

**WILLIAM PATERSON UNIVERSITY  
COLLEGE OF  
EDUCATION**

**DEPARTMENT OF  
SPECIAL EDUCATION, PROFESSIONAL COUNSELING, &  
DISABILITY STUDIES**

**CLINICAL MENTAL HEALTH COUNSELING CONCENTRATION  
INTERNSHIP HANDBOOK**

**Fall, 2023 Prepared by: Michelle Hinkle PhD, Meredith Drew, PhD, Paula Danzinger, PhD, Karen Decker, PhD, and Timothy VanderGast, PhD**

**Clinical Mental Health Counseling Concentration Internship Handbook  
Table of Contents**

<b>Introduction</b>	<b>3</b>
<b>Definitions</b>	<b>3</b>
<b>Selecting and Acquiring Placement Site</b>	<b>4</b>
<b>Liability Insurance</b>	<b>5</b>
<b>Placement Hour Requirements</b>	<b>5</b>
<b>Recording Requirements</b>	<b>5</b>
<b>Counseling Procedures</b>	<b>5</b>
<b>Personal Analysis Logs</b>	<b>6</b>
<b>Competencies</b>	<b>6</b>
<b>Grading Procedures</b>	<b>7</b>
<b>Employment at Internship Site</b>	<b>8</b>
<b>Telehealth Counseling</b>	<b>8</b>
<b>Application Due Dates</b>	<b>8</b>
<b>Appendix</b>	<b>10</b>
<b>Application</b>	<b>11</b>
<b>Internship Contract</b>	<b>13</b>
<b>Internship Site Supervisor Form</b>	<b>15</b>
<b>Parental Consent Form</b>	<b>16</b>
<b>Recording Permission (Minor Child)</b>	<b>17</b>
<b>Counseling Consent Form</b>	<b>18</b>
<b>Recording Permission (Adult)</b>	<b>19</b>
<b>CMHC Internship Weekly Hour Log</b>	<b>20</b>
<b>CMHC Internship Hours Semester Summary Form</b>	<b>21</b>
<b>Suggested Format for Session Critique</b>	<b>22</b>
<b>Site Supervisor Evaluation of Counseling Intern</b>	<b>23</b>
<b>Site Supervisor Evaluation Rubric</b>	<b>25</b>
<b>University Supervisor Evaluation of Counseling Intern</b>	<b>27</b>
<b>University Supervisor Evaluation Rubric</b>	<b>29</b>
<b>Internship Self-Evaluation</b>	<b>30</b>
<b>Internship Self-Evaluation Rubric</b>	<b>32</b>
<b>Student Evaluation of University Supervisor</b>	<b>34</b>
<b>Student Evaluation of University Supervisor Rubric</b>	<b>35</b>
<b>Student Evaluation of Site Supervisor</b>	<b>37</b>
<b>Student Evaluation of Site Supervisor Rubric</b>	<b>38</b>
<b>Internship Site Evaluation</b>	<b>40</b>
<b>Internship Site Evaluation Rubric</b>	<b>41</b>
<b>Live Observation Form</b>	<b>42</b>

# WILLIAM PATERSON UNIVERSITY CLINICAL MENTAL HEALTH INTERNSHIP HANDBOOK

## Introduction

Welcome to the internship component of field experience in the Clinical Mental Health Counseling Concentration of the Professional Counseling Master's Program at William Paterson University. This experience will be your opportunity to continue to put your formal training into practice. This handbook is designed to provide information that will assist you in fulfilling the requirements of this course.

## Definitions

There are several terms that need to be defined in order to have a clear understanding of the internship experience.

**Counseling Intern** – The counseling intern is a student, under supervision, who has begun their internship experience and has been placed in a field setting.

**Internship Placement Site** – The site where the internship experience takes place. The site must meet WPU training program standards and provide the counseling intern with the opportunity to perform all activities, under supervision, that a regular staff member employed as a clinical mental health counselor would perform. Generally, practicum and internship are done at the same placement site, though the counseling intern is encouraged to find more than one placement site in order to have a broader experience.

**Practicum and Internship Coordinator**- The coordinator is a designated University faculty member who is responsible for receiving practicum and internship applications. The coordinator will approve all practicum and internship placements before the course begins. The coordinator will also hold a practicum/internship orientation the semester before the placement begins. The Program Directors may act as the Practicum and Internship Coordinator.

**Site Supervisor** – The site supervisor is a designated professional staff member at the placement site who is directly responsible for the supervision of the counseling intern. Site supervisors must be either a Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), or Licensed Psychologist (school psychologists are not appropriate supervisors). The site supervisor must also hold at least a Master's degree in counseling or a closely related field and have worked as a mental health counselor for at least two (2) years. The duties of the site supervisor are as follows:

1. Make provisions for orientation of the counseling intern to the site, including procedures for assigning clients, emergency procedures, safety procedures, and

any site-specific limits to confidentiality.

2. Provide space for the counseling intern to perform their counseling responsibilities.
3. Make provisions for the counseling intern to audio and/or video recording clients with the client's written consent.
4. Work with the counseling intern to develop internship goals.
5. Maintain monthly communication with University Supervisor/Course Instructor.
6. Maintain responsibility for counseling intern's continuity on site.
7. Assist in the evaluation of the counseling intern's performance relative to the objectives of the experience.
8. Provide regular supervision for the counseling intern not to be less than one (1) hour of face-to-face supervision per week.

**University Supervisor/Course Instructor** – The course instructor/university supervisor is the instructor of Internship I (CSP 6860) and Internship II (CSP 6870) and provides the interns with weekly supervision. The duties of the university supervisor/course instructor are as follows:

1. Receive status of placement from counseling intern prior to the start of the semester.
2. Provide group supervision of the counseling intern.
3. Monitor progress of counseling intern during the internship experience.
4. Maintain monthly communication with site supervisors.
5. Make on-site visits when needed.
6. Initiate resolution of any problem occurring on-site.
7. Review counseling intern's session recordings.
8. Secure evaluations.
9. Assign final grades.

### **Selecting and Acquiring a Placement Site**

The counseling intern must find their own placement sites. The Practicum and Internship Coordinator will help in any way, but the ultimate responsibility of securing a placement is the responsibility of the counseling intern. A counseling intern may be able to use their work site for internship, however this is contingent on the counseling intern's work and must be approved by the Practicum and Internship Coordinator. All sites must be approved by the University. The counseling intern is required to have experience in conducting both individual and group counseling and have one (1) hour of face-to-face site supervision per week. In addition, the counseling intern **must** audio or video record counseling sessions. These requirements should be taken into consideration when selecting an internship site.

The counseling intern should contact the appropriate person at the possible placement site and discuss the requirements of the placement with this person. A qualified site supervisor should be identified at the time of this contact. The site supervisor and any

other relevant administrators (executive director or clinical director) must sign the Practicum/Internship Application and Internship contract before a site will be approved by the Practicum and Internship Coordinator (see appendix for application and contract). The Practicum and Internship Coordinator will be available to answer any questions the site supervisor or administrator might have.

If the site requires an affiliation agreement, the counseling interns must convey this information to the practicum/internship coordinator, or program directors, ahead of time so that it can be secured before the due date for all documentation. It is the counseling intern's responsibility to communicate this information.

### **Liability Insurance**

The counseling intern is required to purchase liability insurance through the American Counseling Association (ACA) while they are taking internship. The counseling intern needs to have their own policy, even if they are covered at the placement site. ACA offers low-cost liability insurance for practicum/internship students; however, you must be a member of ACA to take advantage of these low rates. Applications for membership in ACA can be obtained from counseling faculty, from the ACA website at [www.counseling.org](http://www.counseling.org), or by calling ACA at 1-800-347-6647.

### **Placement Hour Requirements**

For the Internship I (CSP 6860) requirement, counseling interns must have a total of 300 clock hours. These hours include a minimum of 120 hours of direct service with clients, with at least half of those hours in individual counseling. The counseling intern may also have up to half of the direct service hours in group counseling hours. The counseling intern is required to have a minimum of four (4) clients for individual counseling. The remaining 180 hours of the placement includes: individual site supervision (at least one (1) hour per 20 hours of direct client service), group supervision, case write ups, peer consultation, and required paperwork, as well as other experiences that familiarize the counseling intern with the culture and procedures of their setting. The hour requirements for Internship II (CSP 6870) are the same as the requirements for Internship I (CSP 6860). Hours must be completed while enrolled in the course (not earlier or after the semesters enrollment dates) and they may not be banked between semesters.

### **Recording Requirements**

Counseling interns are **required** to provide audio and/or video recordings of individual counseling sessions. These recordings will be reviewed and evaluated by the course instructor. The counseling intern is required to provide at least three (3) recordings for Internship I (CSP 6860) and at least three (3) recordings for Internship II (CSP 6870).

Consent for Recording forms must be signed by the client and/or minor client's parent or guardian. Minor clients must also sign their assent. The client must be made aware that recordings will be listened to by the university supervisor/course instructor and may be reviewed in class for instruction purposes only. The client should be told that recordings

will be confidential and anonymous. They should also be informed that the recordings will be destroyed after they are reviewed. Some placement sites will have their own recording consent forms. The Consent for Recording form is included in this handbook.

If counseling interns are not allowed to tape on site, they must arrange for live supervision with their site supervisor. Live supervision is when the supervisor directly observes the counseling intern's counseling session in its entirety, does not participate, and provides supervision and feedback following the session. After the session and feedback, supervisors must complete the Live Supervision form (see Appendix) and the counseling intern must submit the form to their university supervisor to document the session.

### **Counseling Procedures**

The counseling intern is required (as all counselors are) to make sure their client gives informed consent for counseling. Some sites will have their own Permission to Counsel forms. A university form is included in this handbook. It is required that the counseling intern has a university permission form completed and signed by each client and/or client's parent or guardian along with any forms the intern site may require. Minor clients must also sign their assent. The counseling intern must inform each client that they are a counseling intern fulfilling a requirement for a Master's degree in counseling. Clients must be informed that the counseling intern is under supervision. When informing the client of confidentiality and the limits of confidentiality, the counseling intern must inform the client that their case will be discussed with supervisors, who are under the same obligations of confidentiality as the counseling intern.

### **Personal Analysis Logs**

The counseling intern is required to keep Personal Analysis Logs (PALs) of their experience in Internship I and Internship II. Specific requirements for these logs will be detailed in the course outline provided at the beginning of the semester. An important component of WPUNJ's Master in Professional Counseling is the counseling intern's self-exploration and self-assessment. These logs help the counseling intern understand their reactions to the counseling process.

### **Competencies**

It is essential that the counseling intern acquires certain competencies during the practicum/internship experience. The following lists some of these competencies.

1. Counseling skills: The counseling intern will
  - a. Demonstrate the ability to obtain a psychosocial history.
  - b. Demonstrate the ability to use interviewing skills such as observing and active listening.
  - c. Demonstrate the ability to ascertain present mental status.
  - d. Demonstrate the ability to make tentative impressions and recommendations based upon interview.
  - e. Demonstrate the ability to advocate for the client.

2. Evaluation skills: The counseling intern will
  - a. Demonstrate the ability to conceptualize client issues based on intake information and information obtained in counseling sessions.
  - b. Demonstrate the ability to understand ramifications of DSM 5 diagnosis.
  - c. Demonstrate the ability to read and understand client records in terms of medications used and identified problems.
  
3. Treatment skills including:
  - a. Demonstrate the ability to provide appropriate theory-based counseling sessions.
  - b. Demonstrate the ability to write and implement treatment plans.
  - c. Demonstrate an awareness of how a client's cultural and/or ethnic background can impact case conceptualization, test interpretation, and diagnosis.
  - d. Demonstrate ability to work with other professionals in a joint treatment effort.
  
4. Knowledge of Agency Administration: The counseling intern will
  - a. Demonstrate knowledge of the administrative and operative structure of the agency.
  - b. Demonstrate knowledge of the philosophy of the agency in regard to counseling.
  - c. Demonstrate an understanding of, and the ability to use, agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources.
  - d. Demonstrate knowledge and understanding of activities the agency requires of regularly employed staff in the position that the counseling intern holds.
  - e. Demonstrate knowledge of the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit.
  - f. Demonstrate the ability to manage or assist in the management of individual cases including service coordinating and referral services.
  - g. Demonstrate the ability to keep appropriate records and case reports.
  
5. Professional Behavior including:
  - a. Demonstrate knowledge of, and adherence to, the professional ethics and standards as outlined in the Standards and Practices and Ethical Codes of the American Counseling Association.
  - b. Demonstrate knowledge of, and adherence to, the professional legal responsibilities in accordance with the standards of local, state, and national government.
  - c. Demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements.
  - d. Demonstrate knowledge of, and adherence to, the agency's professional standards and quality assurance policies, including policies on client

counselor relationship, record keeping, referral policies, and peer review process.

### **Grading Procedures**

Internship I (CSP 6860) and Internship II (CSP 6870) are pass/fail courses. If the course instructor or the site supervisor have any concerns about the counseling intern's progress, the course instructor will meet with the counseling intern and the site supervisor to discuss these concerns and to determine the appropriate course of action. All requirements of the course must be met before a pass grade will be given.

### **Employment at Practicum Site**

In the event that the counseling intern is employed at the same site as the internship, and the role has been approved by the practicum/internship coordinator and the appropriate paperwork has been completed showing that the counseling intern will be using master's level counseling skills and associated responsibilities, the following guidelines for hours apply. Clinical Mental Health Counseling (CMHC) trainees can count 40 (of the required 120) hours of their employment toward direct hours provided that these hours are in fulfillment of direct services with clients using counseling skills and under the supervision of their supervisor on record. ***In this case, students might need to have two approved supervisors and two approved sites.*** CMHC trainees are permitted to use 90 (of the required 180) hours of their employed role toward indirect hours. It is the counseling intern's responsibility to document these hours separately from the other practicum hours and communicate them with their supervisors. All hours should be approved by their University Supervisor to ensure that they are appropriately placed in the direct or indirect hour categories per the weekly hour logs.

- 80 of the 120 Direct hours must be accrued from individual, group, or family counseling sessions at their ***internship site in their internship role.*** The remaining 40 hours may be from direct work with clients in the employed role.
- 90 of 180 Indirect hours may be counted from your employed role (this would be considered other contact).

\*All hours should be approved with the university supervisor to ensure that they are appropriately placed in direct or indirect categories.

### **Winter Supervision Course**

In the event the internship site does not allow counseling interns to take a break between the fall and spring internship semesters, there is a winter supervision course that provides counseling interns university supervision. Counseling interns must provide the required documentation, which will be provided as necessary.

### **Telehealth Counseling**

Telehealth counseling is mental health counseling that is conducted over HIPAA compliant video-conferencing platforms. Telehealth counseling may be conducted with



individual, couples, families, and group counseling sessions. Telehealth counseling hours may not count for more than half of your required direct hours. Students may supplement in-person practicum placement with a telehealth placement but may not solely have a telehealth placement.

### **Hours Verification Letters**

Upon completion of internship, counseling interns will be supplied with a letter that verifies the total number of hours documented for Practicum, Internship 1, and Internship 2. All hours documented and accrued during the semesters will be included. Hours that are accrued under site supervision between semesters, while not enrolled in class, will not be included. If counseling interns used any approved employment hours, documentation will only include the maximum number of hours allowed per the policy.

### **Application Due Dates**

Clinical Mental Health Counseling Concentration Internship Applications are due May 1st. All applications must include the application cover sheet, internship contract, site supervisor resume, and site supervisor certifications. It is the counseling intern's responsibility to ensure that applications are complete, including signatures, and submitted on time. If the site requires an affiliation agreement, the counseling interns must convey this information to the practicum/internship coordinator, or program directors, ahead of time so that it can be secured before the due date for all documentation. Late and/or incomplete applications may result in delayed internship. Liability insurance is due on the first day of class in the fall semester. \*Please note: there will be no changes, additions, or modifications to the internship applications once the due date has passed.

# **INTERNSHIP HANDBOOK**

## **APPENDIX**



**WILLIAM PATERSON UNIVERSITY**

Department of Special Education, Professional Counseling, and Disability Studies • Professional Counseling Program  
1600 Valley Road • Suite 3010 • Wayne, New Jersey 07474  
973.720.2118 • Fax 973.720.2737 • wpunj.edu

**APPLICATION FOR CLINICAL MENTAL HEALTH  
COUNSELING CONCENTRATION INTERNSHIP**

Date placement begins \_\_\_\_\_

Name \_\_\_\_\_ 855 \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Important!**

Experience has shown that the more coursework a student has completed, the better they will do in a field placement. It is therefore recommended that you have most, if not all your coursework completed before beginning internship. If this is not possible, you must have completed the courses listed below before beginning your field placement.

Record the grade you have earned in each of the following courses. If you have not completed a requirement, please indicate the semester in which you plan to do so. All students must have completed a minimum of 48 credit hours before beginning Internship.

**A. Courses required for all students to have taken before or concurrently with Internship:**

- |               |               |               |
|---------------|---------------|---------------|
| ____ CSP 6010 | ____ CSP 6030 | ____ CSP 6040 |
| ____ CSP 6050 | ____ CSP 6060 | ____ CSP 6080 |
| ____ CSP 6090 | ____ CSP 6160 | ____ CSP 6210 |
| ____ CSP 6200 | ____ CSP 6510 |               |

**B. Other courses taken:**

\_\_\_\_\_

List electives taken: \_\_\_\_\_

### Additional Program Questions

Are you currently employed at your proposed internship site? \_\_\_\_ Yes \_\_\_\_ No

If yes, please include in your application submission the following documentation:

Job Description of Employment at Site

Intern Description (and how it is different from employment role) for Site Supervisor

### Application Checklist

Please initial next to each area indicating you've submitted the items.

\_\_\_\_ Internship Application

\_\_\_\_ Internship Contract

\_\_\_\_ Site Supervisor Resume

\_\_\_\_ Site Supervisor Certification(s)

\_\_\_\_ Site Supervisor Data Form

\_\_\_\_ Job Description of Employment at Site (if employed at site)

\_\_\_\_ Intern Description at Employed Site (if employed at site)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director for CMHC Concentration,  
Professional Counseling Program

\_\_\_\_\_  
Date



## WILLIAM PATERSON UNIVERSITY

Department of Special Education, Professional Counseling, and Disability Studies • Professional Counseling Program  
1600 Valley Road • Suite 3010 • Wayne, New Jersey 07474  
973.720.2118 • Fax 973.720.2737 • wpunj.edu

### Internship Contract for the Clinical Mental Health Concentration

Date placement begins \_\_\_\_\_

\*May not begin earlier than the first day of the fall/spring academic semester

Counseling Intern Name \_\_\_\_\_

The above-named student will be completing their internship at

\_\_\_\_\_. The fieldwork will be

(Name of Site)

completed during the 20\_\_ - 20\_\_ academic year. The counseling intern will be supervised at the site by \_\_\_\_\_.

The site supervisor is directly responsible for supervision of the counseling intern. This professional must have at least two (2) year's experience as a mental health counselor and must be a Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), or Licensed Psychologist and have relevant training in clinical supervision. **A resume and copy of certification must be provided with this contract.**

Please be advised that the site supervisor is responsible for:

- Orienting the counseling intern to the site, including procedures for assigning clients, emergency procedures, policies, and any site-specific limits to confidentiality.
- Providing the counseling intern with the space necessary to complete requirements and responsibilities such as individual counseling, audio taping clients with the client's written consent, running groups, etc.
- Providing regular supervision for the counseling intern not to be less than one (1) hour of face-to-face supervision for every week that the counseling intern is on site.
- Maintaining responsibility for counseling intern's continuity on site and assisting in the evaluation of the counseling intern's performance.

The requirements of the counseling intern include an internship requirement of 600 hours. The Internship hours include a minimum of 240 hours of direct service. The direct service hours consist of individual counseling, group counseling, family counseling, consultation, prevention, and crisis intervention. At least half of these hours should consist of individual counseling. The indirect hours consist of all other activities associated with the placement and the class. Please be aware that the counseling intern is required to do six (6) audio taped sessions while at the site. Written consent forms are provided for counseling as well as taping of sessions.

If you have any further questions, please contact the Clinical Mental Health Counseling Program Director, Dr. Michelle Hinkle, at [hinklem@wpunj.edu](mailto:hinklem@wpunj.edu) or 973-720-3971.

Thank you for your time and participation. By signing below, the site supervisor and the agency acknowledge that they are aware of the requirements stated above and agree to have the counseling intern at their site for their internship experience.

---

Site Supervisor

---

Administrator

---

Counseling Intern



**WILLIAM PATERSON UNIVERSITY**

Department of Special Education, Professional Counseling, and Disability Studies • Professional Counseling Program  
1600 Valley Road • Suite 3010 • Wayne, New Jersey 07474  
973.720.2118 • Fax 973.720.2737 • wpunj.edu

**Professional Counseling Program  
Internship Site Supervisor Data Sheet**

Student Name: \_\_\_\_\_

Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Credentials: \_\_\_\_\_

License: \_\_\_\_\_

Have you worked in the area of your specialty (school counseling or mental health counseling) for a minimum of two years? (Please select response)

YES    NO

Do you have knowledge and understanding of WPU Professional Counseling Program Practicum/Internship requirements, policies, and procedures? (Please select response)

YES    NO

Have you attended training for supervision in counseling? (Please select response)

YES    NO

If yes, can you please select the training that you have received?

\_\_\_\_ Supervision Class

\_\_\_\_ Supervision Training

\_\_\_\_ Supervision Workshop

\_\_\_\_ Training by Faculty at WPU for Site Supervisors

\_\_\_\_ Other (please indicate) \_\_\_\_\_



## WILLIAM PATERSON UNIVERSITY

Department of Special Education, Professional Counseling, and Disability Studies • Professional Counseling Program  
1600 Valley Road • Suite 3010 • Wayne, New Jersey 07474  
973.720.2118 • Fax 973.720.2737 • wpunj.edu

### Clinical Mental Health Counseling Parental Consent Form

Child's Name

Parent's Name

Phone #

I agree that a counseling intern in the Clinical Mental Health Counseling Concentration at William Paterson University may counsel my child. I understand that the counseling intern has completed Master's course work in counseling. The counseling intern will be supervised by \_\_\_\_\_, a faculty member at William Paterson University and by, a site supervisor. Information gathered in counseling will be held strictly confidential according to the American Counseling Association Code of Ethics. Exceptions to this confidentiality occur when there is suspected child abuse or imminent danger to the child or to others.

If for any reason you have questions about the counseling or are dissatisfied, you have the right to meet with the counseling intern and/or the supervisors named above.

I have read the above and understand the nature of the supervisory procedures. All my questions have been answered to my satisfaction.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counseling Intern Signature

\_\_\_\_\_  
Date





**WILLIAM PATERSON UNIVERSITY**

Department of Special Education, Professional Counseling, and Disability Studies • Professional Counseling Program  
1600 Valley Road • Suite 3010 • Wayne, New Jersey 07474  
973.720.2118 • Fax 973.720.2737 • wpunj.edu

**Clinical Mental Health Counseling  
Permission to Record**

I understand that the counseling sessions that \_\_\_\_\_(counseling intern) will have with my child \_\_\_\_\_ will be recorded for evaluation of the counseling intern. I further understand that confidentiality will be maintained and only the counseling intern and the counseling intern’s supervisors, \_\_\_\_\_, a faculty member at William Paterson University and \_\_\_\_\_, a site supervisor, will have access to these recordings. I understand that these recordings might be reviewed by other counselors in training for the training purposes.

Understood and agreed to by the undersigned:

_____	_____
Parent/Guardian Signature	Date
_____	_____
Child’s Signature	Date
_____	_____
Counseling Intern Signature	Date



**WILLIAM PATERSON UNIVERSITY**

Department of Special Education, Professional Counseling, and Disability Studies • Professional Counseling Program  
1600 Valley Road • Suite 3010 • Wayne, New Jersey 07474  
973.720.2118 • Fax 973.720.2737 • wpu.edu

**Clinical Mental Health Counseling  
Counseling Consent Form**

Client Name \_\_\_\_\_

Phone # \_\_\_\_\_

I agree that a counseling intern in the Clinical Mental Health Counseling Concentration at William Paterson University will counsel me. I understand that the counseling intern has completed Master’s course work in counseling. The counseling intern will be supervised by \_\_\_\_\_, a faculty member at William Paterson University and by \_\_\_\_\_, a site supervisor. Information gathered in the counseling will be held strictly confidential per the American Counseling Association Code of Ethics. Exceptions to this confidentiality occur when there is suspected child abuse or clear and imminent danger to the client or to others.

If for any reason you have questions about the counseling or are dissatisfied, you have the right to meet with the counseling intern and/or the supervisors named above.

I have read the above and understand the nature of the supervisory procedures. All my questions have been answered to my satisfaction.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counseling Intern Signature

\_\_\_\_\_  
Date



**WILLIAM PATERSON UNIVERSITY**

Department of Special Education, Professional Counseling, and Disability Studies • Professional Counseling Program  
1600 Valley Road • Suite 3010 • Wayne, New Jersey 07474  
973.720.2118 • Fax 973.720.2737 • wpunj.edu

**Clinical Mental Health Counseling  
Permission to Record**

I understand that the counseling sessions that \_\_\_\_\_(counseling intern) will have with me will be audio/video recorded for evaluation of the counseling intern I further understand that confidentiality will be maintained and only the counseling intern and the counseling intern’s supervisors, \_\_\_\_\_, a faculty member at William Paterson University and \_\_\_\_\_, site supervisor, will have access to these recordings. I understand that these recordings might be reviewed by other counselors in training for training purposes.

Understood and agreed to by the undersigned:

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counseling Intern Signature

\_\_\_\_\_  
Date

## Clinical Mental Health Counseling Internship Weekly Log

Counseling intern \_\_\_\_\_ Week # \_\_\_\_\_ : Dates: \_\_\_\_\_ to \_\_\_\_\_

Activity	Number of Hours	Activity	Number of Hours
1. Individual Counseling		10. Professional development (in-service)	
2. Group Counseling		11. Clinical meetings or other agency meetings	
3. Family/Marriage Counseling		12. Other (explain below)	
4. Consultation			
5. Prevention		13. Individual site supervision	
6. Crisis intervention		14. Site group supervision	
7. Telehealth Direct Services (counseling)		15. University supervision	
8. Record Keeping (& Report Writing)			
9. Recording review		<b>Total hours:</b>	
		Direct service hours (1-7)	
		Non-direct service hours (8-12)	
		Supervision hours (13-15)	

Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**William Paterson University  
Clinical Mental Health Internship Hours Semester Summary Form**

Student Name \_\_\_\_\_ Semester \_\_\_\_\_  
Site \_\_\_\_\_ Site Supervisor \_\_\_\_\_  
University Supervisor \_\_\_\_\_

**Total of weekly hours for:**

Individual Counseling	_____	Consultation	_____
Group Counseling	_____	Prevention	_____
Families/Couples Counseling	_____	Crisis intervention	_____
Telehealth Counseling	_____		

**TOTAL DIRECT SERVICE HOURS FOR SEMESTER** \_\_\_\_\_

**Total of weekly hours for:**

Record Keeping (Report Writing)	_____	Clinical meetings	_____
Recording review	_____	Other	_____
Professional development	_____		

**TOTAL NON-DIRECT SERVICE HOURS FOR SEMESTER** \_\_\_\_\_

**Total of weekly hours for:**

Individual site supervision	_____	Site group supervision	_____
		University supervision	_____

**TOTAL SUPERVISION HOURS FOR SEMESTER** \_\_\_\_\_

**TOTAL COMBINED HOURS FOR SEMESTER** \_\_\_\_\_

**Counseling intern signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## SESSION CRITIQUE

**A. Date and length of time for the session (include how many times you have seen this client):**

**B. Background information about client:**

**C. Presenting problem:**

**D. Observation about client:**

**E. Observations about self:**

**F. Hindsight observations (what you liked, what you would have done differently):**

**G. What you would like assistance on:**

**Clinical Mental Health Internship  
Site Supervisor Evaluation**

Name: \_\_\_\_\_ Date \_\_\_\_\_ Semester/year \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Below is a list of behavioral objectives pertinent to the counseling profession. Using the four (4) point scale provided, please tell us how competent you feel this counselor trainee is in each of these areas. Target is defined as going past what would be expected for a counselor trainee in practicum or internship.

**1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced**

		1	2	3	4
1	Demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	○	○	○	○
2	Demonstrates the ability to make tentative impressions and recommendations based upon client intake interview	○	○	○	○
3	Demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	○	○	○	○
4	Demonstrates effective use of individual counseling strategies	○	○	○	○
5	Demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	○	○	○	○
6	Demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	○	○	○	○
7	Demonstrates development of appropriate counseling strategies when working with clients with addiction and co- occurring disorders	○	○	○	○
8	Demonstrates the development of the ability to work with other professionals in a joint treatment effort	○	○	○	○
9	Demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	○	○	○	○
10	Demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	○	○	○	○
11	Demonstrates development of skills for current record-keeping standards related to clinical mental health counseling	○	○	○	○
12	Demonstrates knowledge of and adherence to agency programs, policies, and procedures	○	○	○	○
13	Demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association	○	○	○	○
14	Demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law	○	○	○	○
15	Demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements	○	○	○	○

Please give a statement of your judgment of the counseling intern as a prospective clinical mental health counselor. You may wish to note specific strengths or weaknesses that may not be sufficiently explained in the preceding items. Please feel free to add an additional page if you feel it is necessary.

\_\_\_\_\_  
Signature of Counseling Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date



**William Paterson University Professional Counseling Program  
Clinical Mental Health Internship Site Supervisor Evaluation Rubric**

<b>Competency #</b>	<b>Needs improvement (1)</b>	<b>Progressing (2)</b>	<b>Competent (3)</b>	<b>Advanced (4)</b>
1	Does not, or minimally, demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	Beginning to demonstrate developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	Competently demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, meeting course expectations	Consistently demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, exceeding course expectations
2	Does not, or minimally, demonstrates the ability to make tentative impressions and recommendations based upon client intake interview	Beginning to demonstrate the ability to make tentative impressions and recommendations based upon client intake interview	Competently demonstrates the ability to make tentative impressions and recommendations based upon client intake interview, meeting course expectations	Consistently demonstrates the ability to make tentative impressions and recommendations based upon client intake interview, exceeding course expectations
3	Does not, or minimally, demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	Beginning to demonstrate development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	Competently demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, meeting course expectations	Consistently demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, exceeding course expectations
4	Does not, or minimally, demonstrates effective use of individual counseling strategies	Beginning to demonstrate effective use of individual counseling strategies	Competently demonstrates effective use of individual counseling strategies, meeting course expectations	Consistently demonstrates effective use of individual counseling strategies, exceeding course expectations
5	Does not, or minimally demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	Beginning to demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	Competently demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, meeting course expectations	Consistently demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, exceeding course expectations
6	Does not, or minimally, demonstrates an understanding of how the students, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	Beginning to demonstrate an understanding of how the students, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	Competently demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, meeting course expectations	Consistently demonstrates an understanding of how the students, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, exceeding course expectations
7	Does not, or minimally demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders	Beginning to demonstrate development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders	Competently demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders, meeting course expectations	Consistently demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders, exceeding course expectations
8	Does not, or minimally, demonstrates the development of the ability to work with other professionals in a joint treatment effort	Beginning to demonstrate the development of the ability to work with other professionals in a joint treatment effort	Competently demonstrates the development of the ability to work with other professionals in a joint treatment effort, meeting course expectations	Consistently demonstrates the development of the ability to work with other professionals in a joint treatment effort, exceeding course expectations

9	Does not, or minimally, demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	Beginning to demonstrate the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	Competently demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources, meeting course expectations	Consistently demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources, exceeding course expectations
10	Does not, or minimally, demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	Beginning to demonstrate the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	Competently demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy, meeting course expectations	Consistently demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy, exceeding course expectations
11	Does not, or minimally, demonstrates development of skills for current record keeping standards related to clinical mental health counseling	Beginning to demonstrate development of skills for current record-keeping standards related to clinical mental health counseling	Competently demonstrates development of skills for current record-keeping standards related to clinical mental health counseling, meeting course expectations	Consistently demonstrates development of skills for current record-keeping standards related to clinical mental health counseling, exceeding course expectations
12	Does not, or minimally, demonstrates knowledge of and adherence to agency programs, policies, and procedures	Beginning to demonstrate knowledge of and adherence to agency programs, policies, and procedures	Competently demonstrates knowledge of and adherence to agency programs, policies, and procedures, meeting course expectations	Consistently demonstrates knowledge of and adherence to agency programs, policies, and procedures, exceeding course expectations
13	Does not, or minimally, demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association	Beginning to demonstrate knowledge of and adherence to the professional ethics and standards of the American Counseling Association	Competently demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association, meeting course expectations	Consistently demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association, exceeding course expectations
14	Does not, or minimally, demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law	Beginning to demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law	Competently demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law, meeting course expectations	Consistently demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law, exceeding course expectations
15	Does not, or minimally, demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements	Beginning to demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements	Competently demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements, meeting course expectations	Consistently demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements, exceeding course expectations

### Clinical Mental Health Internship University Supervisor Evaluation

Below is a list of behavioral objectives pertinent to the counseling profession. Using the four (4) point scale provided, please tell us how competent you feel this counselor trainee is in each of these areas. Target is defined as going past what would be expected for a counselor trainee in practicum or internship.

**1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced**

		1	2	3	4
1.	Demonstrates an ability to establish rapport with clients, using interviewing skills such as observing and active listening	○	○	○	○
2.	Demonstrates an ability to obtain a psychosocial history and an ability to ascertain present mental status	○	○	○	○
3.	Demonstrates an ability to advocate for clients	○	○	○	○
4.	Demonstrates an ability to conceptualize client issues based on intake and other information	○	○	○	○
5.	Demonstrates an ability to understand the ramifications of DSM 5 diagnosis	○	○	○	○
6.	Demonstrates an ability to read and understand client records in terms of medications used and identified problems	○	○	○	○
7.	Demonstrate an ability to use appropriate theory-based counseling sessions and to write and implement theory-based treatment plans	○	○	○	○
8.	Demonstrates an understanding of how client's cultural and /or ethnic background can impact case conceptualization, test interpretation and diagnosis	○	○	○	○
9.	Demonstrates an ability to work with other professionals in joint treatment effort	○	○	○	○
10.	Demonstrates knowledge of the administration and operative structure of the placement agency as well as the philosophy of the agency regarding counseling	○	○	○	○
11.	Demonstrates an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other informational sources	○	○	○	○
12.	Demonstrates knowledge of the goals, purpose and functioning of each agency department as well as an understanding of activities the agency requires of regular employed staff	○	○	○	○
13.	Demonstrates an ability to manage or assist in management of individual cases including service coordination and referral services and to keep appropriate records and case reports	○	○	○	○
14.	Demonstrates a knowledge of and adherence to the professional ethics and standards of practice of the American Counseling Association	○	○	○	○
15.	Demonstrates knowledge of and adherence to professional legal responsibilities in accordance with local, state, and national laws	○	○	○	○

Please give a statement of your judgment of the counseling intern as a prospective clinical mental health counselor. You may wish to note specific strengths or weaknesses that may not be sufficiently explained in the preceding items. Please feel free to add an additional page if you feel it is necessary.

**William Paterson University Professional Counseling Program  
Clinical Mental Health Internship University Supervisor Evaluation Rubric**

Competency #	Needs improvement (1)	Progressing (2)	Competent (3)	Advanced (4)
1	Does not, or minimally, demonstrates an ability to establish rapport with clients, using interviewing skills such as observing and active listening	Beginning to demonstrate an ability to establish rapport with clients, using interviewing skills such as observing and active listening	Competently demonstrates an ability to establish rapport with clients, using interviewing skills such as observing and active listening, meeting course expectations	Consistently demonstrates an ability to establish rapport with clients, using interviewing skills such as observing and active listening that exceeds course expectations
2	Does not, or minimally, demonstrates an ability to obtain a psychosocial history and an ability to ascertain present mental status	Beginning to demonstrate an ability to obtain a psychosocial history and an ability to ascertain present mental status	Competently demonstrates an ability to obtain a psychosocial history and an ability to ascertain present mental status, meeting course expectations	Consistently demonstrate an ability to obtain a psychosocial history and an ability to ascertain present mental status, exceeding course expectations
3	Does not, or minimally, demonstrates an ability to advocate for clients	Beginning to demonstrate an ability to advocate for clients	Competently demonstrate an ability to advocate for clients, meeting course expectations	Consistently demonstrates an ability to advocate for clients, exceeding course expectations
4	Does not, or minimally, demonstrates an ability to conceptualize client issues based on intake and other information	Beginning to demonstrate an ability to conceptualize client issues based on intake and other information	Competently demonstrates an ability to conceptualize client issues based on intake and other information, meeting course expectations	Consistently demonstrates an ability to conceptualize client issues based on intake and other information, exceeding course expectations
5	Does not, or minimally, demonstrates an ability to understand the ramifications of DSM 5 diagnosis	Beginning to demonstrate an ability to understand the ramifications of DSM 5 diagnosis	Competently demonstrates an ability to understand the ramifications of DSM 5 diagnosis, meeting course expectations	Consistently demonstrates an ability to understand the ramifications of DSM 5 diagnosis, exceeding course expectations
6	Does not, or minimally, demonstrate an ability to read and understand client records in terms of medications used and identified problems	Beginning to demonstrate an ability to read and understand client records in terms of medications used and identified problems	Competently demonstrates an ability to read and understand client records in terms of medications used and identified problems, meeting course expectations	Consistently demonstrates an ability to read and understand client records in terms of medications used and identified problems, exceeding course expectations
7	Does not, or minimally, demonstrate an ability to use appropriate theory based counseling sessions and to write and implement theory-based treatment plans	Beginning to demonstrate an ability to use appropriate theory-based counseling sessions and to write and implement theory-based treatment plans	Competently demonstrates an ability to use appropriate theory based counseling sessions and to write and implement theory based treatment plans, meeting course expectations	Consistently demonstrates an ability to use appropriate theory-based counseling sessions and to write and implement theory-based treatment plans, exceeding course expectations
8	Does not, or minimally, demonstrates an understanding of how client's cultural and /or ethnic background can impact case conceptualization, test interpretation and diagnosis	Beginning to demonstrate an understanding of how client's cultural and /or ethnic background can impact case conceptualization, test interpretation and diagnosis	Competently demonstrates an understanding of how client's cultural and /or ethnic background can impact case conceptualization, test interpretation and diagnosis, meeting course expectations	Consistently demonstrates an understanding of how client's cultural and /or ethnic background can impact case conceptualization, test interpretation and diagnosis, exceeding course expectations
9	Does not, or minimally, demonstrate an ability to work with other professionals in joint treatment effort	Beginning to demonstrate an ability to work with other professionals in joint treatment effort	Competently demonstrates an ability to work with other professionals in joint treatment effort, meeting course expectations	Consistently demonstrates an ability to work with other professionals in joint treatment effort, exceeding course expectations

10	Does not, or minimally, demonstrate knowledge of the administration and operative structure of the placement agency as well as the philosophy of the agency regarding counseling	Beginning to demonstrate knowledge of the administration and operative structure of the placement agency as well as the philosophy of the agency regarding counseling	Competently demonstrates knowledge of the administration and operative structure of the placement agency as well as the philosophy of the agency regarding counseling, meeting course expectations	Consistently knowledge of the administration and operative structure of the placement agency as well as the philosophy of the agency regarding counseling, exceeding course expectations
11	Does not, or minimally, demonstrate an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other informational sources	Beginning to demonstrate an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other informational sources	Competently demonstrates an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other informational sources, meeting course expectations	Consistently demonstrates an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other informational sources, exceeding course expectations
12	Does not, or minimally, demonstrate knowledge of the goals, purpose and functioning of each agency department as well as an understanding of activities the agency requires of regular employed staff	Beginning to demonstrate knowledge of the goals, purpose and functioning of each agency department as well as an understanding of activities the agency requires of regular employed staff	Competently demonstrates a knowledge of the goals, purpose and functioning of each agency department as well as an understanding of activities the agency requires of regular employed staff, meeting course expectations	Consistently demonstrates knowledge of the goals, purpose and functioning of each agency department as well as an understanding of activities the agency requires of regular employed staff, exceeding course expectations
13	Does not, or minimally, demonstrate an ability to manage or assist in management of individual cases including service coordination and referral services and to keep appropriate records and case reports	Beginning to demonstrate an ability to manage or assist in management of individual cases including service coordination and referral services and to keep appropriate records and case reports	Competently demonstrates an ability to manage or assist in management of individual cases including service coordination and referral services and to keep appropriate records and case reports, meeting course expectations	Consistently demonstrates an ability to manage or assist in management of individual cases including service coordination and referral services and to keep appropriate records and case reports, exceeding course expectations
14	Does not, or minimally, demonstrate knowledge of and adherence to the professional ethics and standards of practice of the American Counseling Association	Beginning to demonstrate a knowledge of and adherence to the professional ethics and standards of practice of the American Counseling Association	Competently demonstrates a knowledge of and adherence to the professional ethics and standards of practice of the American Counseling Association, meeting course expectations	Consistently demonstrates a knowledge of and adherence to the professional ethics and standards of practice of the American Counseling Association, exceeding course expectations
15	Does not, or minimally, demonstrate knowledge of and adherence to professional legal responsibilities in accordance with local, state, and national laws	Beginning to demonstrate knowledge of and adherence to professional legal responsibilities in accordance with local, state, and national laws	Competently demonstrates knowledge of and adherence to professional legal responsibilities in accordance with local, state, and national laws, meeting course expectations	Consistently demonstrates knowledge of and adherence to professional legal responsibilities in accordance with local, state, and national laws, exceeding course expectations
16	Does not, or minimally, demonstrate knowledge of and adherence to professional legal responsibilities in accordance with local, state, and national laws	Beginning to demonstrate knowledge of and adherence to professional legal responsibilities in accordance with local, state, and national laws	Competently demonstrates knowledge of and adherence to professional legal responsibilities in accordance with local, state, and national laws, meeting course expectations	Consistently knowledge of and adherence to professional legal responsibilities in accordance with local, state, and national laws, exceeding course expectations

### Clinical Mental Health Internship Self Evaluation Form

Below is a list of behavioral objectives pertinent to the counseling profession. Using the four (4) point scale provided, please tell us how competent you feel this counselor trainee is in each of these areas. Target is defined as going past what would be expected for a counselor trainee in practicum or internship. Please use a pencil or pen and completely fill in one circle for each objective.

**1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced**

		1	2	3	4
1	Demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Demonstrates the ability to make tentative impressions and recommendations based upon client intake interview	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Demonstrates effective use of individual counseling strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Demonstrates development of appropriate counseling strategies when working with clients with addiction and co- occurring disorders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Demonstrates the development of the ability to work with other professionals in a joint treatment effort	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Demonstrates development of skills for current record-keeping standards related to clinical mental health counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Demonstrates knowledge of and adherence to agency programs, policies, and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**William Paterson University Professional Counseling Program  
Clinical Mental Health Internship Self-Evaluation Rubric**

<b>Competency #</b>	<b>Needs improvement (1)</b>	<b>Progressing (2)</b>	<b>Competent (3)</b>	<b>Advanced (4)</b>
1	I did not, or minimally, demonstrate developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	I am beginning to demonstrate developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	I competently demonstrate developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, meeting my understanding of course expectations	I consistently demonstrate developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, exceeding my understanding of course expectations
2	I did not, or minimally, demonstrate the ability to make tentative impressions and recommendations based upon client intake interview	I am beginning to demonstrate the ability to make tentative impressions and recommendations based upon client intake interview	I competently demonstrate the ability to make tentative impressions and recommendations based upon client intake interview, meeting my understanding of course expectations	I consistently demonstrate the ability to make tentative impressions and recommendations based upon client intake interview, exceeding my understanding of course expectations
3	I did not, or minimally, demonstrate development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	I am beginning to demonstrate development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	I competently demonstrate development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, meeting my understanding of course expectations	I consistently demonstrate development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, exceeding my understanding of course expectations
4	I did not, or minimally, demonstrate effective use of individual counseling strategies	I am beginning to demonstrate effective use of individual counseling strategies	I competently demonstrate effective use of individual counseling strategies, meeting my understanding of course expectations	I consistently demonstrate effective use of individual counseling strategies, exceeding my understanding of course expectations
5	I did not, or minimally demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	I am beginning to demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	I competently demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, meeting my understanding of course expectations	I consistently demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, exceeding my understanding of course expectations
6	I did not, or minimally, demonstrate an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	I am beginning to demonstrate an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	I competently demonstrate an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, my understanding of meeting course expectations	I consistently demonstrate an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, exceeding my understanding of course expectations
7	I did not, or minimally demonstrate development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders	I am beginning to demonstrate development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders	I competently demonstrate development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders, meeting my understanding of course expectations	I consistently demonstrate development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders, exceeding my understanding of course expectations



8	I did not, or minimally, demonstrate the development of the ability to work with other professionals in a joint treatment effort	I am beginning to demonstrate the development of the ability to work with other professionals in a joint treatment effort	I competently demonstrate the development of the ability to work with other professionals in a joint treatment effort, meeting my understanding of course expectations	I consistently demonstrate the development of the ability to work with other professionals in a joint treatment effort, exceeding my understanding of course expectations
9	I did not, or minimally, demonstrate the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	I am beginning to demonstrate the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	I competently demonstrate the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources, meeting my understanding of course expectations	I consistently demonstrate the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources, exceeding my understanding of course expectations
10	I did not, or minimally, demonstrate development of skills for current record keeping standards related to clinical mental health counseling	I am beginning to demonstrate development of skills for current record-keeping standards related to clinical mental health counseling	I competently demonstrate development of skills for current record-keeping standards related to clinical mental health counseling, meeting my understanding of course expectations	I consistently demonstrate development of skills for current record-keeping standards related to clinical mental health counseling, exceeding my understanding of course expectations
11	I did not, or minimally, demonstrates knowledge of and adherence to agency programs, policies, and procedures	I am beginning to demonstrate knowledge of and adherence to agency programs, policies, and procedures	I competently demonstrate knowledge of and adherence to agency programs, policies, and procedures, meeting my understanding of course expectations	I consistently demonstrate knowledge of and adherence to agency programs, policies, and procedures, exceeding my understanding of course expectations
12	I did not, or minimally, demonstrate knowledge of and adherence to the professional ethics and standards of the American Counseling Association	I am beginning to demonstrate knowledge of and adherence to the professional ethics and standards of the American Counseling Association	I competently demonstrate knowledge of and adherence to the professional ethics and standards of the American Counseling Association, meeting my understanding of course expectations	I consistently demonstrate knowledge of and adherence to the professional ethics and standards of the American Counseling Association, exceeding my understanding of course expectations
13	I did not, or minimally, demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law	I am beginning to demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law	I competently demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law, meeting my understanding of course expectations	I consistently demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law, exceeding my understanding of course expectations
14	I did not, or minimally, demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements	I am beginning to demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements	I competently demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements, meeting my understanding of course expectations	I consistently demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements, exceeding my understanding of course expectations

## Clinical Mental Health Internship Site Evaluation

Below is a list of behavioral objectives pertinent to mental health counseling practicum/internship placement sites. Using the 4-point scale provided, please tell us how well your site fulfilled each area.

**1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced**

		1	2	3	4
1.	This site provided me with the appropriate amount of on-site supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	The site provided me with quality and useful site supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	This site provided me with appropriate exposure to and communication of agency procedures and goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	This site provided me with information about community resources available in the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	This site provided me with ample opportunities and instruction for report writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	This site provided me with ample opportunities to observe and participate in staff presentations and case consultations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	This site provided me with appropriate opportunities to conduct individual counseling with clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	This site provided me with appropriate opportunities to run group counseling sessions with clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	I would recommend this site to another student/counseling intern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	My overall evaluation of this site is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**William Paterson University Professional Counseling Program  
Clinical Mental Health Internship Student Site Evaluation Rubric**

<b>Competency #</b>	<b>Needs improvement (1)</b>	<b>Progressing (2)</b>	<b>Competent (3)</b>	<b>Advanced (4)</b>
1	The site did not, or minimally, provided me with the appropriate amount of on-site supervision	The site began to provide me with the appropriate amount of on-site supervision	The site competently provided me with the appropriate amount of on-site supervision, meeting my understanding of supervision expectations	The site consistently provided me with the appropriate amount of on-site supervision exceeding my understanding of supervision expectations
2	The site did not, or minimally, provided me with quality and useful site supervision	The site began to provide me with quality and useful site supervision	The site competently provided me with quality and useful site supervision, meeting my understanding of supervision expectations	The site consistently provided me with quality and useful site supervision, exceeding my understanding of supervision expectations
3	The site did not, or minimally, provided me with appropriate exposure to and communication of agency procedures and goals	The site began to provide me with appropriate exposure to and communication of agency procedures and goals	The site competently provided me with appropriate exposure to and communication of agency procedures and goals, meeting my understanding of supervision expectations	The site consistently provided me with appropriate exposure to and communication of agency procedures and goals, exceeding my understanding of supervision expectations
4	The site did not, or minimally, provided me with information about community resources available in the community	The site began to provide me with information about community resources available in the community	The site competently provided me with information about community resources available in the community, meeting my understanding of supervision expectations	The site consistently provided me with information about community resources available in the community, exceeding my understanding of supervision expectations
5	The site did not, or minimally, provided me with ample opportunities and instruction for report writing	The site began to provide me with ample opportunities and instruction for report writing	The site competently provided me with ample opportunities and instruction for report writing, meeting my understanding of supervision expectations	The site consistently provided me with ample opportunities and instruction for report writing, exceeding my understanding of supervision expectations
6	The site did not, or minimally, provided me with ample opportunities to observe and participate in staff presentations and case consultations	The site began to provide me with ample opportunities to observe and participate in staff presentations and case consultations	The site competently provided me with ample opportunities to observe and participate in staff presentations and case consultations	The site consistently provided me with ample opportunities to observe and participate in staff presentations and case consultations
7	The site did not, or minimally, provided me with appropriate opportunities to conduct individual counseling with clients	The site began to provide me with appropriate opportunities to conduct individual counseling with clients	The site competently provided me with appropriate opportunities to conduct individual counseling with clients, meeting my understanding of supervision expectations	The site consistently provided me with appropriate opportunities to conduct individual counseling with clients, exceeding my understanding of supervision expectations
8	The site did not, or minimally, provided me with appropriate opportunities to run group counseling sessions with clients	The site began to provide me with appropriate opportunities to run group counseling sessions with clients	The site competently provided me with appropriate opportunities to run group counseling sessions with clients, meeting my understanding of supervision expectations	The site consistently provided me with appropriate opportunities to run group counseling sessions with clients, exceeding my understanding of supervision expectations
9	I would not recommend this site to another student/counseling intern	I would provisionally recommend this site to another student/counseling intern	I would recommend this site to another student/counseling intern, based on my understanding of placement expectations	I would strongly recommend this site to another student/counseling interns, based on my understanding of placement expectations
10	My overall rating of this site is poor	My overall rating of this site is fair	My overall rating of this site is good	My overall rating of this site is excellent

### Clinical Mental Health Internship Student Evaluation of Site Supervisor Form

Below is a list of behavioral objectives pertinent to clinical supervision. Using the 4-point scale provided, please tell us how competent you feel this Site Supervisor is in each of these areas. Please use a pencil or pen and completely fill in one circle for each objective.

**1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced**

		1	2	3	4
1.	This supervisor helped me feel at ease with the supervision process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	This supervisor relayed clear expectations of the intern's responsibilities on site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	This supervisor provided me with specific help in areas that I need to improve and provides me with opportunity to adequately discuss the major difficulties I am facing with my clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	This supervisor addressed issues relevant to my current concerns as a counseling intern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	This supervisor helped me focus on how my counseling behavior influences the client	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	This supervisor emphasized the development of my strengths and capabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	This supervisor enabled and encouraged me to become actively involved in the supervision process and enables me to express opinions, questions, and concerns about my counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	I feel this supervisor accepts me and respects me as a person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	This supervisor conveyed competence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	This supervisor was able to accept feedback from me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	This supervisor helps me clarify my counseling objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	This supervisor challenged me to make accurate diagnosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	This supervisor gave me useful feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	This supervisor allowed and encouraged me to evaluate myself and to understand my underlying motivations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	This supervisor explained the criteria for evaluation clearly and in behavioral terms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**William Paterson University Professional Counseling Program  
Clinical Mental Health Internship Site Supervisor Evaluation Rubric**

<b>Competency #</b>	<b>Needs improvement (1)</b>	<b>Progressing (2)</b>	<b>Competent (3)</b>	<b>Advanced (4)</b>
1	Does not, or minimally, demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	Beginning to demonstrate developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	Competently demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, meeting course expectations	Consistently demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, exceeding course expectations
2	Does not, or minimally, demonstrates the ability to make tentative impressions and recommendations based upon client intake interview	Beginning to demonstrate the ability to make tentative impressions and recommendations based upon client intake interview	Competently demonstrates the ability to make tentative impressions and recommendations based upon client intake interview, meeting course expectations	Consistently demonstrates the ability to make tentative impressions and recommendations based upon client intake interview, exceeding course expectations
3	Does not, or minimally, demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	Beginning to demonstrate development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	Competently demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, meeting course expectations	Consistently demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, exceeding course expectations
4	Does not, or minimally, demonstrates effective use of individual counseling strategies	Beginning to demonstrate effective use of individual counseling strategies	Competently demonstrates effective use of individual counseling strategies, meeting course expectations	Consistently demonstrates effective use of individual counseling strategies, exceeding course expectations
5	Does not, or minimally demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	Beginning to demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	Competently demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, meeting course expectations	Consistently demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, exceeding course expectations
6	Does not, or minimally, demonstrates an understanding of how the students, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	Beginning to demonstrate an understanding of how the students, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	Competently demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, meeting course expectations	Consistently demonstrates an understanding of how the students, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, exceeding course expectations
7	Does not, or minimally demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders	Beginning to demonstrate development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders	Competently demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders, meeting course expectations	Consistently demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders, exceeding course expectations

8	Does not, or minimally, demonstrates the development of the ability to work with other professionals in a joint treatment effort	Beginning to demonstrate the development of the ability to work with other professionals in a joint treatment effort	Competently demonstrates the development of the ability to work with other professionals in a joint treatment effort, meeting course expectations	Consistently demonstrates the development of the ability to work with other professionals in a joint treatment effort, exceeding course expectations
9	Does not, or minimally, demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	Beginning to demonstrate the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	Competently demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources, meeting course expectations	Consistently demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources, exceeding course expectations
10	Does not, or minimally, demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	Beginning to demonstrate the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	Competently demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy, meeting course expectations	Consistently demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy, exceeding course expectations
11	Does not, or minimally, demonstrates development of skills for current record keeping standards related to clinical mental health counseling	Beginning to demonstrate development of skills for current record-keeping standards related to clinical mental health counseling	Competently demonstrates development of skills for current record-keeping standards related to clinical mental health counseling, meeting course expectations	Consistently demonstrates development of skills for current record-keeping standards related to clinical mental health counseling, exceeding course expectations
12	Does not, or minimally, demonstrates knowledge of and adherence to agency programs, policies, and procedures	Beginning to demonstrate knowledge of and adherence to agency programs, policies, and procedures	Competently demonstrates knowledge of and adherence to agency programs, policies, and procedures, meeting course expectations	Consistently demonstrates knowledge of and adherence to agency programs, policies, and procedures, exceeding course expectations
13	Does not, or minimally, demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association	Beginning to demonstrate knowledge of and adherence to the professional ethics and standards of the American Counseling Association	Competently demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association, meeting course expectations	Consistently demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association, exceeding course expectations
14	Does not, or minimally, demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law	Beginning to demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law	Competently demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law, meeting course expectations	Consistently demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law, exceeding course expectations
15	Does not, or minimally, demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements	Beginning to demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements	Competently demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements, meeting course expectations	Consistently demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements, exceeding course expectations

## Clinical Mental Health Internship Student Evaluation of Site Supervisor Form

Below is a list of behavioral objectives pertinent to clinical supervision. Using the 4-point scale provided, please tell us how competent you feel this Site Supervisor is in each of these areas. Please use a pencil or pen and completely fill in one circle for each objective.

**1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced**

		1	2	3	4
1.	This supervisor helps me feel at ease with the supervision process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	This supervisor creates a constructive learning process and provides suggestions for developing my counseling skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	This supervisor provides me with specific help in areas that I need to improve and provides me with opportunity to adequately discuss the major difficulties I am facing with my clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	This supervisor addresses issues relevant to my current concerns as a counseling intern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	This supervisor helps me focus on how my counseling behavior influences the client	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	This supervisor adequately emphasizes the development of my strengths and capabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	This supervisor enables and encourages me to become actively involved in the supervision process and enables me to express opinions, questions, and concerns about my counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	I feel this supervisor accepts me and respects me as a person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	This supervisor conveys competence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	This supervisor can accept feedback from me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	This supervisor helps me clarify my counseling objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	This supervisor challenges me to make accurate diagnosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	This supervisor gives me useful feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	This supervisor allows and encourages me to evaluate myself and to understand my underlying motivations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	This supervisor explains the criteria for evaluation clearly and in behavioral terms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**William Paterson University Professional Counseling Program  
Clinical Mental Health Internship Student University Supervisor Evaluation Rubric**

Competency #	Needs improvement (1)	Progressing (2)	Competent (3)	Advanced (4)
1	Supervisor does not, or minimally, helped me feel at ease with the supervision process	Supervisor began to help me feel at ease with the supervision process	Supervisor competently helped me feel at ease with the supervision process, meeting my understanding of supervision expectations	Supervisor consistently helped me feel at ease with the supervision process, exceeding my understanding of supervision expectations
2	Supervisor does not, or minimally, created a constructive learning process and provided suggestions for developing my counseling skills	Supervisor began to create a constructive learning process and provide suggestions for developing my counseling skills	Supervisor competently created a constructive learning process and provided suggestions for developing my counseling skills, meeting my understanding of supervision expectations	Supervisor consistently created a constructive learning process and provided suggestions for developing my counseling skills, exceeding my understanding of supervision expectations
3	Supervisor does not, or minimally, provided me with specific help in areas that I need to improve and provides me with opportunity to adequately discuss the major difficulties I am facing with my clients	Supervisor began to provide me with specific help in areas that I need to improve and provides me with opportunity to adequately discuss the major difficulties I am facing with my clients	Supervisor competently provided me with specific help in areas that I need to improve and provides me with opportunity to adequately discuss the major difficulties I am facing with my clients, meeting my understanding of supervision expectations	Supervisor consistently provided me with specific help in areas that I need to improve and provides me with opportunity to adequately discuss the major difficulties I am facing with my clients, exceeding my understanding of supervision expectations
4	Supervisor does not, or minimally, addressed issues relevant to my current concerns as a counseling intern	Supervisor began to address issues relevant to my current concerns as a counseling intern	Supervisor competently addressed issues relevant to my current concerns as a counseling intern, meeting my understanding of supervision expectations	Supervisor consistently addressed issues relevant to my current concerns as a counseling intern, exceeding my understanding of supervision expectations
5	Supervisor does not, or minimally, helped me focus on how my counseling behavior influences the client	Supervisor began to help me focus on how my counseling behavior influences the client	Supervisor competently helped me focus on how my counseling behavior influences the client, meeting my understanding of supervision expectations	Supervisor consistently helped me focus on how my counseling behavior influences the client, exceeding my understanding of supervision expectations
6	Supervisor does not, or minimally, emphasized the development of me strengths and capabilities	Supervisor began to emphasize the development of my strengths and capabilities	Supervisor competently emphasize the development of my strengths and capabilities, meeting me understanding of supervision expectations	Supervisor consistently emphasized the development of my strengths and capabilities, exceeding my understanding of supervision expectations
7	Supervisor does not, or minimally, enabled and encouraged me to become actively involved in the supervision process and enables me to express opinions, questions, and concerns about my counseling	Supervisor began to enable and encourage me to become actively involved in the supervision process and enables me to express opinions, questions, and concerns about my counseling	Supervisor competently enabled and encouraged me to become actively involved in the supervision process and enables me to express opinions, questions, and concerns about my counseling, meeting my understanding of supervision expectations	Supervisor consistently enabled and encouraged me to become actively involved in the supervision process and enables me to express opinions, questions, and concerns about my counseling, exceeding my understanding of supervision expectations
8	Supervisor does not, or minimally, accepts me and respects me as a person	Supervisor began to accept me and respect me as a person	Supervisor competently accepts me and respects me as a person, meeting my understanding of supervision expectations	Supervisor consistently accepts me and respects me as a person, exceeding my understanding of supervision expectations



9	Supervisor does not, or minimally, conveyed competence	Supervisor began to convey competence	Supervisor competently conveyed competence, meeting my understanding of supervision expectations	Supervisor consistently conveyed competences, exceeding my understanding of supervision expectations
10	Supervisor does not, or minimally, was able to accept feedback from me	Supervisor began to be able to accept feedback from me	Supervisor competently was able to accept feedback from me, meeting my understanding of supervision expectations	Supervisor consistently was able to accept feedback from me, exceeding my understanding of supervision expectations
11	Supervisor does not, or minimally, helped me clarify my counseling objectives	Supervisor began to help me clarify my counseling objectives	Supervisor competently helped me clarify my counseling objectives, meeting my understanding of supervision expectations	Supervisor consistently helped me clarify my counseling objectives, exceeding my understanding of supervision expectations
12	Supervisor does not, or minimally, challenged me to make accurate diagnosis	Supervisor began to challenge me to make accurate diagnosis	Supervisor competently challenged me to make accurate diagnosis, meeting my understanding of supervision expectations	Supervisor consistently challenged me to make accurate diagnosis, exceeding my understanding of supervision expectations
13	Supervisor does not, or minimally, gave me useful feedback	Supervisor began to give me useful feedback	Supervisor competently gave me useful feedback, meeting my understanding of supervision expectations	Supervisor consistently gave me useful feedback, exceeding my understanding of supervision expectations
14	Supervisor does not, or minimally, allowed and encouraged me to evaluate myself and to understand my underlying motivations	Supervisor began allow and encourage me to evaluate myself and to understand my underlying motivations	Supervisor competently allowed and encouraged me to evaluate myself and to understand my underlying motivations, meeting my understanding of supervision expectations	Supervisor consistently allowed and encouraged me to evaluate myself and to understand my underlying motivations, exceeding me understanding of supervision expectations
15	Supervisor does not, or minimally, explained the criteria for evaluation clearly and in behavioral terms	Supervisor began to explain the criteria for evaluation clearly and in behavioral terms	Supervisor competently explained the criteria for evaluation clearly and in behavioral terms, meeting my understanding of supervision expectations	Supervisor consistently explained the criteria for evaluation clearly and in behavioral terms, exceeding my understanding of supervision expectations

## Clinical Mental Health Counseling Live Supervision Document

Supervisors must complete this form to document live supervision for clinical mental health practicum and internship students.

Intern: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Internship Site: \_\_\_\_\_  
Date: \_\_\_\_\_

What type of direct hour activities did the clinical mental health counseling intern complete during this live supervision observation?

What skills did you observe and how did they enhance the counseling interventions and responsibilities consistent with clinical mental health counseling?

What areas of improvement can this intern make?

What strengths did the intern demonstrate?

What topics were discussed in supervision following this observation?

Supervisor Signature: \_\_\_\_\_

Intern Signature: \_\_\_\_\_