualification must have incorporated supervised direct client contact.”

How does The Seattle School clarify or amplify that requirement?

The school does not consider internships within a private practice setting as meeting the requirements of the internship. A clinical internship is considered a training site that provides on-site supervision.

Am I allowed to get paid for my internship?

No. Master's students fall under Washington State Code RCW 18.19.040 meaning that they do not need to obtain any special credential in Washington State as long as they are practicing counseling as part of a supervised university or college counseling program and performing counseling services for no fee. If students were to be paid for an internship, they would fall outside of these guidelines and need to seek additional credentialing with the State of Washington; however to our knowledge no credential currently exists that fits the criteria of a current student. Please see the WA State Department of Health guidelines for further information.