

CMHC 699 Internship Quick Facts for Clinical Supervisors

Responsibilities of the Clinical Supervisor:

1. Provide an orientation to the site for the student, including such items as policies, structure, personnel, and resources of the site.
2. Provide access to site manuals, policy statements, and files as needed.
3. Assist the student in refining details of fieldwork activities appropriate to the site.
4. Provide structure for the student to achieve fieldwork objectives.
5. Establish regularly scheduled supervisory meetings with the student to discuss therapeutic concerns, provide feedback, plan tasks, discuss other aspects of the fieldwork experience, and insure appropriate note-taking and record keeping.
6. Critique observed and/or recorded counseling sessions.
7. Provide periodically scheduled evaluations of the student's progress, review these with the student, give the original evaluations to the student, and send copies of them to the Coordinator of Clinical Training.
8. Initiate immediate contact with the Coordinator of Clinical Training if problems are encountered with the student during the placement.

Supervisor credential requirements:

Must hold a license in professional counseling, mental health counseling, marriage & family therapy, psychology with Psy.D. degree, clinical social work, psychiatry, or have a Ph.D. in Counseling or closely related field.

Supervisor must be licensed in the same state as student's practicum site. Supervisor's degrees must be from an accredited university. Students must also follow the requirements set forth by the State(s) in which student will be seeking licensure.

Student hour requirements:

	Internship:
Direct Client Contact:	240
Individual Supervision:	25
Group Supervision:	25
Related Activities:	310

Description of categories:

Direct Client Contact includes hours:

- a. as a co-therapist
- b. as a solo therapist in individual, marital, family, or group therapy
- c. in intake interviews

Individual Supervision includes:

- a. individual supervision with your supervisor (*at least 1 hour required for every 10 hours of direct client contact hours*).

Group Supervision includes:

- a. weekly group supervision (supervisor meeting with two or more supervisees at the same time).

Related Activities include:

- a. learning the policies and procedures of counseling agency,
- b. discussing clients or therapy-related issues with any of the agency staff,
- c. researching effective treatment strategies for clients,
- d. reviewing case notes, preparing for sessions, and writing up case notes after sessions,
- e. updating intake histories for ongoing clients with whom other therapists are working,
- f. learning to use the DSM-5 effectively and accurately, and mastering the material in treatment planning books,
- g. researching issues or assisting supervisor in clinically related tasks.