

It is very important that you read each of the following instructions and complete them carefully.

FORM 1

CLIENT CONTACT

- 1) Record the amount of time you spend with each of these client groups each week. (The term “client” refers to any person receiving services including students, parents, teachers, or patients.) This is the time in actual counseling with a client, couple, family, or group.
 - Client contact is defined as individual, group, couples, and family counseling that are therapeutic or a combination of assessment and subsequent therapeutic interactions. The student may want to record separately the specifics of the client counseling experiences (e.g., focus of session, size of group.)
- 2) All students must document experience in conducting individual client sessions as well as group facilitation.

SUPERVISION

- 3) Record the amount of hours you spend in supervision. Indicate the date and whether the activity took place with an individual, triadic (maximum 50%), group, telephone, or on-line format.
- 4) Supervision is time spent with professional(s) responsible for student internship experience.
- 5) Case conference class time should be recorded in the Group Case Conference column.
- 6) A minimum of 12 hours of individual site supervision is required per semester.

FORM 2

- 1) Record all other activities on this form, the amount of time and the date of the activity. This would include workshops, presentations that you either attended or participated in, or presentation time. Please round your time to the nearest quarter hour.
 - Examples of “other activities” would include: preparing case presentation reports and transcripts, reading, observation, meetings, outreach, and orientation to the site.

IMPORTANT NOTES

- 1) Please record and round all hours to the nearest quarter hour. Please do not record time in minutes only. Round off to the nearest quarter hour, (e.g. 0.25, 0.5, 0.75).
- 2) Be sure to add each column and indicate the amount in the total hours’ column. Please double-check all calculations before submitting your hours.
- 3) If you are an intern at two or more sites concurrently, a separate set of Hours Forms 1 and 2 must be completed and signed separately for each site. Please do not combine accumulated internship hours on one set of hour forms.

Minutes	Decimal Hours
15	0.25
30	0.50
45	0.75

- 4) All forms must be **signed and dated** by the student and site supervisor. Any form that is not signed will not be accepted.
- 5) Please make a copy of all forms (2) for your records and give the original to the Counseling Program Administrative Assistant.
- 6) Practicum students are required to complete a minimum of 40 client contact hours and 100 total hours. Hours obtained during practicum do not count toward internship hours. Internship students are required to complete a minimum of 240 client contact hours and 600 total hours.
- 7) The current graduation requirement is a minimum combined (practicum and internship) total of 280 client contact hours and a minimum of 700 total hours.