

**SYRACUSE UNIVERSITY**  
**Counseling and Human Services**

**SUMMARY OF INTERNSHIP EXPERIENCE EXPECTATIONS**

**Student's responsibilities**

1. To commit 600 clock hours to a site, including **240 hours spent in direct service**. These hours may be met over the course of one semester or divided between two semesters. Direct service hours are those in which the student is offering individual, family, or group counseling to clients, classroom guidance or other preventive interventions, and consultation interventions. The remaining hours can be devoted to other than direct service, including: in-service training, participation in staff meetings, educational activities at site, consultation with teachers and staff, classroom observation of clients, and campus supervision.
2. Students are encouraged to audiotape (or videotape) all counseling session hours for the purpose of on-campus and site clinical supervision. Tapes of sessions are required for internship case presentations in group supervision on campus.
3. To attend weekly group supervision on campus.
4. To engage in weekly individual supervision (minimum of one hour) with the site supervisor.
5. To complete all paperwork connected to internship.
6. To conduct a formal consultation at their internship site and present a summary report of the experience.
7. To meet all course requirements as determined by the internship course instructor.
8. To meet any additional requirements as determined by the site supervisor.

**Clinical Coordinator's responsibilities**

1. To maintain close communication with the internship site and with the site supervisor. To establish that the site is appropriate for the individual internship student's needs.
2. To follow up with any special circumstances regarding practicum site and student. To make any necessary accommodations with the Internship Instructor.

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### **Internship Instructor's responsibilities**

1. To conduct weekly group supervision seminars on campus.
2. To communicate with the site supervisor regarding the progress of the student as needed.
3. To seek evaluation from the site supervisor.
4. To assign a grade at the end of the semester based on the student's actual performance.

### **Site Supervisor's qualifications:**

The CHS Department acknowledges the professionalism and commitment of our site supervisors. In order to qualify as a site supervisor, the individual must have:

1. a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses;
2. a minimum of 2 years of pertinent professional experience in the program area in which the student is completing clinical instruction; and
3. knowledge of the program's expectations, requirements, and evaluation procedures for students.
4. while not required, it is highly desirable if the site supervisor has training in clinical supervision.

### **Site Supervisor's responsibilities:**

1. To organize the internship experience and assure that the student will have an opportunity to work in a full complement of site activities.
2. To help orient the internship student to the site.
3. To provide appropriate space for the student to meet with clients.
4. To provide the intern with the opportunity to tape-record client sessions.
5. To provide one hour of weekly individual supervision to ensure that the site's case management practices are being successfully implemented by the student and to provide professional development for the student.
6. To monitor the internship experience in order to establish that CACREP standards are being met.
7. To be available to the intern in case of emergency at the site.

For the provision of these services, Syracuse University will provide a credit tuition waiver to the site supervisor, agency, school, or school district (depending upon agency/school district policies and Syracuse University policies) per semester as compensation.