

**INTERNSHIP POLICY**  
**School Counselor Education Specialization Strand**  
01/26/06

**Guiding Principles:**

*CACREP Doctoral Standard III.B*

*Doctoral students are required to complete doctoral-level counseling internships that total a minimum of 600 clock hours. The 600 hours include supervised experiences in clinical settings, teaching, and supervision. The internship includes most of the activities of a regularly employed professional in the setting. The 600 hours can be allocated at the discretion of the doctoral advisor and student, based on experience and training. Students should be given the opportunity to participate in additional supervised practica or internships that are appropriate to their career objectives.*

*CACREP Doctoral Standard III.C*

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

In addition to compliance with the above standards, the operational policies related to the internship requirement in your program are designed to meet two objectives:

1. The policies should facilitate your completing the requirement in a timely fashion, enabling the recognition of a variety of relevant experiences, and
2. The policies should insure that the internship provides a planned and cohesive set of experiences that will serve you well in the future, rather than a piecemeal set of activities accrued only to meet a requirement.

**Operational Practices:**

A. Prior to Enrollment in Internship Course

1. Up to a maximum of 300 of the required 600 clock hour internship may be accrued prior to enrollment in the formal internship course. Prior to formation of the doctoral committee, approval and monitoring of the experiences is the responsibility of the program faculty.
2. Students must keep detailed records documenting the time involved and the specific activities. These experiences cannot include tasks (e.g. supervision of practicum students) completed as a requirement of the doctoral supervision course but can include comparable tasks completed subsequent to the completion of the doctoral supervision course. These experiences can include activities conducted at the doctoral student's workplace (e.g. direct service and/or supervision of master's level interns), but, if so, the doctoral student must provide evidence of activity above and beyond the workplace requirement. Examples of appropriate

evidence would include written summary including analysis of the supervision model that was used, presentation of case summary for faculty and peer critique, and so forth.

#### B. Formal Enrollment in Internship Course

1. A minimum of 300 of the required clock hours must be completed while enrolled in the formal internship course, typically completed during the second semester of the third year of full-time coursework. The program faculty member assigned as instructor for the course will be responsible for monitoring individual supervision and providing group supervision during the course.
2. Specific assignment and site of the internship experience will be tailored for the individual student based on career objectives and previous experience and training. Activities and site must be approved in advance by the student's doctoral committee. Unless completed during master's level training, it is expected that this internship will include delivery of direct counseling services in a setting appropriate for recognition of the experiences as relevant for meeting requirements for licensed professional counselor and/or licensed mental health counselor (e.g. agency, private practice).

#### C. University Teaching Assignment

1. As a part of the overall internship experience it is expected that each doctoral student will have supervised experience in providing university instruction. This can be obtained by teaching a course as the instructor of record with full responsibility for planning, teaching, evaluation, and grading (supervised by a program faculty member) or by assisting a program faculty member in teaching a course, including attending class and participating in class planning and grading.
2. The formula for awarding internship hours for the teaching experience assumes an average of spending three hours per week of preparation time for each hour of actual class time. Thus, for the instructor of record, the clock hour internship award would be 50 hours per credit assigned to the course. For assisting a program faculty member in teaching a course the clock hour internship award would be 25 hours per credit in the course.
3. Through the combination of primary or assisting responsibilities, a maximum of 300 of the required 600 hours may be accrued through university teaching assignment.