

UWRF Counseling Program

Supervisor Handbook: Internship Experiences 2024-2025

**Questions?
Contact Dr. Gillen
715-425-3890 or mark.gillen@uwrf.edu**

**UNIVERSITY of WISCONSIN - RIVER FALLS
Walker D. Wyman Education Building
410 South Third Street
River Falls, WI 54022-5001**

Dear Potential Internship Supervisors:

Thank you for in advance for providing a vital internship component for the counseling program at the University of Wisconsin-River Falls! The internship student who is applying to your district for placement has completed, or will complete this semester, the core courses and is ready to engage in the culminating activity for master's level counseling students. They have been prepared to integrate and to apply counseling theories and skills, in actual counseling situations, under the supervision of an experienced counselor.

For the internship student, this is an opportunity to refine one's counseling skills; to experience a real employment setting; to build professional contacts with practicing counselors and other community professionals and resources; to gain confidence in one's ability to function as a professional counselor; and, finally, to begin to identify needs and to envision one's own contribution to the counseling profession.

For the on-site supervisor participating in internship offers the opportunity to make a contribution by enhancing the skills and the knowledge of beginning counselors; to reflect on how and why one's school engages in the profession of counseling as it does; to offer suggestions to the university counseling faculty for improved preparation of counselors; and finally, to be revitalized by the enthusiasm of the beginning professional.

If you need any further information please feel free to contact me at the University of Wisconsin-River Falls, Department of Counseling and School Psychology (715-425-3890 or mark.gillen@uwrf.edu).

I look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Gillen". The signature is fluid and cursive, with a large initial "M" and "G".

Mark Gillen, PhD
Internship Coordinator

**COUNSELING PROGRAM
DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY
UNIVERSITY OF WISCONSIN-RIVER FALLS**

The Counselor Education Program at the University of Wisconsin-River Falls prepares counselors as school counselors. Initiated in 1968, the program has grown to include three full-time faculty members and approximately 50 students. Completion of the program results in a Master of Science in education (M.S.E.) degree.

The mission of the UWRF Counseling Program is to prepare school counselors who exhibit excellence in counseling practice and leadership, respect human dignity and cultural diversity in the broadest sense and commit to lifelong personal and professional growth. Additionally, program learning outcomes require that upon graduation from the UWRF counseling program, students will be able to:

- Identify as professional school counselors through language and behaviors
- Implement and advocate for comprehensive school counseling programs
- Support student success by incorporating best practices through research, scholarly literature, and technology
- Consult, collaborate, and establish partnerships with stakeholders
- Apply ethical, developmental, and cultural practices in school counseling

The master's program requires a minimum of 60 semester credits. Required of all school counseling students:

1. Introduction to Counseling
2. Counseling Theories and Skills
3. Techniques of Appraisal
4. Social and Cultural Foundations of Counseling
5. Group Counseling
6. Research and Evaluation
7. Career Counseling
8. Human Development
9. Comprehensive School Counseling
11. 100-hour practicum experience.

UW-RF EXPECTATIONS OF INTERNSHIP SITES AND SUPERVISORS

UWRF Internship coordinator expectations include:

I. Internship sites must be able to provide a student with the following:

- 1 opportunities for both observation and supervised practice counseling; and
2. opportunities to engage in all, or most of, the following areas:
 - a. individual counseling
 - b. group counseling
 - c. family /consultation
 - d. educational/developmental activities
 - e. staffing of clients/students
 - f. consultation with other professionals
 - g. evaluation of services and program development
 - h. report writing and other administrative tasks
 - i. testing/assessment
 - j. provide experiences with diverse client population including ELL students

It is recognized that *not every site* provides the opportunity for all of these activities, but it is our intent that internship students experience a broad variety of the tasks performed by counselors. Interns **MUST have opportunities to practice individual and small group counseling in their 600-hour experiences. Students need to have experience in all these activities by the time they complete their experiences at *all of their multiple sites*.**

II. Internship supervisors are expected to:

1. hold a degree/license/certification in the area of expertise sought by the internship student; **in schools it is mandatory that the supervising school counselor:**
 - ✓ **hold a valid license for the level of school counseling at which they are providing supervision AND**
 - ✓ **that the supervisor has at least three (3) years of experience as a school counselor s (e.g. Elem, MS, HS)**
 - ✓ **Including one year at the level they are supervising the intern (e.g. Elem, MS, HS)**

On-site supervisors must complete the mandatory on-line supervisor training available from UWRF. Supervisors will be contacted prior to the start of the semester by UWRF with the supervision link.

2. be willing and able to observe the student and offer regular feedback (at least ONE hour, total, per week)
3. be willing and able to allow regular time to consult with the student;
4. be willing and able to meet with the student and the university supervisor to discuss the

progress of the internship. This will be done at the internship site and at the convenience of the on-site supervisor; and,

5. be willing to provide a written evaluation of the student over the course of the internship.

III. Internship students are expected to meet the following requirements before beginning internship.

1. Successfully complete all core counseling courses; remove any incompletes in those courses;
2. Successfully complete the program's written comprehensive exam;
3. Participate in Group informational meetings at least one semester before registering for internship. Final department approval of all students registering for internship is required, and it often takes time to identify an internship site that will meet the needs of the internship student;
4. Identification, with the assistance of the internship coordinator, of an internship site that will meet the university's expectations, as well as the needs of the individual student.
 - Approved internship sites will provide a variety of counseling experiences;
 - Allow the student to function as a counselor; will provide internship times to provide a realistic counseling experience.
 - Time spent in the internship must be extensive, consistent, and regular (For example, a school counseling internship cannot consist solely of preparation periods and/or hours outside the regular school day).
 - Final approval and confirmation of a site is a decision made internship supervisor and may involve a pre-internship meeting of the potential supervisor and the university internship coordinator. (Allow enough time for the approval of unique situations). **Sites will not ordinarily be identical with the work site of the student.**
5. **Follow any specific instructions of a school district before approaching counselors in that district for internship placement. Please work with the Internship Coordinator when reviewing the updated list of school districts with specific requirements.**
6. **Submit Counseling Internship/internship Agreement forms by December deadline or May deadline.** These require signatures of student, site supervisor, and university supervisor. Internship hours may NOT be counted until this form is in AND the University Semester has begun.
7. Provide professional goals and evidence of completion of the WI DPI mandated reporter training.
8. **Provide proof (certificate) of current liability insurance coverage (UWRF SC program will provide options to obtain liability insurance).**

IV. During the internship semester, students must meet the following requirements:

1. Meet with all internship students in seminar. School counseling students should register in COUN 771 (4 credits), 772(4 credits), 773 (4 credits);

2. Arrange site visits of the student, the on-site supervisor, and the internship coordinator. Students are expected to provide an opportunity to be observed twice per semester working with either small group, individual client, or doing classroom guidance lesson. The second observation/visit will include a case presentation near the end of the semester.
3. Complete 600 hours total; **200 hours per level**; (total of 240 hours of direct service and 360 hours of indirect service).
4. Complete all forms/logs/seminar requirements detailed in the syllabus.
5. Complete the internship hours during the UWRf semester (for example students who have met all requirements listed above may begin to collect direct contact and indirect contact hours on the first day of a semester. They may also collect hours until the last day of final exams).

CHECKLIST OF STUDENT REQUIREMENTS

I. To be completed before beginning internship

- ✓ Attend pre-internship informational meeting;
- ✓ Complete core counseling courses;
- ✓ Removing any incompletes in core courses;
- ✓ Successfully complete program comprehensive examination;
- ✓ Apply to and interview at approved internship site(s). **Follow specific procedures required by individual school districts**
- ✓ Submit Counseling Internship Agreement forms by December or May deadlines.
- ✓ Register for COUN 771, 772, 773, Internship [school]
- ✓ Provide proof of liability insurance to the internship coordinator.

II. To be completed during the internship semester

- ✓ Participate in Internship seminar weekly, including group case supervision. Group supervision (UWRf faculty supervisor and interns) averages 1.5 hours per week over the semester.

- ✓ Satisfactorily complete 600 school hours of supervised internship experiences during the UWRF semester(s) **200 hours per level**; (total of 240 hours of direct service and 360 hours of indirect service).
- ✓ Fulfill all seminar requirements (forms, hour logs, case studies, presentations, etc.).
- ✓ Arrange and engage in at least 2 supervision observations/conferences per semester with university supervisors.
- ✓ Submit written supervisor evaluations from each site.

III. Counseling Internship Agreements

- ✓ Once a site has been secured download Internship Site Agreement Form from UWRF counseling web page

Insurance:

CACREP requires that counseling student purchase liability insurance coverage. UWRF provides options and information. Written proof of liability insurance must be submitted by interns to UWRF faculty supervisors prior to beginning their internship experiences.

Neither the U.W. System nor the Wisconsin Association of Independent Colleges and Universities carry health insurance for interns or student counselors/teachers. Interns are strongly encouraged to secure health insurance.

