

Clinical Experiences

1.1 Internship Credits Policy (*Effective Fall 2018*)

- a. The Counseling Program faculty have made changes to how students register and progress through CED 691: *Internship*. **The students may only register for three (3) credits of internship in any one semester.** While internship is often completed in two (2) semesters, some students take three (3) or more semesters to accrue the required 600-hours (240 direct client hours, 90 individual/triadic/group/site supervision hours, and 270 indirect/administrative hours). **Students must complete 600 internship clinical hours AND a minimum of 6-credits.**
- b. In every semester that a student is accruing internship hours, the student must re-enroll and pay for additional credits. A student may only accrue internship hours when they are enrolled in the course, have a faculty instructor, and when the student has faculty approval and/or the site has been approved by the faculty.
- c. If a student is close to meeting the hours requirement (within 50 hours of completing the 600 hour internship by the end of second semester), the student should consult with the Internship Instructor to determine if the student will be allowed to complete the internship without needing to register for a third course. This situation would require the student receiving an initial incomplete grade, and then completing the hours and submitting all required materials before a final grade is posted. There is no guarantee and the situation is at the Internship Instructor's discretion.
- d. For Semester 1 and Semester 2 of internship, students should register for three (3) credits each. For any semester beyond two, the student should enroll in one (1) credit hour.
 - i. **Please note:** If the student has not accrued the required 600-hours after six (6) credits, the student will be required to register for an additional credit each semester. If the student registers for more than 6-credits, the additional credits will not count towards the final degree program. For example, the additional 3-credits would not count in place of an elective or any other required course.
- e. If a student enrolls in a third (or more) semester of Internship, the student is required **to attend class, participate in course activities, AND continue at their site** for the duration of the semester, even if the student has met the hours requirement. *In rare circumstances,* supervision may be provided synchronously through WebEx, which is HIPAA compliant, as needed or upon request.
- f. Students should strive for 300 hours per semester, which includes approximately 120 direct client contact hours, 135 administrative hours, and 45 hours of supervision (individual/triadic/group/site).
- g. If the student accrues **more** than 300 hours in one semester, the student may carry over the remaining number of hours into the following semester.
- h. If a student accrues less than 300 hours in one semester, the student should continue to accrue hours to make up the deficit in the following semester; however, the student should still re-register for another three (3) credits for the second semester.
- i. CED 691: *Internship* is a credit/no credit course (CR/NC).

- j. Student interns are not able to accrue hours over winter break, or any other break between semesters (e.g., between Spring & Summer I), when the student is not registered for the course or there is no instructor-of-record assigned.
 - a. During any brief university break within a single semester (e.g., Spring Break), students must ensure that their site supervisors are willing and able to provide supervision. The student must arrange for the site supervisor and university supervisor to communicate about the arrangements for the student during the break.

1.2 Practicum & Internship Continuation Procedures

b. On-Campus Practicum

- i. On-campus students are scheduled to complete their CED 690: *Practicum* course over the course of two (2) 16-week academic semesters (or 12-weeks for a summer semester), for a total of 6 credit hours. Students should be able to complete the require amount of hours within two (2) academic semesters.
- ii. If a student completes the CACREP hours requirement of 100-hours total/40-direct client time within one (1) 3-credit hour 16 (or 12) week semester, the student **does not** need to complete the additional 3-credit hours. Instead, the student should speak with their advisor and complete a *Course Substitution* Form and identify a new elective to take the place of the remaining 3-credit hours. As long as the student has completed 60 total credit hours in the program AND has completed all of the CACREP requirements, they are eligible for graduation.
- iii. If the student is not able to complete their Practicum hours requirements within two semesters, Policy 2.1 Internship Credits would apply.
- iv. Under no circumstance are students are allowed to carry over hours accrued while enrolled in CED 690: *Practicum* into their CED 691: *Internship* course. These two courses are set up to be distinctively different in content and site responsibilities.

c. Off-Campus Practicum

- i. Cohort students are scheduled to complete their Practicum experience within a 16-week timeframe, scheduled over one academic semester.
- ii. If a student completes the course requirement and CACREP hours requirements successfully in one semester, the student proceeds to CED 691 the following semester.
- iii. There are times when this is not possible and a student cannot complete the 100-hours/40 direct client time within a 16-week timeframe. If a student does not complete the requirements within the semester, the student may not accrue any hours over a winter or semester break. See Policy 2.1.j
- iv. In this case, the student would register for CED 691: Internship (3-credits), but complete CED 690: *Practicum* hours until the hours requirement is met. Hours accrued during this time only count for Practicum. Upon completion of the Practicum hours requirement, the student will begin their internship experience and accruing hours towards the 600-hour requirement.
- v. Practicum site requirements and Internship site requirements should be significantly different and be documented as such. This might include working

with a different population, demonstrate an increase in the use of assessment tools, show evidence of using advanced therapeutic approaches, etc.

- vi. Under no circumstance are students allowed to carry over hours accrued while enrolled in CED 690: *Practicum* into their CED 691: *Internship* course. These two courses are set up to be distinctively different in content and site responsibilities.

d. Off-Campus Internship

- i. Cohort students are scheduled to complete their Internship experience within a 16-week timeframe, scheduled over one academic semester.
- ii. If a student does not finish their internship hours within the designated semester, the student must re-register for 1 additional credit hour of internship the following semester and follow Policy 2.1 Internship Credits.
- iii. The student must complete course requirements AND site requirements for the remainder of the semester.
 - 1. A student can complete this is two ways:
 - a. Come up to main campus and complete group supervision and course requirements OR
 - b. Join synchronously through WebEx system during designated course hours