



Post

720 Northern Boulevard
Brookville, N.Y. 11548-1300

INTERNSHIP REQUIREMENTS
CLINICAL MENTAL HEALTH COUNSELING

Dear Colleague:

This internship agreement is provided to articulate the responsibilities of the internship site with respect to the placement of clinical mental health counseling student interns. The Department of Counseling and Development's Master's degree (with a specialization in Clinical Mental Health Counseling) is a CACREP (Council for Accreditation of Counseling and Related Educational Programs) accredited program.

Please make certain that the following internship requirements are complied with to ensure that all internship responsibilities are fulfilled and that the student intern receives the necessary experience and supervision required by the New York State Education Department (NYSED), Office of the Professions. Please keep this document in your files.

Requirements:

- The practice of the profession of mental health counseling is the evaluation, assessment, amelioration, treatment, modification, or adjustment to a disability, problem or disorder of behavior, character, development, emotion, personality or relationships by the use of verbal or behavioral methods with individuals, couples, families or groups in private practice, group, or organized settings; and the use of assessment instruments and mental health counseling and psychotherapy to identify, evaluate and treat dysfunctions and disorders for purposes of providing appropriate mental health counseling services.
- The determination of an acceptable internship site is the responsibility of the licensure qualifying program, which has affirmed that every student intern will be supervised by a licensed and qualified professional. An intern practicing in New York State must be under the supervision of an individual who is licensed and qualified to practice the profession being supervised. The supervisor is responsible for the assessment and treatment of each client and must be on-site. A student intern cannot receive supervision by phone or other technology.
- The NYSED Office of the Professions requires that the clinical mental health counseling internship must be 300 hours in duration with 120 hours consisting of face to face contact with clients.
- It is the responsibility of the on-site supervisor to ensure that the student intern is exposed to the full scope of mental health counseling practice as delineated above. It is expected that student interns be given the opportunity to be involved in all facets of the practice of mental health counseling under appropriate supervision at the internship site.
- There must be contact between the student intern and on-site supervisor during which the student intern appraises the supervisor of the assessment and treatment of each client through case discussion with the supervisor.

- The on-site supervisor is expected to provide the student intern with oversight and guidance in assessment and evaluation, treatment planning, completing psychosocial histories and progress notes, individual counseling, group counseling, psychotherapy, and consultation.
- The on-site supervisor must provide an average of one hour per week of in-person individual or group supervision during the course of the internship placement.
- **On-site supervisors MUST view and examine a power point presentation entitled “Supervision: Clinical Mental Health Counseling” which may be accessed at <http://ceit.liu.edu/CSD/CounsDev.html>. That will take you to the Departmental portal home page, then scroll down on the left side and click on “Internship/Practicum”. Then on the right side of the next page you will see “Presentation on Elements of Supervision”, then choose “Mental Health Counseling”.**

Documentation:

- The designated on-site supervisor must sign an Internship Permission Form which will be kept on file in the Department of Counseling and Development. Student interns will not be allowed to begin their internship hours until the signed Internship Permission Form is returned to the course Professor.
- On-site supervisors are expected to sign Supervision Forms, which will be submitted to the seminar program professor by the student intern, attesting to the provision of the required on-site supervision hours as stated above.
- Prior to the end of the internship placement, the on-site supervisor will receive an Evaluation Form/Application for Credit. The supervisor must review the evaluation with the student and both the supervisor and student should sign the form. It is then submitted to the Professor by the student (due no later than the last day of class).
- Internship seminar professors will make contact during the internship placement with the on-site supervisor to ensure that all requirements are being met and that the student interns are progressing in a satisfactory manner.
- **On-site supervisors MUST read and sign the Supervision Contract and return it to the Department of Counseling and Development.**

We appreciate your professionalism and willingness to provide a meaningful internship experience for our clinical mental health counseling intern. If there are any questions please contact the Director of Internship Placement, Professor Miriam McCormack at Miriam.mccormack@liu.edu.

Sincerely yours,



James J. Colangelo, Psy.D., LMHC, LMFT, ACS
Chair, Department of Counseling and Development