

GRADUATE COUNSELING PROGRAM

PRACTICUM AND INTERNSHIP HANDBOOK

Student Information



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Dear Student

Congratulations! You have reached an exciting and important time in your counseling education. The practicum and internship experiences provide opportunities for counseling students to develop and practice counseling skills within the context of supervised field sites. Through these experiences, students integrate knowledge and counseling skills in their work with clients or students in clinical mental health or school settings under careful direction and supervision provided by faculty and on-site supervisors.

In preparing for practicums and internships, you have opportunities to assess the areas that might be a good fit for you in your future counseling career. During this process, we encourage you to consider your interests, challenges you prefer, and how you want to best use your counseling skills in your career in the helping professions.

Prior to applying for internship, exploring options for sites and site supervisors will be important. Choosing the site and supervisor that will best prepare you for your career as a counselor is vital. Consider the following questions:

1. What populations would you like to work with? Are there certain areas of the helping profession that are important to you?
2. What are you looking for in a clinical supervisor? What forms of supervision help you grow?
3. What do you hope to learn from your sites and supervisors to be as prepared as possible in your career as a counselor?

INFORMATION FOR **ALL** FIELD PLACEMENTS (Practicum and Internship):

The *Council for Accreditation of Counseling and Related Educational Programs* (CACREP) is the accrediting organization for counselor training program, including MSU. We follow the most recent CACREP standards. <http://www.cacrep.org/about-cacrep/2016-cacrep-standards/>

The CACREP (2016) definition of **practicum** is: “a distinctly defined, supervised clinical experience in which the student develops basic counseling skills and integrates professional knowledge. The Practicum is completed prior to entering Internship.”

Under these guidelines, a successful **practicum** requires a minimum of 100 total clock hours of practice, including **40 hours of “direct service** with actual clients” (Section 3: e, f, 2016).

The CACREP (2016) definition of **internship** is: “a distinctly defined, post-practicum, supervised clinical experience in which the student refines and enhances basic counseling or student development knowledge and skills, and integrates and authenticates professional knowledge and skills related to program objectives.”

CACREP guidelines require a minimum of **600 total clock hours** of practice, including “**240 clock hours of direct service**” (Section 3: j, k, 2016)

Students working toward Missouri School Counselor Certification will complete the same number of CACREP-required hours in school settings prescribed by the Department of Elementary and Secondary Education. **Due to the changing nature of DESE requirements, please contact the School Counseling Internship Coordinator for the most current placement information.*

Ethical Guidelines

As a counselor trainee at MSU, in your graduate work and field placements you are agreeing to provide services most appropriate for clients while working within your scope of training and practice, and to not exceed your level of training, education, and competence. You are agreeing to engage in professional practices using ethical and professional guidelines where it is understood that you will do no harm to the client's welfare.

You must become familiar with the ACA Code of Ethics (CMCH) and/or the ASCA Ethical Guidelines (SC). Refer to them as a guide for ethical professional practice. Check these links regularly for updates to the codes.

- American Counseling Association (ACA) Ethical Guidelines:

www.counseling.org/knowledge-center/ethics

- American School Counseling Association (ASCA) Ethical Guidelines

www.schoolcounselor.org/About-School-Counseling/Ethical-Legal-Responsibilities

Professional Behavior

The primary purposes of a field placement are your continued development and application of counseling skills, and your work providing counseling to your clients in each site. You are expected to operate under the professional guidelines of the sites as well as the counseling program guidelines and expectations. This includes (but is not limited to) being punctual, dressing appropriately for the position, presenting oneself professionally, and engaging in professional verbal and written communication. As you continue the development of your professional identity, stay up to date with the current issues and trends in the counseling field.

Professional behavior is evaluated informally through supervision meetings and feedback, and formally at midterm and final through use of the Performance Fitness Evaluation (PFE) which includes sections on skills and dispositions evaluations. If you have concerns about the expectations at any site, contact the Practicum and Internship Coordinator as soon as you notice an issue.

Clinical Supervision:

Regular clinical supervision is part of the practicum and internship experiences. Supervision involves an instructor/supervisor who has training and experience in supervision and one or more supervisees.

During practicums and internships, students participate in weekly *group supervision* at a minimum average of one and a half (1.5) hours per week and weekly *individual/triadic* supervision at a minimum average of one (1) hour per week.

Supervision sessions occur during the entire duration of the practicums and internships and must be provided by approved supervisors. Students who are unable to participate in required individual/triadic and group supervision meetings will not be allowed to provide direct contact services until they are fully participating in supervision. *Students who miss more than two weeks of practicum or internship, including supervision, will likely not pass that semester of their field placement.*

Supervisor Requirements:

Clinical supervisors must have a master's degree in counseling or a related mental health discipline, must be fully licensed in their field, with two years of fully licensed/certified, post-master's experience.

School counseling supervisors must have completed 5 years of certified school counseling past the mentoring stage, per DESE requirements.

Additionally, practicum and internship clinical supervisors must complete Missouri State University's Site Supervisor Training every three (3) years and agree to provide supervision within the requirements of the counseling program.

School counseling supervisors complete training on the MSCE evaluation tool before starting their actual supervision of SC students. That training is found on the DESE Website.

Site supervisors are eligible to attend any continuing education training programs offered by the program, including those sponsored by Center City Clinic. The counseling program will provide information to our site supervisors about upcoming trainings as we become aware of them.

Evaluation

Students are evaluated in a variety of ways. For instance, you may receive peer and instructor/supervisor feedback during group supervision, and complete self-reflective reviews, self-assessments, and journal entries as assigned.

Instructors and site supervisors will complete midterm and final Performance Fitness Evaluation (PFE) and dispositions assessments. School counseling interns are evaluated every semester using the DESE Missouri School Counselor Evaluation (MSCE or MEES). This document is required for certification and must be completed as directed. Additional instructions are found with the evaluation form, and on your course syllabi.

Logging Hours

Students are required to **keep detailed records and logs** of their hours and experiences including direct and indirect contact hours and professional development activities. The most recent method of storing those clocked hours is through an online document storage system. The program has used different applications and at the time of this handbook's most current update was using **Tevera** for logging and storing documentation related to all field placements.

Students are always encouraged to **maintain back-up copies** of **hours logs**, **PFEs**, **MSCEs**, all **course syllabi**, and other important course and program documentation.

PRACTICUM AND INTERNSHIP APPLICATION PROCESS:

Each fall and spring semester, a **mandatory orientation meeting** is held for students who are eligible to enroll in a practicum or internship in the next semester. This is when you are provided information about the *application process, details about each field experience* and more, and will be provided with the most *current list* of already-approved placements.

Only students who attend the mandatory orientation are able to retain a seat in the next semester's practicum or internship schedule.

The dates for these meetings are provided through Brightspace LMS Announcements, which are emailed to students (who allow for these notifications).

Practicum and internship students **complete an online application** which will open after the mandatory meeting and will remain open **until the deadline set for registration**. Only students who complete an application are guaranteed to be approved for a field placement enrollment in the upcoming semester.

Required Compliance Documents and Training

Students who are preparing to participate in any field experience in the Counseling Program first **complete required “compliances”** which include a *fingerprinting background check*, purchasing *liability insurance*, and *completing specific training* in suicide prevention and mandated reporting.

Purchase the liability insurance which matches your “track.” The insurance links listed here are your choices while you are a student at MSU.

Once these “compliances” have been completed, keep them up to date. They are checked monthly during your field placement. If a “compliance” lapses, students may not provide direct services at their site.

Compliance Documentation Requirements:

*Note that you will receive instructions during Orientation about how to send proof of completing your compliance to the Counseling program. At the time of this Handbook publication (08/25) this is through Tevera, and/or email to the Practicum/Internship Coordinator.

Send the completed requirements #1 & 2 to the College of Education, Professional Education Services Office:

<https://www.missouristate.edu/professionaled/compliance/>

1. Fingerprinting

• ***MOVECHS Fingerprinting*** Information (approx. cost: \$41.75) follow the process explained on MSU website:

<https://www.missouristate.edu/professionaled/compliance/fbi-background-check.htm>

2. Liability Insurance

• ***School Counseling Liability Insurance*** \$69 Membership in ASCA includes Insurance

<https://www.schoolcounselor.org/>

• ***Clinical Mental Health Counseling Liability Insurance*** \$105 Membership in ACA includes Insurance

<https://www.counseling.org/>

3. Required Training:

• ***Mandated Reporter Training*** \$0

• www.protectmokids.com

• ***Suicide Prevention/Gatekeeper Training*** \$30

• <https://qprinstitute.com/individual-training>

PRACTICUM OVERVIEW:

Practicum courses, as described in the most recent catalog, with their prerequisites, include

•COU 777 Counseling Practicum

Prerequisite: admission to Counseling program or certificate program; and COU 710 and COU 714 and COU 751 each with grade of B or better; and COU 711; and departmental approval for practicum.

Supervised counseling experience involving work with clients from the community addressing a wide range of mental health and/or school counseling (elementary and/or secondary level) related presenting issues, observation, discussion, and evaluation of counseling sessions.

Practicum Requirements

- A. 100 total hours (minimum)
 - 1. 40 direct client/student contact hours
 - 2. Most practicums are completed at Center City Counseling Clinic.
 - 3. Some School and CMHC and/or Auxiliary Sites are offered off-site, requires permission.
 - 4. A minimum of 10 class meetings (10 for summer, 16 fall/spring)
- B. Logs/Documentation
 - 1. Compiled weekly
 - 2. Auxiliary site hours logged weekly, signed separately (if needed)
 - 3. Documentation completed and stored in required online program (Tevera in 2025)
- C. Evaluation
 - 1. Performance Fitness Evaluation (PFE)
 - 2. Play Therapy Evaluation (if appropriate)
 - 3. Evaluations completed at Mid-Term and Final
- D. Weekly Requirements
 - 1. a minimum average of one (1) hour of in-person individual/triadic supervision
 - 2. a minimum average of one and a half (1.5) hours of in-person group supervision.
- E. Attendance and participation in weekly scheduled class meetings.
 - 1. Missing more than 2 classes/group supervisions in a semester will prevent a Pass grade for practicum. Refer to syllabus for details.

Practicum Auxiliary Site Information:

Students seeking school counseling certification (K-12) who are not currently teacher certified, may be required to complete direct hours in a school site during the practicum experience.

Students should spend 4 of these school site auxiliary hours co-facilitating classroom guidance lessons or group sessions in schools. Site supervisors complete a Classroom Counseling Activity Feedback form.

Clinical mental health students are encouraged to pursue an auxiliary site to augment their practicum experience as well. Groups and individual sessions at your upcoming internship site, at a volunteer site, or other options are all possibilities. *Talk with your practicum instructor about next steps **before** arranging a site.*

The site must be pre-approved by the instructor/supervisor and the Practicum/Internship Coordinator, and all required documents must be completed before being onsite or providing client contact hours.

Center City Clinic Orientation:

Before beginning your practicum at Center City Clinic, you will participate in a mandatory Clinic Orientation. This is typically held during finals week, the semester before your practicum starts. You will learn about the policies and procedures of the clinic, including documentation, clinic professionalism, and client care. The clinic director will email you directly to inform you about the meeting with dates and times.

RSVP to the meeting by emailing the following documents and information to the Clinic director:

- A copy of your current liability insurance.
- Your most up to date contact information (phone and email)
- Have you completed the following courses?
 - ***COU 708** (Child Counseling and Play Therapy)
 - ***COU 733** (Couple and Family Counseling)

*COU 708 and COU 733 are not currently required for students to participate in practicum. Note that only students who have completed COU 708 will be assigned child clients under age 12, and only students who have completed COU 733 will be assigned couple clients.

Students who attend the orientation and/or who provide the required information will be assigned clients to begin their practicum. Thus, following these directions is essential to your success in practicum and to the ability of the Clinic's clients to access care in a timely manner.

Therapy Notes:

During your clinic orientation, you will learn how to access the clinic's electronic medical record (EMR) Therapy Notes where you will complete treatment plans, progress notes and other documentation on each of your clients every week before you leave the clinic. The clinic director will provide your log in and password. Protect this password carefully—your clients' protected health information depends on it.

Practicum Application Checklist

_____ **Meet with your advisor** or the Practicum Coordinator, to verify you have completed all prerequisites and are ready to proceed to practicum.

_____ **Attend the mandatory Practicum Information meeting** in the semester prior to your scheduled practicum(s)

_____ **Complete the required Compliance Documents** and submit them to the COE Compliance Office

- _____ MOVECHS Fingerprinting Background Check
- _____ ACA or ASCA Liability Insurance (based on track)

_____ **Complete the required trainings** and submit certificates to the Practicum and Internship Coordinator

- _____ Mandated Reporter Training
- _____ QPR Suicide Prevention/Gatekeeper Training

_____ Once you have been provided the releases and overrides, **register for your practicum(s)**.

_____ Attend **mandatory Clinic Orientation** in the semester prior to application semester, provide required documents and information to clinic director.

_____ Provide a signed copy of the **Statement of Understanding** from the Practicum and Internship Handbook to your course instructor at the required clinic orientation.

_____ Memorize or carefully store your **Therapy Notes** log in information.

_____ Students completing a practicum off-site: Complete a **Site Agreement** before the second week of practicum and before completing any direct contact hours. Follow instructions on form for signatures.

INTERNSHIP OVERVIEW

Internship courses, as described in the current catalog, with their prerequisites, include:

•COU 781 Secondary School Counseling Internship

Prerequisite: admission to Counseling program; and COU 777 or COU 780 or COU 782 or COU 784; and either COU 778 or COU 779; and either ELE 302 or SEC 302; and department permission.

Supervised experience in secondary school counseling at an approved school site. Minimum of 300 hours on-site. Students will receive individual supervision on-site, and small-group supervision from the school. May be repeated to a maximum of nine hours. Graded Pass/Not Pass only..

•COU 783 Elementary School Counseling Internship

Prerequisite admission to Counseling program; and [COU 777](#) or [COU 780](#) or [COU 782](#) or [COU 784](#); and either [COU 778](#) or [COU 779](#); and either ELE 302 or SEC 302; and permission of school

Supervised experience in secondary school counseling at an approved school site. Minimum of 300 hours on-site. Students will receive individual supervision on-site, and small-group supervision from the school. May be repeated to a maximum of nine hours. Graded Pass/Not Pass only.

•COU 791 K-12 School Counseling Internship

Prerequisite: [COU 777](#); and either ELE 302 or SEC 302; and admission to Counseling program; and permission of school.

Supervised experience in school counseling at an approved school site. Minimum of 300 hours on-site. Students will receive individual supervision on-site, and small-group supervision from the school. Graded Pass/Not Pass only.

•COU 785 Mental Health Counseling Internship

Prerequisite [COU 777](#); and admission to Counseling program; and permission of school.

Supervised experiences (individual, family, group) in counseling at an approved community agency site. Minimum of 300 hours on-site. Students will receive individual supervision on-site, and small group supervision from the school. May be repeated to a maximum of nine hours. Graded Pass/Not Pass only.

Course Requirements

Internship courses are “by permission only” courses.

Refer to the section above: [Practicum and Internship Application Process](#) for specific information regarding the application and registration process for internships. Failure to complete these steps will prevent you from beginning or remaining in an internship.

How to Find an Internship Site:

Interns are responsible for finding their internship site. We have found that internships are most successful and useful if you work at the site that fits best for you!

Start the application process early. Some interns begin applying for site as early as two semesters before they begin internship (in the fall before a summer start date, in January before a fall start date). Some sites have application deadlines. Some deadlines are up to a year before the start date. **It is not too early to start thinking about your internship. It can be too late, so do not wait!**

It is best to contact a minimum of two (2) potential sites prior to the application deadline to begin the application and interview process. The Internship Coordinator maintains a list of sites which have been pre-approved for placements. The list is on the Brightspace Community page.

Sometimes the sites on that list take interns from many other programs and are full, or they are not able to sponsor an intern when you are ready for your placement. **It is important to have multiple options.**

If you have a site in mind that is not on the list, contact the Internship Coordinator as soon as possible so that we can begin the process of determining if the site can be approved for you to complete your internship there.

Your internship search is like a job search. Have an up-to-date resume and cover letter ready. Send professional-sounding emails and be ready to interview.

Contact the [MSU Career Center](#) and let them help you get your documents looking good, and ready to send. They will even work on interview skills with you and connect you with internship ideas. This is a free service for you!

Is My Supervisor Approved?

- Supervisors must have a master’s degree in counseling or related mental health discipline, must be fully licensed in their field, with two years of fully licensed/certified, post- master’s experience.
- School counseling supervisors must have completed 5 years of certified school counseling past the mentoring stage, per DESE requirements.
- Internship clinical supervisors complete a required MSU site supervisor training. The training is updated every three years.
- Clinical supervisors provide a copy of their clinical or related licensure/certification, current resume, and professional liability insurance to remain on file in the counseling program, and updated every three years.

Internship Requirements

Semester credit requirements (Two 3-credit hour semesters for a total of 6 credit hours)

- A. 300 total hours (minimum) each semester (additional hours may be carried over into the second internship semester) to reach the required 600 total hours
 - 1. Up to 48 hours of in-class meetings (3 hours per week x 16 weeks = 48 indirect hours)
 - 2. Group requirement: Interns are required to facilitate or co-facilitate one six-week group during one of the internship experience
- B. Documentation of clinical mental health and school counseling internship work is completed using an online document storage system. In Fall 2025 that system is Tevera.
 - 1. Your site supervisor will use this system to sign off on your hours and complete your evaluations.
 - 2. You will turn in required documentation, hours logs, evaluations and more through this system.
 - 3. Review the training modules and FAQs before the semester begins to be ready to start logging hours the first week of internship.
- C. Hours Logs
 - 1. Time logs are currently completed using the Tevera program (as of Fall 2025)
 - 2. Daily Time/Task Activities Log (School Counseling Only-during MSCE weeks) as assigned.
 - 3. Weekly Progress/Activities Log (in Tevera)
 - 4. Final Time Summary (found in Tevera)
- D. Evaluation
 - 1. Midterm **Performance Fitness Evaluation** (PFE) completed by on-site supervisor
 - 2. Final **Performance Fitness Evaluation** (PFE) completed by on-site supervisor
 - 3. Final **Site Supervisor Evaluation** completed by intern

The **Missouri School Counselor Evaluation** (2 formative, 1 Summative) by on-site supervisor and by instructor, each semester. Required for School Counselor Certification.

Weekly Requirements

- A. A minimum average of one (1) hour of in-person individual/triadic supervision by on-site supervisor
- B. A minimum average of one and a half (1.5) hours of in-person group supervision by course instructor as part of the weekly scheduled class time.
- C. Attendance and participation in weekly scheduled class meetings (students who miss more than two classes will not be able to get a Pass for the internship in that semester).
- D. Weekly time logs

To complete your internship in two semesters:

An average of a **minimum 15 hours** of on-site activity, including one (1) hour per week of face-to-face supervision with the on-site supervisor, and experiences in enhancing counseling skills. School interns should be engaged in each of the four component areas of the Comprehensive Counseling Program.

To be able to get those hours, interns should *average* 8 hours per week of *direct client contact* for a total of 120 for the semester (7.5 hours x 16 weeks= 120 direct contact hours). It is important to *plan for more* actual contact hours and fewer weeks, given holidays, weather days, etc.

Note that averaging 8 hours of client contact means working directly with clients or students during that time. Most counselors find that to see that many clients mean scheduling about twice as many clients. *This means if you intend to see 8 clients, you will need to schedule at least 12 – 14 clients.*

Interns may log more than 120 direct hours, which will carry over into the next semester. Indirect activities should include a variety of diverse experiences where time is spent balancing activities that contribute to overall counselor and client development.

Interns may accumulate indirect hours throughout the semester completing a variety of training and professional development and learning activities. This includes shadowing other counselors, attending professional development workshops or conferences, listening to podcasts, attending webinars and other activities that have been approved by the course instructor.

Interns are expected to attend staff meetings, treatment team meetings, case consultations, IEPs, parent meetings, and many other site activities, by scheduling internship hours on days when meetings and activities are held.

School interns are also expected to attend school-related activities that their site supervisor attends such as parent-teacher conferences, professional learning/development days/workshops, IEPs, 504 plan meetings, Behavior Intervention Plan meetings and other school events.

These activities should be documented in Tevera. Consult with course instructor to verify appropriate documentation of such activities.

Information for ALL Interns:

CACREP requires 600 total clock hours of internship, and 240 of those hours must be direct client service clock hours.

A minimum of two internship courses is typically required, in which you will earn 300 hours (120 direct service hours) per semester, for the total of 600 hours of internship. Some students may need to take more than two semesters to complete their internships. You can take up to five semesters of internship to complete your hours.

Interns may also accumulate more than 300 hours in a semester and more than 120 hours of direct client contact. In these situations, the hours accumulated over the minimum requirements may be carried over into the next semester of internship.

Some individuals may apply to take on a second internship site in effort to meet additional certification or degree requirements and should consult with their advisors and the Internship Coordinator to verify processes for these types of applications.

Information for School Counseling Interns:

School sites within the public school system in Missouri are often already approved. If you are not sure the school you are hoping to work with is approved, contact the Internship Coordinator before you begin your application process.

Note that **some school sites prefer that you do not contact them directly**, but that MSU makes the internship arrangements with them. For instance, school counseling **interns should not contact the Ozark or Waynesville School Districts**. If you want to intern at these districts, contact the Internship Coordinator so that they can arrange the next steps for you.

The **Springfield Public Schools** has **specific steps** to help MSU students get a placement within their schools. Follow the instructions found on the MSU Practicum and Internship page –scroll to the end of the page and follow the links and instructions.

(<https://education.missouristate.edu/Counseling/Internships.htm>)

Missouri DESE updated their internship requirements in 2021. This information impacts all MSU school counseling interns beginning their internships in FA21 and after. Here is the most recent update information:

(The rule in its entirety may be viewed at the following website:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/5csr/5c20-400.pdf> (beginning on page 49).

(II) Field and Clinical Experience (three (3) semester hours minimum of three hundred (300) clock hours of which two hundred (200) clock hours will be in a major area (elementary or secondary); fifty (50) clock hours in a minor area (elementary or secondary); and the remaining fifty (50) clock hours will be at the discretion of the program and candidate.

(a) Culminating Clinical Experience. This refers to elementary and secondary school placement(s) in which candidates actively participate and complete class assignments and work with students as requested while under the supervision of a school counselor. The candidate should experience a wide range of class settings and have opportunities to collaborate with the supervising school counselor, preparation program supervisors, and/or other stakeholders working to improve student learning.

MSCA, in collaboration with DESE, has made the following determinations concerning the new internship requirements:

OPTION 1: A student may do a major (200 hours) in an elementary school. For secondary hours, they may choose between middle school or high school. The remaining 50 hours is at a site of their choosing, level-wise.

OPTION 2: A student may do a major (200 hours) in a middle school; middle school placement will **ONLY** count as secondary. For elementary hours, they would need to do 50 hours in an elementary setting. The remaining 50 hours is at a site of their choosing, level-wise.

OPTION 3: A student may do a major (200 hours) in a high school. For elementary hours, they would need to do 50 hours in an elementary setting (not middle school). The remaining 50 hours is at a site of their choosing, level-wise.

Please consult with your advisor and/or the Internship Coordinator for additional information about choosing your sites each semester to adhere to these updated field experience rules.

Group Requirement (ALL internship students)

Student interns are required to facilitate or co-facilitate at least one six-week group during one of the internship experiences. A minimum of four clients *typically* constitutes a group. If you are unsure if your group qualifies, discuss this with your supervisor and the Internship Coordinator.

A Group Evaluation Form is utilized to summarize the intern's group facilitation abilities. The form should be submitted to the instructor upon completion of this requirement. Students are advised to begin working on finding and facilitating their group as early as possible during their internship process.

Recording Sessions

CACREP standards require that “*Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students’ interactions with clients.*”

To complete this requirement then, MSU site supervisors will facilitate the audio and/or video recordings of student interactions with clients when clinically appropriate. In situations where such recordings may be detrimental to a client's mental health and wellbeing, or is forbidden by the institution at large, the site supervisor will document that the recording is not possible and will provide live supervision of the student's client interaction. The site is responsible for providing client consent forms for recording sessions.

Site Visits

MSU internship university supervisor will make site visits, in person or via video conferencing as required, each semester or more frequently as needed. If the site supervisor or student would like a site visit sooner than scheduled, contact your instructor or internship coordinator. A summary of the site visit is documented.

Starting at Your Site

Interns may begin at internship sites once approval has been granted by the Practicum and Internship Coordinator and course instructor, an Internship Site Agreement and interim agreement (if appropriate) is signed and on file, clearance documents are updated to cover the duration of the semester, and after the announced start date.

Interns who are **starting their first semester**, may begin accumulating indirect hours at a site, with approval from the Internship Coordinator and their instructor. Interns must document all activities using required forms, must meet with the on-site supervisor for scheduled individual supervision, and must attend group supervision as available.

Interim Agreements

Interns continuing at sites between semesters must have an **Interim Agreement** in Tevera prior to the end of the current semester of internship. The Interim Agreement must be signed by all parties and approved by the course instructor and Practicum/Internship Coordinator before the start of the interim period. Interns must continue to participate in weekly face-to-face supervision with the on-site supervisor and are encouraged to participate in group supervision at their site, when it is available.

Interns working at sites between semesters are required to take an Incomplete (I) grade during the interim until the start date of the next semester. The interim period should be clearly documented on the Interim Agreement and on weekly logs.

Incomplete Grades

At times, interns may not be able to complete all the internship requirements in one semester. Internships may continue beyond the current semester of enrollment with an “Incomplete (I)” grade assigned until the requirements for the current semester have been completed. In these instances, and Interim Agreement is required if the intern works in between MSU semesters and the agreement. Interns will complete a Final Summary and Cover Sheet at the end of each semester, and an updated version at the end of the interim period.

Interns and course instructors should consult with the Practicum/Internship Coordinator immediately upon determining if internship requirements are not going to be completed in the semester of enrollment.

Changing an Intern’s Placement

Circumstances may arise where it is in the best interest of the intern to be removed from his/her placement because of incompatibility with the site and/or supervisor or other unforeseen issues that could be detrimental to a positive internship experience. This decision may be made by the course instructor in consultation with the intern, site administrator, Practicum/Internship Coordinator and Department Head. If the decision is to remove the intern, then every attempt for another more appropriate placement will be arranged and confirmed by the counseling program.

Removal Due to Unsatisfactory Progress

Circumstances may arise where an intern must be removed from his/her placement because of unsatisfactory progress and performance or violation of site and/or university policies. This action may take place after consultation with the course instructor in consultation with the intern, site administrator, Practicum/Internship Coordinator and Department Head. The intern may have the following options depending on the decisions of the above-mentioned group:

- Withdrawing from internship with a grade of “W” if the withdrawal occurs within the appropriate university time frame for no penalty.
- Receive a grade of “NP” if intern does not withdraw from the course within the appropriate university time frame.
- The student intern may appeal the decisions of the administration and should refer to the undergraduate catalog for information. (See Academic Regulations: Grade Appeals and Academic Grievances)

Internship Application Checklist

- _____ Attend the mandatory Internship Application Meeting in the semester prior to application
- _____ Complete the online Internship Application

Once your application has been conditionally approved, the following items are required:

- _____ Complete updates to required Clearance Documents and provide verification to the office of Educational Field Experiences
- _____ Student Professional Liability Insurance American Counseling Association (ACA) or American School Counselor Association (ASCA)

- _____Mandated Reporter Training Update, send certificate to Internship Coordinator
- _____Contact the Career Center for help with resume and interview skills
- _____Contact at least two internship sites, begin applying for internship placements
- _____Accept an internship placement, have a backup plan in mind.
- _____Complete the Internship Site Agreement, provide a copy to your instructor by the second week of class.
- _____Check with your internship instructor and site supervisor as appropriate for additional instructions.

Welcome to your field placement!

Whether you are starting your practicum or your internship, this is an important time in your counseling career.

We wish you the best, and we support you as you move forward in this process!

