Crossroads College – Compass Adult Studies

INTERNSHIP SYLLABUS AND DOCUMENTATION

PLEASE READ CAREFULLY

CPS 4905-70 Counseling Internship

Faculty Advisor: Professor Kimber Schletty, M.S.
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CROSSROADS COLLEGE, ATTN: Prof. K Schletty
920 Mayowood Road SW, Rochester, MN 55902-2382
507-288-4563 (local)
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Credit: 3 semester hours

Mission of Crossroads College

Crossroads College serves Christ and his Church through academic excellence in a Christ-centered education, by developing Christian leaders who impact the world for Christ and by providing resources to strengthen churches and enrich the community.

Course Description

The practicum and internship is intended to provide the student with an opportunity to apply what has been learned in the classroom to a "real life" environment. The intern will be mentored at the internship site by a supervisor whose qualifications have been established with the specific Faculty Advisor. The nature of the internship and the site chosen will depend upon the student's vocational goals and availability of time. The appropriateness of the internship site will be determined by mutual agreement of the Faculty Advisor, the student, and the site supervisor.

Relationship of Course to Curriculum

This is a required course for the Compass Bachelor of Science degrees in Business Administration, Counseling, and Christian Ministry. Ideally, the internship is completed during the last year of the students program of study. Internship experiences should serve as a "capstone" to the entire undergraduate focus.

Course Goals

1. To evidence the student is capable of integrating academic training with practical expression in their specific area of study.
2. To give the student opportunity to serve in a mentored learning experience, continuing their equipping and training in real and practical ways.
3. To give the student insight into their abilities and interests, highlighting both areas of success but also areas of additional learning and focus.

Objectives

1. A Working Knowledge of:
    a. Various aspects of service and actions related to the interest of the student and specific focus of study for this degree program
    b. Organizational structures and role responsibilities at the internship site, and beyond in vocational settings, with effective work habits and abilities

2. An Increased Ability to:
    a. Put into practice the skills and information learned in the classroom
    b. Evidence spirit of cooperation and effective communication with colleagues and supervisors
    c. Working effectively with others in your internship setting, including professionals, staff and volunteers are the internship site
    d. Demonstrate godly leadership, character, and professionalism

3. A Life-Shaping Commitment to:
    a. A growing relationship with the Lord
    b. Reflecting a positive and encouraging presence in your work and service
    c. Self-evaluation and positive self-leadership
    d. Seeking on-going feedback and interaction with a qualified mentor
    e. Continued life-long learning experiences

Grading Policy

Internships are "Pass/Fail", based on review of the completed documentation. Specific documentation or experiences in the internship are not graded individually. Significant facts in grading will include the completion of the number of hours of service, completion of all required paperwork, and final evaluation by both the Site Supervisor and Faculty Advisor.

Course Requirements

- All internships, sites for internships, and Site Supervisors must be approved in writing by the Faculty Advisor, prior to the start of the internship experience. Students must submit a one-page internship plan for approval by the Faculty Advisor, and should include specifics such as location, Site Supervisor, beginning and ending dates, learning expectations and responsibilities.
- Students must complete and document 135 hours of service, including up to 50 hours of preparation. These hours should be kept in an internship "log" or journal. Documentation should be submitted to the Faculty Advisor no later than the final day of the term.
- Duration of the internship experience should be no less than three months and no more than one year of documented experience. Even though documentation is submitted by specific dates, internships may continue beyond the dates arranged; extensions are fully at the discretion of the student and Site Supervisor.
- Student must make monthly updates with Faculty Advisor, by phone, email, or personal visit.
- Student must have regular contact meetings with Site Supervisor, weekly or monthly.
- Students and Site Supervisor have specific documentation to complete, and alternative forms or documentation are not acceptable unless agreed upon prior to the start of the internship experience. Documentation should be submitted to the Faculty Advisor no later than the final day of term.
- Students are to complete additional reading specific to their degree and internship experience, submitting a written report for each item. The titles should be mutually agreed upon by Faculty Advisor, Site Supervisor, and Student. Reading reports should be submitted to the Faculty Advisor no later than the final day of term.
- It is the responsibility of the student to make sure everything is documented and submitted in a timely manner, and it is not the responsibility of the Site Supervisor or Faculty Advisor.
- NOTE: Please check further in this document for any degree-specific requirements for internship experiences or documentation.

Special Needs

Any accommodations for students with special needs must be documented and approved through the Academic Office. Contact the Vice President of Academics to initiate the process.

Academic Integrity

Honesty in all endeavors is vital as an expression of the Christian life. Students at Crossroads College will not participate, encourage, or condone such behavior as cheating, plagiarism, or other forms of academic dishonesty. All assignments must be the student's original work for the course in which the material is submitted. When students utilize work that is not their own, proper credit must be given to the source of the information. Cheating, plagiarism, and/or any other form of dishonesty in any context should be considered a moral and ethical offense, will not be tolerated at Crossroads College, and students may be placed on probation, suspended, or expelled as a result. It is the student's responsibility to be aware of behaviors which constitute academic dishonesty and consequences, as defined in the current college catalog.

- It is expected that all work presented to the class in the form of assignments or class participation notes represent the student's original words or ideas. When anything included in a student's work (ideas, thoughts, or words) is not original with the student, all relevant sources should be cited using proper writing format and style defined by the instructor, and the extent to which the sources were used should be noted.
- Students must reference ALL sources used, including hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content comes from an identifiable source. We encourage students to use outside sources, but they must be properly referenced.
- It is expected that work done in a class is original for that particular class. If you include work done in another class, you should reference that work just like you would any other source.
- It is expected that students do their own work. It is not acceptable to have a tutor, spouse, or friend complete a portion of your assignments. It is not acceptable to have a reviewer make extensive revisions to an assignment.
- If someone types a student's paper, the final product should represent the original work of the student and not a version edited by the typist. The student is responsible for making grammar, sentence structure, and spelling corrections as a part of the learning process, and corrections by someone other than the student are inappropriate. (A reviewer may note the mistakes, but the student should make the corrections.)

Course – Outline of Process

- ✓ Meet with Faculty Advisor and/or potential Site Supervisor to formulate ideas for internship experience.
- ✓ Determine options that best meet your needs and the need of the site for internship.
- ✓ Wait for Faculty Advisor to forward approval for proposed plan
- ✓ Assemble documentation necessary to complete the internship
- ✓ Begin internship
- ✓ Keep records of time and experiences in the internship
- ✓ Complete internship reading (books, or periodicals)
- ✓ Write reports on reading
- ✓ Student and Site Supervisor complete evaluations
- ✓ Submit evaluations and documentation to Faculty Advisor
- ✓ Meet with Faculty Advisor for final review
- ✓ Faculty Advisor submits Pass/Fail grade to Registrar's Office

Documentation

Please see the following pages for course requirements and documentation specific to your degree program and internship experience.

COUNSELING INTERNSHIP
Specific Requirements and Documentation

Course Objectives

At the end of the internship, the intern will have demonstrated competencies in the following areas:

- Evidence a spirit of cooperation with colleagues/supervisors.
- Demonstrate the ability to use effective communication skills with colleagues/supervisors.
- Accept suggestions from supervisors(s) and evidence a willingness to change.
- Evidence the ability to handle stressful situations constructively.
- Indicate a consistent enthusiasm for the position and the profession.
- Demonstrate the ability to initiate and complete a variety of tasks.
- Follow ethical procedures in accomplishing professional tasks.
- Consult with supervisor(s) when faced with an ethical dilemma.
- Demonstrate skills in individual counseling
  (i.e. developing a professional relationship with the client; developing empathy and rapport; attending skills and utilizing strategies to fit the client and her/his situation.)
- Demonstrate skills in a variety of group counseling settings including family/couples as needed.
- Organize time effectively
- Evidence effective organizational and administrative abilities
- Demonstrate skills in consulting tasks
  (i.e. working with parents, staff, and other agencies; conducting in-service activities, workshops, etc.)
- Able to utilize and interpret individual appraisal data

Course Requirements

1. Complete 135 hours of supervised internship experience which includes, at minimum, 85 contact hours. The other 50 hours can preparation or contact hours. The experience may include:
   a. Staff meetings and consultations
   b. Direct individual, group, couple, or family therapy
   c. Intake interviews and assessments
   d. Case conferences
   e. In-service training
   f. Meetings and evaluations with Site Supervisor and Faculty Advisor
   g. Record keeping, correspondence, or report writing
   h. Preparation of final internship summary
   i. Other related activities

2. Keep a careful log that includes a record of time spent in preparation and participation in internship experience. (See attachments for log samples)
3. Make monthly contact with the Faculty Advisor (can be email, phone call, office visit, etc.)
4. Student meets regularly with Site Supervisor (as mutually agreed upon)
5. Read four (4) journal articles or one (1) book related to the internship experience or desired future experience. Summarize your reading in the following manner:
    a. For Journal Articles: One or two pages in length, typed, double spaced, include full journal reference using APA reference format, describe you summary of the article (no quotes), your reaction to it, how this integrates into your internship experience or desired future experience.
    b. For Books: Three or four pages typed, double spaced, include full reference using APA reference format, your summary of the book, your reaction to it, how this integrates into your internship experience or desired future experience.
6. Prepare (double-spaced) a 4-6 page summary of your internship experience which includes:
    a. The nature and duties of the internship
    b. What you learned about yourself and about counseling
    c. What you would change or not change in yourself as a result of the experience
    d. The effectiveness of your preparation at Crossroads College for your internship
    e. The impact on your future career direction
7. Schedule a final interview with the Faculty Advisor for a review of the final evaluation reports and assignment of grade.

Pre-Internship Requirements

(Note: It is the student's responsibility to see to it that requirements have been satisfied)

1. Contact Faculty Advisor
2. Establish Goals and Activities for your internship (see attachment)
3. Arrange for interviews at proposed internship site with approval of Faculty Advisor
4. When necessary, prepare resume (curriculum vitae) and cover letter for use in applying for internship.
5. After accepting an offer from the site for an internship, establish your schedule of hours, and the beginning and ending dates of your internship (see attachment). Give forms to the Faculty Advisor and Site Supervisor.
6. Secure professional liability insurance, if necessary.

During Internship

1. Adhere to the ethical code of your profession (privacy, confidentiality, human rights, etc).
2. Maintain daily log of activities. (If your log contains personal client data, make sure you do NOT leave it lying around where it may be accessible to others).
3. Complete duties assigned as site.
4. Meet with your Site Supervisor at times established by you and Site Supervisor
5. Meet with your Faculty Advisor on a regular basis (times should be established by all concerned) to keep her/him informed of your progress at the site and to cover any questions or concerns.

Post-Internship Requirements

Items to submit to your Faculty Advisor at the completion of internship:

1. Summary log of daily activities (a complete summary of your log specifying types of activities and time spent in each.
2. Complete Internship Evaluation Packet and Site Evaluation (see attachments).
3. Site Supervisor's Evaluation (see attachments).
4. Journal/book reports.
5. Internship summary.
6. Participate in an evaluation meeting with your internship Site Supervisor and Faculty Advisor (if necessary).

Note: You may wish to have your Site Supervisor write a letter of reference to be included in your placement file.

Attachment One

GOALS AND ACTIVITIES SHEET

1. Knowledge – As a part of the internship students have an opportunity to gain new knowledge about the counseling profession. List several goals in the area of knowledge development that you would like to attempt to reach as a part of your internship. Also, identify activities you can do in which you can reach these goals.

   Goals:

   -
   -
   -

   Activities:

   -
   -
   -

2. Experience – As a part of the internship students have an opportunity to gain hands on experience in the counseling profession. List several goals in the area of hands on experience that you would like to attempt to reach as a part of your internship. Also, identify activities you can do in which you can reach these goals.

   Goals:

   -
   -
   -

   Activities:

   -
   -
   -

Attachment Two

INTERNSHIP CHECKLIST

TASK	*COMPLETED*	*DATE*
Meet with Faculty Advisor		
Establish Internship Goals		
Consider Sites for Internship		
Select Internship Site		
Contact Internship Site		
Meet with Internship Site Supervisor		
Establish Internship Responsibilities		
Submit Work Schedule to Faculty Advisor		
Submit Activities Sheet to Faculty Advisor		
Maintain Log of Activities		
Set-up Site Visit for Faculty Advisor		
Meet Monthly with Faculty Advisor		
Review Goals and Activities Sheet		
Complete Book or Periodical Review(s)		
Submit Activities Log or Journal		
Complete Student Evaluation Forms		
Site Supervisor Complete Evaluation Forms		
Complete Internship Summary		
Confirm with Faculty Advisor: Documentation Complete		

Attachment Three

COUNSELING INTERNSHIP EVALUATION (Student's Form)

Name of Student _____

Please evaluate your performance relative to the listed competencies. Rate each competency by circling a number 1-6 after each item. If an item is not applicable to this internship circle NA. Items 16, 17, and 18 may be used to add and rate additional competencies.

6 – Outstanding
5 – Very Satisfactory
4 – Acceptable
3 – Needs some improvement
2 – Needs substantial improvement
1 – Unsatisfactory
NA – Does not Apply

Competencies

1. Evidenced a spirit of cooperation with colleagues/supervisors. 6 5 4 3 2 1 NA
   Comments:_____
   _____

2. Demonstrated the ability to use effective communication skills with colleagues/supervisors. 6 5 4 3 2 1 NA
   Comments:_____
   _____

3. Accepted suggestions from supervisor(s) and evidenced a willingness to change. 6 5 4 3 2 1 NA
   Comments:_____
   _____

4. Evidenced the ability to handle stressful situations constructively. 6 5 4 3 2 1 NA
   Comments:_____
   _____

5. Indicated a consistent enthusiasm for the position and the profession. 6 5 4 3 2 1 NA
   Comments:_____
   _____

6. Demonstrated the ability to initiate and complete a variety of tasks. 6 5 4 3 2 1 NA
   Comments:_____
   _____

7. Followed ethical procedures in accomplishing professional tasks. 6 5 4 3 2 1 NA
   Comments:_____
   _____

8. Consulted with supervisor(s) when faced with an ethical dilemma. 6 5 4 3 2 1 NA
   Comments:_____
   _____

9. Demonstrated skills in individual counseling, i.e. developed a professional relationship with clients; developed empathy and rapport; demonstrated attending skills and utilized strategies to fit the client and her/his situation. 6 5 4 3 2 1 NA
   Comments:_____
   _____

10. Demonstrated skills in a variety of group counseling settings including family and couples. 6 5 4 3 2 1 NA
    Comments:_____
    _____

11. Organized time effectively. 6 5 4 3 2 1 NA
    Comments:_____
    _____

12. Evidenced effective organizational and administration abilities. 6 5 4 3 2 1 NA
    Comments:_____
    _____

13. Demonstrated skills in consulting tasks, i.e. working with parents, staff, other agencies; conducting in-service activities, workshops, etc. 6 5 4 3 2 1 NA
    Comments:_____
    _____

14. Evidenced skills in career development -- career appraisal, career counseling, and the utilization of career information with clients. 6 5 4 3 2 1 NA
    Comments:_____
    _____

15. Able to utilize and interpret individual appraisal data. 6 5 4 3 2 1 NA
    Comments:_____
    _____

16. _____ 6 5 4 3 2 1 NA
    Comments:_____
    _____

17. _____ 6 5 4 3 2 1 NA
    Comments:_____
    _____

18. _____ 6 5 4 3 2 1 NA
    Comments:_____
    _____

Signature of Student _____ Date _____

Attachment Four

COUNSELING INTERNSHIP EVALUATION (Site Supervisor's Form)

Name of Student _____

Please evaluate the performance of the student intern relative to the listed competencies. Rate each competency by circling a number 1-6 after each item. If an item is not applicable to this internship circle NA. Items 16, 17, and 18 may be used to add and rate additional competencies.

6 – Outstanding
5 – Very Satisfactory
4 – Acceptable
3 – Needs some improvement
2 – Needs substantial improvement
1 – Unsatisfactory
NA – Does not Apply

Competencies

1. Evidenced a spirit of cooperation with colleagues/supervisors. 6 5 4 3 2 1 NA
   Comments:_____
   _____

2. Demonstrated the ability to use effective communication skills with colleagues/supervisors. 6 5 4 3 2 1 NA
   Comments:_____
   _____

3. Accepted suggestions from supervisor(s) and evidenced a willingness to change. 6 5 4 3 2 1 NA
   Comments:_____
   _____

4. Evidenced the ability to handle stressful situations constructively. 6 5 4 3 2 1 NA
   Comments:_____
   _____

5. Indicated a consistent enthusiasm for the position and the profession. 6 5 4 3 2 1 NA
   Comments:_____
   _____

6. Demonstrated the ability to initiate and complete a variety of tasks. 6 5 4 3 2 1 NA
   Comments:_____
   _____

7. Followed ethical procedures in accomplishing professional tasks. 6 5 4 3 2 1 NA
   Comments:_____
   _____

8. Consulted with supervisor(s) when faced with an ethical dilemma. 6 5 4 3 2 1 NA
   Comments:_____
   _____

9. Demonstrated skills in individual counseling, i.e. developed a professional relationship with clients; developed empathy and rapport; demonstrated attending skills and utilized strategies to fit the client and her/his situation. 6 5 4 3 2 1 NA
   Comments:_____
   _____

10. Demonstrated skills in a variety of group counseling settings including family and couples. 6 5 4 3 2 1 NA
    Comments:_____
    _____

11. Organized time effectively. 6 5 4 3 2 1 NA
    Comments:_____
    _____

12. Evidenced effective organizational and administration abilities. 6 5 4 3 2 1 NA
    Comments:_____
    _____

13. Demonstrated skills in consulting tasks, i.e. working with parents, staff, other agencies; conducting in-service activities, workshops, etc. 6 5 4 3 2 1 NA
    Comments:_____
    _____

14. Evidenced skills in career development -- career appraisal, career counseling, and the utilization of career information with clients. 6 5 4 3 2 1 NA
    Comments:_____
    _____

15. Able to utilize and interpret individual appraisal data. 6 5 4 3 2 1 NA
    Comments:_____
    _____

16. _____ 6 5 4 3 2 1 NA
    Comments:_____
    _____

17. _____ 6 5 4 3 2 1 NA
    Comments:_____
    _____

18. _____ 6 5 4 3 2 1 NA
    Comments:_____
    _____

Signature of Evaluator _____ Date _____

Return form to: Crossroads College, Prof K Schletty, 920 Mayowood Rd SW, Rochester, MN, 55902-2382

Attachment Five

STUDENT'S RATING OF INTERNSHIP SITE

Name of Student _____

Site of Internship _____

1. On the basis of your experience at this internship site, would you recommend it as a future internship site?

   Yes No Maybe

   Comment on your response:

2. On the basis of the work you did at the site and the skills you evidenced on the job, is it likely that the site will want an intern from our program in the future?

   Yes No Maybe

   Comment on your response:

3. On the basis of the competencies needed for you to perform your internship duties in a professional manner, did you feel that the counseling program at Crossroads College prepared you to meet the expectations of performance during your internship?

   Yes No Maybe

   Comment on your response:

4. On the basis of the competencies needed for you to perform your internship duties in a professional manner, did you feel that previous work experience prepared you to meet the expectations of performance during internship?

   Yes No Maybe

   Comment on your response:

5. Other information you would like to share:

Attachment Six

SUMMARY SHEET OF PROPOSED INTERNSHIP ACTIVITIES

Since this remains in your internship file, please fill it out as completely as possible, and describe your activities as completely as possible. Use as many continuation pages as you need to complete the task.

Intern: _____
(Last Name) (First Name) (MI)

Internship Site: _____

Address: _____

Phone Number: _____

Site Supervisor(s), Complete Name and Title:

_____

_____

Crossroads' Faculty Advisor: _____

Dates of Internship: Beginning _____
Month and Year

Ending _____
Month and Year

Summary of Types of Activities:
Brief description of activity (i.e. marriage and family counseling, individual counseling, research assistance, consultation, workshops, teaching, etc)

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Continue on another sheet if necessary)

Attachment Seven

CROSSROADS COLLEGE - COUNSELING INTERNSHIP LOG *(make as many copies as necessary)*

Student Intern _____ Page_____

Date	*Start Time*	*Stop Time*	*Total Contact Hours*	*Total Non-Contact Hours*	*Project / Activity*	*Code*	*Supervisor's Initials*
		Total Hours					

Codes:

Obs = Observation
SM = Staff Meeting
RC = Record Keeping
IC = Individual Counseling
SC = Supervisor Consultation
IIA = Intake Interviews & Assessment
FC = Family Counseling
CC = Coordinator Consultation
OA = Other Activities (Specify)
GC = Group Counseling
RP = Reading and Preparing

Attachment Eight

CROSSROADS COLLEGE
STUDENT INTERN'S WORK SCHEDULE

Name of Student: _____

Phone Number: _____

Name of Faculty Advisor: _____

Phone Number, office/work: _____

Name of Field Site: _____

Address of Field Site: _____

Name of Site Supervisor: _____

Phone Number of Site Supervisor: _____

Schedule:

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.

Note to Student: A copy of schedule must be given to the Faculty Advisor, Site Supervisor, and keep a copy for yourself.