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*Masters of Arts in Counseling*

###### Internship Checklist for Potential Supervisor

Due: December 1st (spring), April 15th (summer), or July 15th (fall)

**Section I: To be completed by the student**

*Once you have located an appropriate site and site supervisor, please submit it to the Graduate Counseling Field Experience Canvas site* ***with the supervisor’s resume*** *(if resume is unavailable, a credential form may be submitted). Your selection must be approved before you can enter into a contract with the site/site supervisor.*

Student Name:        Date:

DegreeTrack:        Academic Advisor:

Proposed Site (Agency/School):

Proposed Site Supervisor:

Address:

Phone:        Website Address:

Email:

Please give a description of the activities you will be involved with on-site and include an estimate of how your hours will be divided between the various activities:

Will you potentially encounter any dual relationships while completing an internship at this site?

If yes, please describe:

**Section II: To be completed by the proposed site supervisor**

|  |  |  |
| --- | --- | --- |
| Thank you for your interest in serving as a site supervisor for one of our students. Please answer the following questions which outline the program requirements for site supervisors: | **YES** | **NO** |
| 1 | Do you have at least a **master’s degree** in counseling or a related profession? |     |     |
| 2 | Are you a **licensed/certified** professional with a minimum of two years of experience (3 years for school counselors)? If yes, please include type of license/certification here:                |     |     |
| 3\* | Do you have relevant **training** in counseling supervision? If yes, please include type of training here:         |     |     |
|  | **YES** | **NO** |
| 4 | Are you interested and willing to **dedicate time** to the student? |     |     |
| 5 | Will you provide the student with weekly interaction that includes at least **one hour** per week of supervision throughout internship? |     |     |
| 6 | Will you provide the student with **120 direct** service hours during the 300-hour internship? (125 for MCF track) |     |     |
| 7 | Will you attempt to provide the student with the opportunity to work with clients of **diversity** (cultural background) for a minimum of 10 hours during the 300-hour internship? (direct or indirect) |     |     |
| 8 | Will you attempt to provide the student with the opportunity to work with clients with **disabilities** for a minimum of 10 hours during the 300-hour internship? (direct or indirect). |     |     |
| 9 | Will you provide the student with a **variety of experiences,** including experience leading groups, appropriate for the level of experience of the student? |     |     |
| 10 | Will you provide the student with a **setting for individual counseling** which has assured privacy and sufficient space? |     |     |
| 11 | Are you willing to allow students to **audio/video record** counseling sessions for supervision (provided the appropriate consent is obtained) or observe live sessions and provide feedback?  |     |     |
| 12 | Are you willing to **examine student work** by video tape, by observation, or by live supervision? |     |     |
| 13 | Are you willing to complete an **orientation module** online at your convenience prior to beginning supervision of the student? |     |     |
| 14 | Are you willing to **communicate** with the Messiah College faculty supervisor on a regular basis? |     |     |
| 15 | Are you willing to **evaluate** the student and the program through the evaluations provided and do so within the stated time frame? |     |     |

\* If you do not have training in counseling supervision, are you willing to review our supervisory training module which

 consists of three short online videos and takes approximately one hour to complete? \_\_\_\_\_\_\_\_

Would you like to receive a site visit during the semester you are serving as a supervisor?

Yes [ ]      No  [ ]  *(please note that if the site is located more than 60 miles from Messiah College, the site visit may*

 *need to be made via Skype)*

It is important as well as necessary to meet our accreditation standards that our students have the opportunity to develop videotapes of their interactions with clients appropriate to the area of specialization for use in supervision, while still complying with HIPAA . The videos may be made with the client’s back to the camera to ensure confidentiality and only with client consent (and parent consent for minors).

Which of the following does the site permit/provide?

[ ]  video recording [ ]  audio recording

[ ]  live supervision by site supervisor [ ]  live supervision by faculty supervisor