



Dear Site Supervisor of Clinical Professional Counseling Internship Student,

Thank you for agreeing to assist in the field placement and clinical training of our master’s level graduate student who is enrolled in **CNSL 594 Supervised Clinical Professional Counseling Internship**. The internship experience is considered to be among the most critical elements in the student’s program. Intern students learn how to conduct themselves consistent with the standards of their profession, critique their own work, learn from the constructive feedback, and develop an increased awareness of their relationship and interactions with fellow workers, supervisors, and clients. Your decision to accept a student reflects your commitment to the counseling profession and to maintaining high standards in the preparation of professional counselors. In accordance with the [2024 CACREP Standards](#) (Section 4: Professional Practice), the information provided herein is offered to support your role as site supervisor.

**STUDENT INTERN EXPECTATIONS**

**FIELDWORK HOURS:** The supervised professional counseling internship experience involves a minimum of **600 clock hours** over the course of **two academic semesters** (Fall and Spring, respectively). The following is a description of the **contact hours** (direct and indirect) and **supervision hours** (on-site and campus) that are required, at a minimum, during the course of the full internship experience:

- Internship students complete a minimum of **240 clock hours of direct service** with actual clients (**INTERNSHIP SITE**) that contributes to the development of professional counseling skills.
- Internship students participate in an average of **1 hour per week of individual supervision (INTERNSHIP SITE)** on a regular schedule throughout the internship experience. Individual supervision must be provided by a qualified site supervisor who works in consultation with the counselor education program faculty member in accordance with the supervision agreement.
- Internship students participate in an average of **1½ hours per week of group supervision (CAMPUS)** on a regular schedule throughout the internship experience. Group supervision must be provided by a counselor education program faculty member.

INTERNSHIP REQUIREMENTS PER ACADEMIC SEMESTER	
Direct Hours	120 (average)
Indirect Hours	180
<b>TOTAL HOURS</b>	<b>300 (average)</b>

INTERNSHIP REQUIREMENTS PER ACADEMIC YEAR	
Direct Hours	240 (minimum)
Indirect Hours	360
<b>TOTAL HOURS</b>	<b>600 (minimum)</b>

- **DIRECT HOURS:** Students must have the opportunity to become familiar with a variety of professional activities and resources, including technology, as part of their internship. Per the Council on Accreditation of Counseling and Related Educational Programs ([CACREP](#), p. 33, 2024), direct service hours are defined as the “supervised use of counseling, consultation, or related professional skills with actual clients (individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.” In addition to the development of individual counseling skills, during either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group. All other activities are considered indirect service hours.
- **INDIRECT HOURS:** The indirect client contact hours are attained by participating in an average of 1½ hours of in-class/group supervision per week AND meeting for an average of one hour each week with your assigned on-site clinical supervisor (supervision hours are **tracked separately** from other forms of indirect hours). The **balance** of the indirect hours will be obtained through indirect counseling activities assigned by the field site (e.g., clinical consultations, treatment team meetings, professional trainings, etc.).
- **TRACKING HOURS:** The student will consistently maintain a “time track” log within the Tevera platform, which you, the site supervisor, will review/sign at the end of each month.

**PROFESSIONAL AND ETHICAL CONSIDERATIONS:** Counselors-in-training are expected to be socialized into the important dimensions of their new identity as professional counselors. They have taken a course in ethics for counselors and are aware of their responsibility with respect to confidentiality and the importance of protecting client records. They should have a current copy of the [American Counseling Association \(ACA\) Code of Ethics](#) readily available during supervision and at all other times. They should also become familiarized with your agency’s specific policies pertaining to ethical, legal, and administrative procedures. They are expected to follow the agency’s protocol regarding appropriate dress, decorum, and adherence to established work schedules.

**OTHER ADMINISTRATIVE REQUIREMENTS:** By the time students begin the clinical experience they will have obtained professional liability insurance and have met university requirements for immunizations and tuberculosis testing. They will also have met with you and completed this “*CPC Internship Agreement & Letter to Site Supervisor*” that outlines the responsibilities of both the university and the training agency; however, please let the student and university know if your agency has additional requirements not addressed in this document.

**GOAL STATEMENT AGREEMENT:** The student will ask for your assistance in completing a goal statement outlining the student’s personal learning objectives.

**SUPERVISION AGENDA:** Your supervisee will be asked to prepare a one- to two-page agenda for each weekly face-to-face supervision session with you. The agenda will address the student’s concerns and questions. The student will share the agenda with you at the beginning of each session. The student understands that you may have additional items to add to the supervision agenda.

**AGENCY ANALYSIS / INTERVIEW PAPER:** All internship students are required to complete a brief paper that provides an overview of their clinical site. The paper will address such topics as: (a) the agency's mission, values, goals, and objectives; (b) management style and hierarchical structure; and (c) successes and challenges. The student will be asking you questions about your agency and may wish to interview other staff members with your approval.

**RECORDED COUNSELING SESSIONS:** The student is expected to audio- or videotape a minimum of one individual counseling session, which will be reviewed with feedback given by their instructor and peers during class. The student is aware of the need to obtain client consent as well as abide by your agency's policies and procedures prior to recording a counseling session. The recorded session should be deleted/destroyed by the student after the end of each academic semester.

**CPC INTERNSHIP STUDENT EVALUATION OF SITE EXPERIENCE:** Each student will submit an evaluation of their overall site experience within the Tevera platform at the end of each semester, which includes items related to their assigned site supervisor.

### **AGENCY EXPECTATIONS**

Most of the agency responsibilities are outlined in this "*CPC Internship Agreement & Letter to Site Supervisor.*" The student will need adequate clinical and administrative workspace and a place to store confidential material. The intern will need to be provided with ample opportunity to engage in a variety of counseling activities under supervision in order to log the number of required clinical hours.

**SITE SUPERVISOR QUALIFICATIONS:** Per [CACREP Standard, 4.P.1-6 \(2024\)](#), fieldwork site supervisors have:

1. a minimum of a master's degree, preferably in counseling or a related profession;
2. active certifications and/or licenses in the geographic location where the student is placed, preferably in counseling or a related profession;
3. a minimum of two years post-master's professional experience relevant to the CACREP specialized practice area in which the student is enrolled;
4. relevant training for in-person and/or distance counseling supervision;
5. relevant training in the technology utilized for supervision; and
6. knowledge of the program's expectations, requirements, and evaluation procedures for students.

**FACE-TO-FACE SUPERVISION:** In addition to receiving supervisory oversight while the student is in training, the weekly supervisory conference is one of the most critical aspects of your supervisee's experience. Throughout the duration of the internship, each student receives individual supervision on a regular schedule that **averages one hour a week** provided by a fieldwork site supervisor who is working in consultation with a counselor education program faculty member in accordance with the supervision agreement. While you will be providing your supervisee with feedback on an ongoing basis, the weekly supervisory conference allows both you and the student to prepare and reflect on the training experience. It also provides you with an opportunity to examine student work using audio/visual tapes, observation or live supervision. Because of the importance of these meetings, it is strongly recommended they be held at a regularly specified time. As mentioned earlier in this document, the student should prepare an agenda for each individual supervision session.

**SITE SUPERVISOR'S EVALUATION OF STUDENT:** In addition to you being a supervisor, mentor, and advocate to your trainee, you will also have an evaluative role. Using the Tevera online

platform, the student will initiate a **midterm and final evaluation** of their performance during each semester. Your evaluation will reinforce skills and attributes in which the student is proficient, identify areas in which they student can improve, and provide information to the internship instructor when feedback is needed and final grades are determined.

**ONLINE CLINICAL SUPERVISOR TRAINING:** In accordance with CACREP accreditation standards for site supervisor preparation, CCSU counselor education faculty developed online trainings that all site supervisors are asked to complete. The online training includes five brief modules and miscellaneous ancillary materials related to the supervision of entry-level clinical professional counseling graduate students (e.g., clinical supervision formats, techniques, and models). The total estimated time to review the training materials will be less than 2 hours.

- **NOTE:** A separate email containing a hyperlink to the online trainings will be sent to you later in the semester with a request to complete the modules within 30 days.

## **UNIVERSITY/COUNSELOR EDUCATION PROGRAM EXPECTATIONS**

**WEEKLY GROUP SUPERVISION:** Throughout the fall and spring semesters, each internship student receives group supervision that averages 1½ hours per week provided by a counselor education program core or affiliate faculty member. During each group supervision session, students will have an opportunity to discuss their experiences, conduct case presentations, and receive feedback from a counselor education program faculty member (i.e., their internship course instructor).

**SITE SUPERVISOR CONTACT/SITE VISITS:** During entry-level professional practice experiences, the internship instructor will engage in consultation with the fieldwork site supervisor to monitor student learning and performance in accordance with the supervision agreement. The course professor will contact you by phone and/or email during the semester to schedule a time to discuss the student’s progress and address any questions and concerns. The professor will also be available for consultation at any time throughout the fieldwork experience.

**STUDENT AND FIELDWORK HANDBOOK:** For your convenience, a copy of the *Clinical Professional Counseling Student & Fieldwork Handbook* is accessible by clicking on the “Student and Fieldwork Handbook” button located on the right-hand side of the program’s [webpage](#) (please refer to the *Supervised Clinical Professional Counseling Fieldwork* section for information specific to the field training experience).

**TELEBEHAVIORAL HEALTH SERVICES:** CCSU’s Department of Counselor Education & Family Therapy (CEFT) understands the inherent concerns related to telebehavioral health. Many counselors- and therapists-in-training, supervisors, and clinicians who are not yet knowledgeable and competent in the delivery of telebehavioral health are at risk of committing both ethical and legal violations. The Department of CEFT will allow our graduate students to participate in telebehavioral health-related activities within the context of their internship training **ONLY if the parameters set forth by the Department are met by our program partners and graduate students**. The student will submit a “*CEFT Telebehavioral Health Policy & Procedure (P&P)*” form to your attention via the Tevera platform, which **must** be fully reviewed and signed by both the student and site supervisor **before** the student is allowed to participate in any telebehavioral health-related activities.

**EMERGENCY PROCEDURES:** In the event of an emergency, please follow your organization’s protocol, as well as notify the student’s internship instructor and the Coordinator of the Clinical Professional Counseling Program.

On behalf of Central Connecticut State University and the Department of Counselor Education & Family Therapy, I thank you for your role in training future generations of competent and ethical professional counselors.

Sincerely,

*Dr. Reginald W. Holt*

**Reginald W. Holt, Ph.D., LPC, NCC, MAC, AADC, ICAADC**

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**\*\*\*INTENTIONAL BREAK - CONTINUED ON NEXT PAGE\*\*\***

## SUPERVISED CLINICAL PROFESSIONAL COUNSELING INTERNSHIP AGREEMENT

**Course:**

CNSL 594 Supervised Clinical Professional Counseling Internship

**Student Information:**

- Student Name:
- Phone #:
- CCSU E-mail Address:

**Agency/Organization Information:**

- Agency/Organization Name:
- Street Address:
- City:
- State:
- Zip Code:
- Phone # (Main):
- Fax #:
- Website:

**Site Supervisor Information:**

- Site Supervisor Name:
- Degree:
- Licensure/Credentials:
- Title/Position:
- Phone # (Direct):
- Work E-mail Address:

**CCSU Internship Instructor/Professor Information:**

- Instructor/Professor Name:
- Phone #:
- CCSU E-mail Address:

**Internship Term/Hours/Type:**

- The fieldwork training will occur during the following time period (month/day/year):
  - Start:
  - End:
- The average amount of hours the student will be scheduled each week at the site:
  - Hours per week:
- The clinical field experience will involve the following levels of care/client populations:
  - Level(s) of Care:
  - Client Type/Age and Diagnostic Population(s):

**Field Placement Expectations and Activities:**

Within the resources and needs of the clinical field site, the student will be provided an opportunity to receive training in as many of the activities described below and in amount of time sufficient to support an adequate evaluation of the student's level of competence in the designated activity:

- Individual counseling, group, couple, marriage, and/or family counseling (leading or co-leading) for clients receiving services for clinical mental health, clinical rehabilitation, and addiction counseling
- Intake interviews and comprehensive biopsychosocial assessments
- Testing (administration, analysis, interpretation of results)
- Report writing, record keeping, treatment planning, treatment summaries, aftercare planning
- Consultation, referrals, professional team collaboration
- Participation in case conferences, treatment team discussions, staff meetings
- Career/vocational/rehabilitation/gerontology counseling
- Weekly individual supervision
- Group or peer supervision
- Psychoeducational activities
- Participation in agency orientation sessions (including policies and procedures)
- Contact and collaboration with community referrals and resources
- Participation in administrative support activities and routine guidance systems management (e.g., assistance with students' schedule, completing administrative forms, etc.)
- Opportunities to become familiar with a variety of professional activities and resources, including technology
- Other: \_\_\_\_\_

**Additional Comments (if applicable):**

- \_\_\_\_\_

**Acknowledgement:**

By accepting to work with and supervise the clinical professional counseling graduate student while they conduct their internship fieldwork training, the agency acknowledges the assigned site supervisor meets the required professional qualifications to supervise the student as well as agrees to consistently provide the student the necessary clinical supervision as described within this document. Furthermore, the site agrees to abide by and uphold all federal and state laws and regulations, including the ethical standards established for the training of professional counselors and the practice of professional counseling, which includes but it not limited to all forms of service delivery.

**Signatures:**

\_\_\_\_\_  
Student Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor Name/Signature

\_\_\_\_\_  
Date