



WESTERN SEMINARY
5511 SE Hawthorne Blvd.
Portland, OR 97215
(503) 517-1800

Guidelines for Supervision of Interns

What you can expect of the student:

Western Seminary graduate-level interns are required to have either completed or be concurrently enrolled in the following coursework: Clinical Foundations, Suicide Prevention, Psychotherapeutic Systems, Psychopathology, and Legal and Ethical Issues. Interns will be completing five semesters of practical experience and will be under the direction of both a site supervisor and an on-campus supervisor.

Western requires interns to acquire a minimum of 700 total clinical hours to graduate (this includes a minimum of 280 direct client contact hours, 40 of which are accrued during the Practicum). These hours are accumulated over five semesters. Most internship sites require at least a six month commitment. The intern is expected to be working on-site a total of 10-15 hours per week, including 4-6 hours per week of direct client contact. Students must document a minimum of 40 client contact hours in a given semester to successfully complete their practicum or internship experience and case conference class.

Interns are expected to educate themselves (which may include attending site orientation trainings) and follow the policies and procedures of the site where they are interning. Interns are required to purchase their own liability insurance in addition to any insurance that the site may already have in place. Students are expected to follow clinical supervisory suggestions pertaining to client care or in the alternative to apprise the supervisor of any potential conflicts.

What the student needs from the supervisor:

The site supervisor is an experienced professional with a minimum of a Masters degree in human services, appropriate licensure or credential, and basic counseling skill competency. The supervisor shall have 2 years minimum of professional counseling experience and specialized training in supervision techniques. The supervisor assists interns in establishing goals, assessing and evaluating professional development, and in helping interns to become an integral part of the staff and internship setting. The supervision relationship should include discussion of transference and counter-transference issues but have clear boundaries and be free from multiple relationships. To assist the supervisor, the following objectives for practicum or internship are listed:

- 1) Guide interns toward the acquisition of specific skills and knowledge related to direct delivery of service to a specific client population, including attention to applicable legal and ethical issues.
- 2) Assist interns in assessing client potential, diagnosis, treatment planning, and progress evaluation.

- 3) Assist interns in developing a list of objectives, responsibilities, and tasks specific to the agency. Negotiate terms of and co-sign an *Internship Agreement Form* provided by the intern.
- 4) Include a minimum of one (1) hour per week of individual supervision on a set day and time. This supervision time requirement should be increased if the student is providing more than ten client contact hours in any given week. A minimum of twelve hours of individual supervision are expected each semester at the agency setting. Group supervision is also desirable.
- 5) Provide interns with diverse counseling situations in which they can gain experience in practical application of methods and techniques. Students are required to average a minimum of 4-6 direct client contact hours per week. Client contact is defined as scheduled individual, family, or group counseling sessions wherein the student bears the primary responsibility for conducting goal-oriented treatment. Incidental contact outside of scheduled sessions does not constitute contact.
- 6) Provide an appropriate, confidential, and safe environment in which interns can meet with clients. Counseling facilities should be adequate to allow for audio taping and video taping of sessions. Interns are not permitted to be alone on site premises at any time. Interns may conduct client home visits only when accompanied by a supervisor.
- 7) Review and sign off on the intern's record keeping.
- 8) Assist interns in planning for efficient use of time and resources.
- 9) Help interns develop positive working relationships with supervisors, peers, and agencies.
- 10) As appropriate, communicate with the faculty coordinator regarding progress of the intern.
- 11) Complete and return an Intern Performance Evaluation as required. Western will mail these forms to you at the appropriate time toward the end of each semester. Supervisors should review the completed evaluation with the intern prior to returning the completed evaluation to Western.
- 12) If possible, attend the fall internship connection event and the spring supervisors' luncheon and seminar. Western will send an invitation which will include information regarding time and place.
- 13) Meet annually with a representative of the program to discuss and evaluate internship issues.

What Western needs from the supervisor:

- ✓ A current Resume or Curriculum Vita and copies of professional licenses held by the supervisor.
- ✓ A copy of the agency informed consent policy.
- ✓ A copy of the completed Internship Agreement form.
- ✓ Copies of all completed Intern Evaluation forms.

Thank you for contributing to the professional development of our students!