Doctoral Internship Handbook
Table of Contents

Counseling Intern Agreement ................................................................. 3
  Attestation Agreement Statement: .................................................. 3
Introduction ......................................................................................... 4
Doctoral Internship ............................................................................... 4
Goals of the Internship ......................................................................... 5
Site Selection and Interviews ............................................................... 5
Applying for Internship ......................................................................... 6
  Criminal Background Check................................................................. 7
  Liability Insurance ............................................................................... 9
  Credit Hours for Registration ................................................................. 9
The Internship Experience ...................................................................... 9
Counseling Internship Expectations .................................................... 10
  Internal Internship ........................................................................... 10
  External Internship ........................................................................... 10
  General Internship Guidelines: .......................................................... 10
  The Internship Site Supervisor Agrees to: ......................................... 11
  The University Supervisor Agrees to: ............................................... 12
  The Intern’s Expectations: ................................................................. 12
Doctoral Internship Seminar Attendance Policy ............................... 14
Doctoral Internship Completion Policy .............................................. 14
Frequently Asked Questions about Doctoral Internship .................. 14
Appendices .......................................................................................... 17
  Appendix A: Counselor Education & Supervision Core Curriculum .... 17
  Appendix B: Minimum Internship Expectations ................................. 18
  Appendix C: Internship Activity Tracking .......................................... 21
Counseling Intern Agreement

Before the start of your first counseling internship semester and before your first on-site appointment make sure to have read the current Master’s Counseling Internship Handbook and complete the attestation agreement in your Tk20 Internship Field Experience Binder. Do note that you will NOT be able to accumulate internship hours until this is completed.

Attestation Agreement Statement:

By including my electronic signature below, I am attesting to having received access to the most current version of Northern Illinois University’s Counseling, Adult, & Higher Education Department Counseling Internship Handbook. I declare that I have read this handbook in its entirety and have been granted opportunities to clarify its contents. I am confirming my understanding of counseling internship expectations, policies, and procedures outlined in this manual. I agree to adhere of the policies and procedures within this current version of the Doctoral Counseling Internship Handbook. I also, attest that I understand the expectations of counseling internship and the potential outcomes if I do not meet or exceed those expectations based on ACA ethics, CACREP Standards, and Professional Dispositions outlined in each of these referenced texts.
Introduction

This handbook is a guide to planning your internship experience. The handbook reviews basic information about:
- Goals of Internship
- Procedures for Internship Site Selection
- Application for Internship
- Registration and Preparation to Start Internship
- Program Expectations and CACREP Standards
- Internship Completion Policies

All forms needed for the internship experience for doctoral counseling programs are included in the appendices. Feedback on internship procedures and practices is welcome. The counseling faculty wants your internship to be an outstanding learning experience.

You are responsible for seeking an internship placement. Internship students are encouraged to select a site carefully, based on professional goals, interests, abilities, and skills. The type of clientele served in the setting, types of services provided in the setting and the staffing needs of the site are also important. You must be approved for internship by the program faculty. Please note that, although you are responsible for site selection, your advisor must approve the final selection. This manual does not replace the information and advice you receive from your advisor. Please consult with your advisor throughout the application and internship process.

Doctoral Internship

An internship is defined as a supervised learning experience designed to provide students with opportunities to implement knowledge and theory acquired through course work in actual work settings.

The internship program at NIU is part of the nationally accredited CACREP program. CACREP regards internship as a distinctly defined experience intended to enable students to refine and enhance counseling, pedagogical, supervision, and professional development skills, and integrate professional knowledge and skills appropriate emerging counselor educators and clinical supervisors.

The timing, nature, and placement of the internship are determined by the doctoral internship basic requirements and student’s career goals. Because of the diversity of career goals, student characteristics, and the learning experiences of each student, internship experiences are individually developed. It is your responsibility to do this in cooperation with your advising chair, the internship coordinator, and relevant site supervisors. Placement sites must be able to provide the diverse and comprehensive experience needed for successful internship experiences.
Doctoral students must complete 900 cumulative internship credit hours. Doctoral internship is broken up into five distinct areas (1) Teaching, (2) Supervision, (3) Leadership, (4) Research, and (5) Counseling. The doctoral internship is an experience-based internship (clock hours do not directly translate to credit-hour equivalents).

**Goals of the Internship**

Throughout the internship experience, the student should learn and experience, under supervision, the duties and responsibilities of a professional who is employed at the site. In addition, you will have specific professional goals to fulfill during the internship experience. **Though the goals of individual students will vary, the internship requirements outlined by your program must also be addressed and included in your internship plan.**

**Doctoral Internship Goals**

- Experience the professional leadership roles of counselor education, supervision, counseling practice, and research competencies expected of doctoral students.
- Develop an area of professional counseling expertise as demonstrated through scholarly publications and/or presentations.
- Develop collaborative relationships with program faculty in teaching, supervision, research, professional writing, and service to the profession and the public.
- Participate in appropriate professional counseling organizations.
- Contribute to and promote scholarly counseling research.

These objectives will be completed through the five domains that make up the NIU doctoral counseling internship: (a) teaching, (b) supervision, (c) research, (d) advocacy, and (e) leadership.

*A plan to meet these goals will be developed jointly with you, your site supervisor, and your faculty advisor.*

**Site Selection and Interviews**

Doctoral students often choose internship experiences under the direction of a NIU counseling program faculty member (i.e., teaching, research, service leadership). The faculty member overseeing these experiences is considered the “site supervisor.” Under these circumstances, you are still required to meet with your “site supervisor” for regularly scheduled supervision typically one hour each week. All paperwork including the documents required for enrolling in internship as well as time logs and evaluations are located in Tk20. Every semester that you are completing internship, you MUST enroll in CAHC 786 AND attend the seminar class.
If you choose an internship outside of the NIU counseling program, you, in consultation with your program advising chair, select appropriate agencies/educational settings for interviewing. Personal and professional development goals and the goals of the counseling program are considered carefully.

The list of internship sites where previous interns have worked can be reviewed and discussed. The approval of internship sites is based upon ability of the site to meet or exceed the CACREP standards and counseling program expectations. These include the kinds of experiences offered, the quality of supervision, the quality of support provided for the doctoral intern and the ability of the site to provide sufficient working hours.

Doctoral interns have worked in a variety of internship sites. Sites have included substance abuse counseling centers, community mental health agencies, community colleges, youth services agencies, universities, K-12 schools, career centers, and within professional organizations devoted to counselor education, mental health practice, and various levels of systemic advocacy. You are encouraged to interview with supervisors from more than one setting to insure compatibility between goals and the potential experience in the setting.

You need to prepare carefully for the interview. Even though you may have previously submitted your resume and cover letter with your initial inquiry or application, you may want to take additional copies with you during interview processes.

Whether at NIU or an external site, NIU faculty does not place interns. Doctoral interns must take the initiative to inquire and apply for respective internship experiences each semester with the respective supervising agent. You must complete the counseling internship application and submit it to the internship committee. Applications are reviewed by the full faculty. The advisor and internship coordinator must approve the site, though it is the responsibility of the site and/or site supervisor to accept or reject a prospective intern.

For doctoral students, satisfactory completion of CAHC 700 (Professional Seminar in Counseling), CAHC 750 (Advanced Practicum in Individual Counseling), and three hours of additional coursework are prerequisites for internship.

Applying for Internship

You must complete the counseling internship application and submit it to the internship committee via Tk20 Student System. Applications are reviewed by the full faculty.

- Fill out Part One of the CAHC 586 Internship Application before the semester deadlines below. We use part one to verify students’ intent to register for internship.
  - Summer/Fall internship - NO LATER THAN JANUARY 15
  - Spring internship - NO LATER THAN SEPTEMBER 15

- Submit the completed internship application via Tk20 by the Part Two semester deadlines (December 15th for spring and May 15th for summer/fall semesters).
• Doctoral interns track all NIU site internship experiences in their **Doctoral Internship Portfolio via Tk20**. If doctoral students complete external internship experiences, a Field Experience Binder will be made available for the external site supervisor and the intern to document specific external internship activities.

• If you are completing external internship experiences with an external site supervisor and you intend to begin internship before the start of NIU Internship Seminar meetings, you must notify your advising chair and university supervisor in writing to inform the department of your plans and your site supervisor must sign the letter form attached to your Internship Field Experience Binder in Tk20, expressing the site’s willingness to take full responsibility for you and your clinical work during that time frame. Your internship plan agreement must detail the date your internship will officially begin.

• Complete an Internship Plan agreement before your internship begins each semester. You should meet with your site supervisor to develop your plan. This plan should be as specific as possible, including time you will spend at on-site, various activities in which you intend to participate, outside events that you plan on attending, plans to complete required internship experiences, and other goals and objectives.

• Enroll for one credit hour of CAHC 786 per each semester you intend to complete internship experiences.

• Complete applicable tuition waiver forms, which can be obtained from Tk20’s Documents Room; submit this completed waiver form along with the Selective Service form (also found with Tk20 documents) to Gabel Hall 200.

**NOTE:** Internship applications, plans, hours tracking, live observations, evaluations, and other internship documentation must be completed separately for each semester in which counselors-in-training intend to enroll in CAHC 786 internship.

**NOTE:** Doctoral interns are permitted to complete up to three different internship experiences each semester. Internship responsibilities and goals should be clearly differentiated in the plan and all internship hours accrued in one semester are tracked in the same internship hour’s log.

**NOTE:** Although you may use the same plan contents if continuing at the same internship site beyond one semester, (provided you are performing the same duties/activities), you must create new copies with amended dates for the specific and current NIU semester.

**NOTE:** Doctoral students doing an internship in a school need at least 400 hours in a school setting AND must commit themselves to a minimum of three consecutive hours per day at their site.

---

**Criminal Background Check**

The Counseling program requires that all practicum applicants submit to a criminal background check by the Illinois State Police and the Federal Bureau of Investigation (Adam Walsh Child Protection Act) as outlined in the attached NIU Criminal Background...
Check Information Sheet prior to approval for counseling practicum and subsequent internship experiences. This is consistent with the state law that requires Illinois school districts to conduct criminal background investigations of applicants for certified and non-certified positions, including counseling licensure. An applicant whose background check results in a status of "no record" may be admitted into counseling practicum.

- An applicant may not be placed in any schools if the background check determines that he or she has been convicted of criminal behavior that, by law, automatically prohibits him or her from attaining Professional Educator Licensure in Illinois.
- The offenses that automatically prohibit licensure include first degree murder, any Class X felony, juvenile pimping, soliciting a juvenile prostitute, exploitation of a child, obscenity, child pornography, criminal sexual assault, aggravated criminal sexual assault, criminal sexual abuse, aggravated criminal sexual abuse, some offenses set forth in the Cannabis Control Act, and some crimes defined in the Illinois Controlled Substances Act.
- Applicants whose criminal background check reveals an offense other than these may be recommended for approval if, in the judgment of the program, the offense should not disqualify the individual from obtaining a counseling degree. Applicants are advised that their admission into the counseling program, approval for counseling practicum, and advancement to internship does not guarantee professional licensure or certification post-degree. These applicants must follow the additional admission process indicated below.
- Please note that criminal background checks are also conducted as part of the Illinois counseling licensure process. This is a separate evaluation process from NIU's counseling program and may end in different results. Students who are concerned that their backgrounds may prohibit them from obtaining counseling licensure may contact the Illinois Department of Professional Regulations for an evaluation prior to applying.

If a student interrupts his/her program for one semester or longer, a criminal background check may be required upon his/her reentry. A criminal background check is only good for two years. Thus, completion of more than one background check may be required during the course of a students' degree program and/or internship experiences.

It generally requires three to six weeks to obtain the results of a fingerprint check. During that period the student is not permitted to participate in field experiences in the schools.

Applicants are responsible for all fees connected with this procedure. Applicants may retrieve Illinois State Police background check forms from the Community Counseling Training Center at NIU in Graham 416 or request a Non-Fingerprint Request Form from: www.isp.state.il.us/crimhistory/uciaformreq.cfm

Original forms must be submitted to the Illinois State Police (not copies, retrieve new forms if you need to make moderate to large corrections). Students should indicate the current CAHE Department chair as the requester/receiver of background check results. The results of this background check are kept confidential from the Counseling faculty. If a positive response is found from the background check, this information is shared with the Department Chair of Counseling, Adult and Higher Education and shared with the student.
Liability Insurance

You are required to have professional liability insurance prior to participation in counseling and supervision internship experiences. Students must have a policy that provides a minimum liability of $1 million per incident and $1 million per annual aggregate. Professional liability insurance is offered to student members of many professional organizations such as ACA and ASCA. You may not start collecting internship hours until proof of insurance has been verified by the internship coordinator.

Credit Hours for Registration

Nine credit-hours of involvement in counseling, supervision, teaching, research, and professional counseling-related leadership activities are required for completion of the internship requirements. For registration purposes, full-time doctoral students should register for one credit hour of internship each semester of their program. Part-time doctoral students should consult with their advising committee to plan internship experiences within their program plan and register for one-credit hour each semester that they complete internship experiences. Doctoral students can complete up to three different areas of internship activities in one semester (e.g., teaching, research, and leadership). A permit number is needed to register and can be obtained from the internship coordinator. Doctoral students must complete an application for internship each semester.

The Internship Experience

Internship consists of ongoing and hierarchical intensive field-based experiences for candidates in the doctoral degree program in Counselor Education and Supervision. For doctoral students, internship is an opportunity to gain valuable counselor education and supervision experience in a variety of ways. Interns will integrate advanced competencies and knowledge with professional supervision. Placements occur primarily on campus, but may also include a variety of community agencies, school, college, or alternative institutional settings. Application for the internship and approval for placement are required prior to registration. A minimum of nine hundred (900) hours in the internship placement is required. The grading system is satisfactory/unsatisfactory. See below for additional requisite details.
Counseling Internship Expectations

Internal Internship

Interns may apply for completing internship at the Community Counseling Training Center at NIU (CCTC). CCTC internship applicants should be aware of the following requirements.

Doctoral applicants must
- have successfully completed practicum (CAHC 750)
- Be registered for internship while providing counseling in the CCTC (CAHC 786)
- Seek out and secure an approved supervisor to provide weekly clinical supervision (LCPC)
- Provide proof of professional liability insurance coverage
- Complete other CCTC duties as assigned, such as responding to CCTC inquiries or community outreach

Doctoral Counseling Interns minimum requirements
- Maintain a minimum client load of 3 clients each week, excluding NIU breaks
- Be available for 90 minutes of CCTC group staffing meetings each week

Internship Supervision

During internships, you must receive weekly individual and/or triadic supervision, usually performed by a supervisor with a doctorate in counselor education or a related profession. Group supervision (class) is provided on a regular schedule with other students throughout the internship and is usually performed by a program faculty member.

External Internship

General Internship Guidelines:

- The site supervisor will need to have a doctoral degree in a discipline appropriate for the context of the internship. For example, if the student decides to do a clinical internship, the supervisor must have a doctorate in a helping related field (counseling, counseling psychology, or social work). In addition, the supervisor must be a (a) Licensed Clinical Professional Counselor (LCPC) or (c) Licensed Clinical Social Worker (LCSW). More specifically, a school counseling site supervisor must at minimum have an active Professional Educators License (PEL). There are several PEL endorsements, be sure the supervisor has the required School Counselor endorsement. **NO EXCEPTIONS!**
- Within the specified time frame, as indicated on internship plan form, the site supervisor will be the primary internship supervisor. Each intern is assigned to an internship seminar taught by a university supervisor (faculty liaison). The site supervisor and intern shall communicate with the university supervisor regarding progress, concerns, and performance evaluations.
- Interns can create an internship at their place of employment if they are able to design an internship experience that is qualitatively different from their typical...
work responsibilities. The new responsibilities must be in compliance with the counseling profession to which they aspire. The site supervisor must provide counseling intervention supervision beyond administrative supervision.

- Indirect internship hours or non-contact time (i.e., planning, progress notes, counseling projects, etc.) can be accrued while the intern is away from the site, with the approval of the university supervisor and clarified with the site supervisor. This approval should be granted before interns decide to complete counseling related work away from their site.

**The Internship Site Supervisor Agrees to:**

- Expose interns to the activities/responsibilities that a professional would experience in this setting and provide opportunities for interns’ participation according to their educational needs, demonstrated abilities, and professional interests.

- Work with interns in selecting programs, projects, and research activities relevant to the site that will help interns enhance their counseling skills and professional disposition.

- Meet a minimum of **ONE hour each week for counseling/clinical supervision sessions** and be available for on-site emergency situations.

- Ensure that interns have opportunities to accumulate the agreed upon clock-hours as specified in internship plan forms.

- For each NIU semester that interns are contracted at your site, review “live” samples of interns’ involvement with clients. This work sample must be at least 30 minutes, can be reviewed by direct observations or by recordings, and can include various types of professional practice (individual/group/family counseling, presenting curriculum, or facilitating staff presentations/trainings). Complete the live observation feedback record included in interns Final Evaluation form in the Tk20 system (live observations can be recorded when completed and prior to final evaluation periods when applicable).

- On a bi-weekly basis, validate (with electronic notation and electronic signature) the amount of clock hours interns spent on various counseling related activities. Interns will complete the internship log forms on a **weekly basis**. The university supervisor will also validate these log forms.

- Collaborate with the university supervisor on interns’ progress and complete a final written evaluation of interns’ performance and potential (midterm evaluations are optional).

- **Attend the supervision workshop at the beginning of the NIU internship semester for which you have contracted to supervise interns.**
The University Supervisor Agrees to:

- Ensure that the Internship Plan meets individualized educational and professional development needs of interns as well as counseling program expectations. The plan agreement needs to be completed by both the intern and the site supervisor. The university supervisor may collaborate if necessary and will also approve the plan. Once completed, the student, the student’s advisor, site supervisor, and university supervisor should validate the plan agreement with their electronics signature forms.

- Verify that interns have current liability insurance during counseling internship.

- **Remain in contact with the site supervisor throughout the semester.** Conduct at least one in-person site visit each semester interns are contracted at the site. Phone or e-mail contact is expected on at least TWO occasions: at the beginning of the semester and at the end of the semester. This policy applies independently for each semester the intern is enrolled in NIU internship seminar.

- If concerns arise, the university supervisor is typically the first level of mediation. If issues cannot be resolved at this level, the NIU counseling internship coordinator will intervene.

- The final evaluation document should reflect the internship plan. It is the university supervisor’s responsibility to see that this is done prior to the site supervisor completing the evaluation and before university semester evaluations are due (grades).

- Solicit evaluative feedback from site supervisor and assume primary responsibility for assigning grade (S/U/I). If an intern, requests and is approved for an Incomplete in internship, the university supervisor is responsible for completing grade change paperwork once the intern has indicated they have fulfilled their site and university contracted clock and credit hours.

- Confirm that the periodic review of the interns work performance is being conducted by the site supervisor. This review must include observations and/or recordings.

The Intern’s Expectations:

- Establish agreed upon internship plan, hours and dates for each site (maximum two-sites per semester). This may involve a modification to the internship agreement if a particular project the intern is involved in runs beyond the expected end date for internship.

- Provide documentation for liability insurance prior to accruing internship hours. Students will NOT be able to count internship hours until insurance coverage is documented with NIU.
• Conduct yourself in a professional manner (i.e., arriving to the site on time, adequately completing tasks by their designated deadlines, wearing appropriate attire, etc.).

• Maintain accurate internship logs of activities and obtain site supervisor's bi-weekly hours approval. The counseling program's standardized time log sheet is provided for you within your Tk20 Internship Field Experience Binder each semester. You must use this form; no exceptions. Log sheets need to be completed by interns on a weekly basis (daily updates are recommended).

• Periodically review the number of direct contact and indirect hours with the site supervisor. It is your responsibility to keep track of your hours and inform your university and site supervisor of the progression of those hours.

• Log a minimum of three consecutive hours per day on days when performing internship responsibilities at your internship site.

• Meet a minimum of one hour each week for supervision conducted by the site supervisor. Arrive for supervision with questions or concerns, growth considerations, and professional-strengths comments.

• Conduct yourself in accordance to the professional ethics and codes for counseling as well as for the respective internship sites. School counselors-in-training will refer to both ACA and ASCA guidelines and ethical codes; clinical mental health counselors-in-training refer to ACA ethical codes.

• Seek information and knowledge to be successful in the counseling role. Students are highly encouraged attend conferences such as ICA, ISCA, IMHCA.

• Participate in projects, programs, research activities, and other opportunities that have been agreed upon with the site supervisor.

• Complete all appropriate responsibilities agreed upon with site supervisor.

• Frequently evaluate and discuss progress with both the site supervisor and university supervisor. This may involve renegotiating the initial internship plan/goals.

• Make arrangements for the site supervisor to review “live” samples of your work each semester the intern is enrolled at NIU. A 30-minute sample involving direct work with clients/students either by observation or a recording. Documentation of this review is to be included in the Intern's Final Evaluation each semester.

• Contact the university supervisor IMMEDIATELY if there are concerns related to internship.
Doctoral Internship Seminar Attendance Policy

You must attend internship seminar meetings as scheduled with the University Supervisor. Failure to attend the seminar may result in a failing class even if you are doing passing work at the site. Absences will be monitored by the instructor and make-up work may be required for missed sessions.

Doctoral Internship Completion Policy

All doctoral students must complete a minimum of nine credit-hours of internship experiences. A major part of this requirement is that each doctoral student must complete specific minimum experience requirements in each area of doctoral internship (see Appendix B). You must work with your program committee and the internship coordinator to set up internship experiences that meet your program goals and that provide you with new and challenging experiences. There is no limit to the number of semesters you may enroll in an internship class. However, students are expected and REQUIRED to attend all seminar classes and only 15 credit-hours may be counted toward the doctoral student’s program.

Frequently Asked Questions about Doctoral Internship

I want to start earning internship hours early (in December, May, or August) - what do I do?

It is possible to accrue internship hours during the times when NIU is not in session. The earliest one may be allowed to embark on earning hours is the Monday following the December, May, or August graduations. However, before you can start accruing hours, you must: be approved for internship by the counseling faculty; have received a letter from the internship coordinator informing you about your acceptance into internship; and have submitted an internship plan that has the approval of your site supervisor and your advisor specifying the types of duties and activities you will be performing while interning at the site. You must further have your site supervisor supply a letter to the internship coordinator in which the site supervisor (a) states that she/he is aware that NIU is not in session during these weeks and (b) agrees to take full responsibility for your performance during this time when NIU is not in session. This form letter is available to site supervisors via Tk20 intern assessments and must be signed before internship hours can be accrued. The internship plan agreement and proof of liability insurance are also required.

I may be a few hours short. Can I still graduate?

If you have not fulfilled the requirements for completing internship (e.g., minimum number of total or direct service hours, paperwork, assignments, etc.) you will receive a grade of incomplete and you may not graduate. If you have already applied for Spring or Fall graduation ceremonies, you may still be able to walk in graduation, but your diploma will not be conferred until your required experiences and/or documentation have been
completed and grade change forms from the university supervisor/seminar instructor have been submitted to the graduate school. To avoid a graduation delay, it is important to plan ahead at your site, work collaboratively with the site and university supervisors, and keep accurate internship time logs.

**Can I complete intern in more than one experience area in a semester?**

Yes, you can. However, you cannot focus on more than three internship areas per semester. Interns should remember that over the course of their entire NIU internship a minimum of 100 clock hours must be accrued in each area of doctoral internship.

**I'm planning to do an internship at my school of employment. How do I schedule that?**

It's likely that you will need to rearrange your work schedule in order to accommodate an internship at your current school of employment. That's why it’s vitally important to plan ahead. Consult with your building principal about how your classroom responsibilities and schedule might be modified. You should also keep in mind the following requirement: on days when you are performing your internship in the school, you must log a **MINIMUM of three consecutive clock hours**---this requirement affords you an experience that more closely approximates how a school counselor actually functions in the position.

**Can I complete practicum and internship at the same time?**

Yes, but only if the internship are not counseling or clinical supervision internships.

**Can I get a paid internship?**

Yes, but these opportunities are very rare. Most students who are getting paid while doing internship are interning at the public school where they have been employed as a teacher. A few students in the higher education and clinical mental health counseling areas of professional preparation are getting paid because they have incorporated new and more challenging responsibilities into their already existing job. Once in a while we hear from a school principal who is looking to recruit a new counselor by offering a paying internship. Check with the coordinator of the school counseling area for information.

Very few community or agency sites offer paid internships. Sometimes an agency agrees to hire a master's student before her or his graduation and will offer to create a supervised internship covering the first several months of employment. Of course, the job responsibilities must be commensurate with what is expected of a master's level professional. If this seems like a possibility for you, speak with your advisor or the internship coordinator about the details.

**Can I get internship credit for the job I am doing now?**

The answer is MAYBE, but keep in mind this qualifier, that the goal of this counselor preparation program is for students to develop new counseling skills and expertise and that the internship is a students’ capstone experience for acquiring those skills and that expertise. Thus, you **CANNOT** receive credit for internship for the job that you are already
doing---that would not allow you to acquire new skills. However, it is possible to work at your employment site incorporating new internship experiences into your current job if you develop a plan that allows you to perform counseling-related activities that are significantly different from and that are at a more challenging level of expertise than your current job requires.

For example, consider Jane Doe, a master’s student who now works at XYZ Community College. Among her major duties at XYZ, Jane keeps track of students’ progress toward graduation, does group administration of various career and personality tests, and helps coordinate the college’s retention program. Under the requirements of internship, none of these duties (important though they be) qualify for internship service hours. However, if Jane works out a plan with her current supervisor at XYZ that allows for some modification of her current duties, then she may be able to earn credit for internship hours. Assume that Jane does this with the approval of her supervisor; she now engages in different, more challenging experiences that, under supervision, allow her to: perform individual and group test interpretations, provide individual academic advising to new students, and work on the evaluation of the retention program.

Remember that a critical aspect is to work creatively and collaboratively with your supervisor or administrator at your current work site in order to modify your job responsibilities so that you can earn internship credit for new, more professionally challenging counseling activities.

I thought I was entitled to a tuition waiver for being enrolled in internship. Today in the mail I got a bill from the Bursar’s Office for this semester’s tuition. What gives??

Currently students who were admitted to the graduate school are entitled a tuition waiver of the internship credit-hours for which they enroll. Interns must submit the tuition waiver request and selective service confirmation form EACH SEMESTER for which they would like to have their internship seminar course tuition waived. These forms can be found online and in the Tk20 Documents Room. These two forms must be submitted to the CAHE Department office in Gabel Hall 200 prior to the start of the internship semester. If these forms are submitted late, submitted separately, or submitted incomplete there may be a delay in processing. After submission to the Department these request are forwarded to the Graduate School.

The Graduate School must give their approval to the names on the list, and the list next gets forwarded to the Bursar’s Office. So there is some delay in the entire process. At times the process is delayed because some students wait until the very last minute to clarify their plans and intentions about enrolling in internship. That’s why it’s so important for us to know as soon as possible about students’ plans to take internship! If a bill comes to you, pay the fees portion promptly (fees cannot be waived) and simply wait a few weeks for the tuition waiver paperwork to be completed. If the tuition waiver is not processed after 6 weeks of your submission, e-mail the graduate school to check on their receipt of your waiver forms (gradsch@niu.edu).
Appendices

Appendix A: Counselor Education & Supervision Core Curriculum

CAHC 700 Professional Orientation to Counselor Education: Identity and Ethics
CAHC 701 Professional Seminar in Counselor Education and Development
CAHC 730 Advanced Theories of Counseling
CAHC 740 Leadership, Advocacy, and Mentoring
CAHC 750 Advanced Practicum in Individual Counseling
CAHC 752 Supervision in Counseling
CAHC 765 Multicultural Counseling and Social Justice
CAHC 786 Internship in Counseling, Research, Leadership, Supervision, and/or Teaching – 9 credits minimum (consult with your program chair)
ETR 720 Advanced Research Methods in Education (consult ETR department)
ETR 521 Educational Statistics I
ETR 522 Educational Statistics II Credits
ETR 525 Qualitative Research in Education
ETR 531 Program Evaluation in Education
CAHC 790 Seminar on Research in Human Services
CAHC 799 Doctoral Research and Dissertation

15 credits minimum (consult with your program chair)
Appendix B: Minimum Internship Expectations

**Counseling Sequence**

Minimum of one CCTC counseling internship (prerequisite of CAHC 750)

- Conduct intake interviews by engaging in comprehensive biopsychosocial assessment and appraisal strategies
- Individual counseling sessions within the CCTC
- Use recording software to tag individual sessions
- Use Titanium Schedule to document cases appropriately. This includes case notes, diagnostic assessments, treatment plans, and termination plans.
- Presenting client case conceptualizations to supervisors and peers.
- Participate in clinical supervision.
- If not already licensed, use clinical experiences to work toward licensure and national certifications. (i.e., LCPC, ACS, etc.).

**Leadership Sequence**

Facilitating CAHC 540 Groups

- Co-facilitate two 540 processes groups
- Screening group participants
- Scheduling meeting time and location
- Facilitate groups with cultural differences
- Receive and provide feedback on participant journals
- Monitor and modify leadership style in response to stages of group development and interpersonal dynamics.
- Maintain here-and-now focus in group and utilize immediacy
- Responds appropriately to supervision

Participating in Leadership of Professional Organizations

- Demonstrate advocacy for the profession and its clientele through examples
- Attend a minimum of 3 professional conferences, at least one of which must be ACES or North-Central ACES.
- Present or co-present at a professional conference 2 times
- Provide leadership or contribute to leadership efforts of professional organizations.
  - Chairing a task force
  - Chair a counseling related committee
  - Lead as an executive officer for at least one term
Participate in 3 Pre-Admissions Workshops (P.A.W.)

- Two of the three must be master’s P.A.W.s, one of the three may include: doctoral P.A.W, roundtable, information meeting, or other recruitment events.
- Review and evaluate applicant admissions materials
- Interact with applicants in large group experiences
- Co-facilitate small group interview discussions
- Observe interpersonal skills and behaviors of applicants
- Contribute to the evaluative discussion of applicants
- Address multicultural issues and advocate when appropriate

**Supervision Sequence**

Facilitation of Master’s students in CAHC 525 Skills course
- Teach at least one didactic lesson on a micro skill 45 minutes to 1 hour
- Grade homework assignments
- Coach skill practice activities during class
- Group coaching in the CCTC, observe practice session
- Explaining and monitoring the use of recording software

Supervise a minimum of one CAHC 550 Practicum course (co-requisite of CAHC 752)
- Utilizes multiple mechanisms for supervision (i.e. recordings, live supervision, etc.)
- Demonstrate effectiveness of individual, group, and triadic supervision
- Participate in the evaluation process of supervisees
- Demonstrates application of theories and skills of clinical supervision
- Participating in supervision of supervision
- Provides a professional disclosure statement for supervisees
- Understands legal, ethical, and multicultural issues associated with clinical supervision

Second Supervision semester (one of the following): CAHC 550: Team Teach with Faculty
- or
- CAHC 586: Team Teach with Faculty

- Supervise a minimum of 6 interns in the field
- Attend and lead bi-weekly internship class
- Participate in supervision with faculty
- Complete at least 1 site visit for each supervisee
Teaching Sequence

Co-teach at least 2 master’s-level courses with counseling program faculty upon completion of or concurrent with CAHC 701

- Assist in the development of lesson planning and classroom activities
- Conduct an experiential activity, including facilitation of post-activity content and process questions
- Recognizes how class objectives align with CACREP requirements
- Demonstrates ability to effectively evaluate and provide feedback to students
- Effectively utilizes Socratic questioning to lead discussions
- Incorporates technology as a supportive instructional delivery system
- Effectively engages diverse students in their own learning styles

Research Sequence

Submission of a manuscript for publication as the lead author in a professional journal prior to dissertation defense.

Participate in at least 1 research project affiliated with the counseling program (i.e. collaborating with faculty or peers determined in consult with program committee). Examples include:

- Action-based research
- Program evaluation
- Grant development
- Needs assessment
- Accreditation evaluation and coordination
Appendix C: Internship Activity Tracking

Counseling
Top of Form
Supervision (on-site)
Supervision (university)
Individual Counseling
Couples Counseling
Family Counseling
Group Counseling
Career Counseling
Advisement
Crisis Intervention
Consultation
Psychological Evaluation and Testing
Observations
Program Development and Evaluation
Research and Preparation
Record Keeping and/or Case Documentation
Case Conferences/Staffing
Staff Meetings
Giving Presentations/Conducting Workshops

Supervision
Top of Form
Supervision-of-Supervision (On-site)
Supervision-of-Supervision (University)
Individual/Triadic Supervision with supervisee
Indirect Supervision with Feedback (One-way mirror/journaling, electronic communication feedback)
Group Supervision
Assessment/Evaluation
Reviewing Supervisee Case Notes
Record Keeping
Telephone/Email Communications
Lesson Planning & Preparation
Case Conceptualization with Supervisees
Consultation on Supervision/Counseling Issues
Classroom Teaching
Crisis intervention
Observations
Bottom of Form
Teaching
Supervision (on-site)
Supervision (University)
Classroom Teaching
Lesson Planning and Preparation
Grading and Providing Feedback to Students
Meeting with Students
Electronic Communication with Students (Individual issues)
Record Keeping
Consultation
Blackboard Development
Observations

Leadership
Supervision (on-site)
Supervision (university)
Conference/Workshop Attendance
Conference/Workshop Presenting
NIU 540 Group program/plan/evaluation
NIU Masters PAW
NIU Doctoral PAW
Professional Committee Meetings
Professional Organization Service
Professional Advocacy Service
Presentation Research and Preparation
Other activities (specify)

Research
Top of Form
Supervision (on-site)
Supervision (university)
Hypothesis Development
Research and Preparation
Record keeping and/or Administrative tasks
Assessment/evaluation preparation
Telephone/Email contacts
Grant Development
Grant Writing
Networking (Finding Subjects)
Database Research
Data Collections
Field Experiences
Interviews/Observations
Information Input
Data Analysis
Statistical Analysis
Research Evaluation
Program Development and Evaluation
Manuscript Writing
Observations
Other activities (specify)