



MASTER OF ARTS COUNSELING MINISTRIES PROGRAM
INTERNSHIP INFORMATION

Welcome to the field experience portion of your academic journey. This handbook contains extensive information about the requirements for CSG 663, as well as your overall experience in the course. Please note that the course will also have a syllabus that outlines the specific requirements. Please ensure that you thoroughly review this handbook in its entirety in order to understand the expectations and requirements of the program. For many students, this is the most exciting part of a graduate program, but it can also be unsettling, confusing, and intimidating. You will be supported throughout this process and this handbook will help serve as your guide. Should you have any questions about any of the information found in this handbook, you are encouraged to reach out to the program's Internship Coordinator, Dr. Heather Davediuk Gingrich at hgingrich@tfc.edu.

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BEFORE BEGINNING INTERNSHIP

Before beginning internship, students must ensure they have completed the following Internship **Pre-Requisites**. Students who have outstanding items when the course begins will not be permitted to register for/attend the course.

1. A clear certified level 2 criminal background check. Students who reside in Georgia can refer to this website for additional information: <https://dch.georgia.gov/georgia-criminal-background-check-system-gchexs/georgia-criminal-background-check-system-gchexs> Other states will have similar websites; feel free to check with Dr. Davediuk Gingrich to ensure you have the right website. h
2. Secure student membership in the American Association of Christian Counselors (AACC; <https://aacc.net/become-a-member-today/>) to demonstrate a commitment to professional affiliations and continuing education. This will also allow you to obtain malpractice liability insurance (see below).
3. Obtain malpractice liability insurance. Each student that is engaged in client contact at an internship site must have an active liability insurance policy on file (uploaded to Tevera). The American Association of Christian Counselors (AACC) offers Student Membership which, for a minimal additional fee, includes the option to add liability insurance.
4. Your subscription to Tevera, a tracking software, was likely paid for when you enrolled in MFT 543 Counseling Foundations. This allows students to document, organize, and report counseling hours while completing their field experience, as well as post-graduation (which may be needed if pursuing specific credentials). This is a one-time fee for life-time access.
5. Visit www.tevera.com. Using Tevera, your site and faculty supervisors will review student entries and provide signatures to verify that the information recorded is correct. Tevera offers a HIPAA compliant video recording feature, which will be used in MFT 543, and CSG 663.
5. Complete six (6) sessions of personal counseling (in-person or telehealth) with a licensed therapist (LMFT, LMHC/LPC, LCSW, or Licensed Psychologist) or three (3) sessions must be individual, and the remaining three (3) sessions may be couple or family sessions.
6. Successfully complete course pre-requisites/co-requisites with good standing (a B- or higher) in CSG 503 Care and Counseling Ministry, MFT 543 Foundational Skills for Counseling and MFT, CSG 553 Relationship Counseling, and CSG 623 Brief and Solution-Focused Counseling.
7. Find and secure an approved internship site (see requirements below in the Site Selection section).

Internship Readiness and Orientation

Like all other aspects of the internship process, orientation is self-paced and critical to a student's success in the program. Orientation marks the beginning of the internship placement process and

must happen before the student begins to apply or interview for placement. To prepare for internship students must:

1. Read this Internship Manual thoroughly and then attend Internship Orientation.
2. Complete training for Tevera, the hours tracking software, set-up an account, and login.
3. Submit all required documentation to the CM Internship Coordinator (IC) (including a background check and liability insurance).
4. Schedule the Qualifying Internship Interview with the IC to take place as soon as the steps 1-3 are complete.

At the end of this meeting, the student will receive either the pre-approval to move forward and seek internship placement as discussed, or a recommendation to delay with possible additional steps to prepare. Other faculty members may provide the IC and student with feedback or recommendations based on their observations and interactions with the student in courses and during residencies. If at any time the IC or other faculty members feel it is in the student's best interest to wait or take other steps before pursuing internship, this will be discussed with the student and, if appropriate, a specific remediation plan will be developed.

SELECTING YOUR SITE

Students will ultimately be responsible for finding and securing their own internship site(s); however, the IC will work collaboratively with you in this process. Students are encouraged to research their local community agencies, faith-based organizations, treatment centers, and group practices, etc. See the Addendum at the end of this document for further suggestions. TFC will also maintain a list of approved sites they are familiar or contracted with to accommodate student interns. As the MACM program evolves, additional sites will be added to the approved site list. If none of the site options are geographically convenient or desirable, students should make contact with an organization of their choosing, in consultation with the IC. Make contact with the organization's Program or Clinical Director and inquire about their interest and availability in acquiring interns from non-licensure programs. Feel free to connect them to TFC's IC.

Before making contact with a potential internship site or supervisor, it is important that the student thoroughly understands the requirements and obligations of supervisors and sites (outlined below).

Interviewing for Placement

It is important that students treat the internship interview as they would a job interview. Review basic interview etiquette online or talk to counseling faculty/staff and others in the field.

Below are other tips based on feedback from site supervisors and interviewers who have seen dozens of students come through their doors looking for placement.

- Thoroughly familiarize yourself with the organization's website and all the links provided on the website.
- Dress appropriately!

- Bring an extra copy of your resume to the interview, even if you provided it with your initial application.
- Confirm the interview time and location about 24 hours in advance.
- Know where you're going before you start driving there.
- Don't assume you can find someone's office easily based on address alone. Pay attention to the directions given at the time the interview was scheduled.
- Give yourself enough time to arrive a bit early so that you are calm and collected when you enter the interview.
- After the interview, send a thank you note to the interviewer.
- Follow-up with interviewers if you are not selected and ask for constructive feedback to aid you in future interviews.

Placement Paperwork

Each student should submit a CM Internship Application and Checklist (Appendix B) to the IC approximately one semester prior to beginning internship. Once a student has been offered an internship position, they should complete a Site Agreement (Appendix D) in Tevera with the site supervisor's signature and return it to the IC for approval. A copy of the onsite supervisor's curriculum vitae or resume is needed.

In addition to the TFC CM Internship Contract, some internship sites also use a separate contract that is specific to the site. The IC must approve any additional internship contracts that are required by the organization. These should be submitted to the IC for review. Interns are not allowed to break the contract with their site prior to the end date that was agreed upon when the contract was signed. If a site ceases to be an appropriate training context, please consult with the IC BEFORE terminating the placement.

Before making contact with a potential internship site or supervisor, it is important that the student thoroughly understands the requirements and obligations of supervisors and sites. Final supervisory approval is granted by the IC, who will conduct an interview with the supervisor candidate and obtain a signed Site Supervisor Contract. Once this process is complete, the student will be notified their site has been approved. The student is responsible for contacting the IC to find out if their assigned supervisor has already been approved by TFC. Confirmation of receipt will be sent to both the intern and the supervisor. It is the intern's responsibility to check with the IC if confirmation has not been received or he/she is uncertain of the status of a supervisor application.

Interns shall not begin seeing counselees at an organization until placement has been approved by both the organization and TFC. The intern must have placement secured and appropriate forms on Tevera completed before work can begin on site or by the end of the second week of the semester, whichever comes first. If a student does not have viable placement secured by the end of week two, Internship should be dropped by that deadline. The student can plan to re-enroll and start internship in a later semester.

Supervisor Qualifications

In order to receive approval, a site must provide a qualified supervisor that meets all of the following criteria:

1. Completed a minimum of a master's degree that is related to counseling ministry or the mental health field.
2. Maintain appropriate credentials and be in good standing with their credentialing organization.

Final supervisory approval is granted by the IC, who will conduct an interview with the supervisor candidate and obtain a signed Site Supervisor Contract. Once this process is complete, the student will be notified their site has been approved.

Important Considerations

An internship site must ensure that a supervisor remains onsite and accessible to students while the student has contact with counselees (practicing either group, individual, couple, or family counseling). To ensure safety and compliance with ethical standards, no student shall provide counseling services without an onsite supervisor present and onsite at all times the student is conducting sessions. Weekly individual or dyadic supervision for a minimum of one hour at the site is required.

Conflicts of Interest

Students are not permitted to serve as interns at their place of formal, paid employment. There are many reasons for this. Internship is a unique opportunity for the student to learn counseling skills without competing interests/dual roles that could compromise this experience.

Multiple Site Arrangements

Occasionally, students seek diverse and varied training experiences. They are encouraged to consult with their faculty advisor for further clarification in meeting their training needs. It is considered optimal to complete the entire internship requirement in one setting for reasons of continuity, integration into an organization, and exposure to a given system. In rare circumstances, it may be necessary for a student to add an internship site (if they are not receiving enough hours at their site or if there is a unique opportunity that will enhance counseling skills). This must be approved in advance by the IC and just cause must be determined. Each of the internship sites, the respective supervisors, and the IC need to be made aware of such an arrangement. Students must obtain a signed Site Agreement, and complete hourly individual or dyadic supervision for each site. A student is not allowed to intern in three or more sites concurrently.

COURSE REQUIREMENTS

CM counseling interns participate in providing counseling for individuals, couples, and families in an agency, church, or community practice setting. During the time that students are meeting with counselees, they are also required to be under supervision, provided at their internship site, and with TFC program faculty.

- Internship activities are many and varied, drawing upon students' entire range of preparation and experience aimed at preparing competent counselors for a diverse range of ministry settings.
- Students should plan to report to their sites between 10 and 15 hours per week in order to accrue sufficient hours to meet course requirements.
- During this time students develop their personal theory of counseling, putting into practice the self-reflection skills, and person-of-the-counselor skills they have learned in other courses.
- These experiences involve the continued development of the student as a counselor and as a person. As such, reflective assignments will be required (such as submitting video/audio recordings, case conceptualizations, documentation such as biopsychosocial reports, progress notes, etc.).
- The intern, as part of the contractual arrangement with their internship site, will receive weekly individual supervision from a supervisor at their site that is approved by the program. Supervision should provide optimal support in troubleshooting counselee issues, provide direction and insight with respect to the student's counseling work, aid with developing documentation skills, navigating boundary issues, and responding to ethical issues, etc.
- Each student intern also participates in a scheduled two-hour weekly group supervision session held online program faculty and fellow students (up to a maximum of eight). In group supervision, students present raw and observable data from their counseling work for review, as well as receive feedback from their peers and supervisor. The primary purpose of the group supervision is to promote each student's understanding of the roles and skills of a counselor, as well as to facilitate their ability to fulfill this responsibility with counselees.
- Students will log their counselee contact and supervision hours in an online platform called Tevera. Your site supervisor will be responsible for verifying the accuracy of this information. Once approved at the site level, your faculty supervisor/professor will review your records and offer approval after verifying. Accuracy is extremely important and falsification of records will result in disciplinary action, including the possibility of dismissal from the program.

In your internship course, you will be delving into extensive counseling training. You will be encouraged to co-facilitate therapeutic support groups or complete co-counseling with more seasoned counselors as well as begin seeing a caseload of your own counselees. Students should also learn valuable skills such as completing biopsychosocials/intake assessments, constructing case conceptualizations and diagnostic formulations, suicide risk assessments, safety plans, crisis intervention protocols, aiding counselees with goal setting, progress note documentation, and terminating the counseling process. Students will also submit observable data (video/audio recordings or transcripts with counselees) to process their development as counselors, identify strengths and growth areas, and explore alternative treatment strategies for optimal counselee outcomes

Students will be required to accrue a minimum of 100 direct counselee contact hours (face-to-face). Please note that if a student is present as a co-counselor or co-facilitator and participates

in the session, this is considered a direct counselee contact hour. A counselee must be present for time to be counted as a direct counselee contact hour. Therefore, staff meetings and trainings, and time spent completing documentation do not meet this requirement.

Assignments

As part of your coursework in internship, students will be required to complete various assignments that teach and measure counseling skills. The course syllabus outlines the specific assignments. For example, students will complete biopsychosocials/intake assessments, case conceptualizations and diagnostic formulations, treatment plans, progress notes, and suicide risk assessments with safety plans. Students will also have the opportunity to critique and learn from seasoned clinicians and classmates by reviewing recorded sessions and engaging in reflecting teams.

Please note that students will be required to submit audio/video-recordings of their sessions for some assignments, requiring informed consent from counsees, and the use of a HIPAA compliant feature in Tevera. Students are required to present at least one video recorded sessions to their faculty supervisor and peers as part of their internship coursework. However, it is recommended that all counseling sessions be video recorded (DVD/video/tape) whenever possible for the purposes of consultation and supervision. Audio recording is not sufficient for the purpose of presentations. The student should discuss this requirement with the off-campus site prior to accepting the position so the site can provide the necessary authorizations.

Tracking/Logging Hours

Students will only be required to log DIRECT client contact hours as well as supervision hours (differentiating between on-site individual or dyadic and academic group supervision). Students are expected to log this data on a weekly basis and encourage their onsite supervisors to review and approve their entries in a timely manner (within one week of submitting). While interns cannot control when supervisors approve hours, they can stay in close contact with their supervisors about the requirements that affect them and their progress in the program. The ability to appropriately advocate for self and maintain open and productive lines of communication with supervisors is an essential part of the counseling and professional training of counselors.

It is each student's responsibility to keep accurate records of internship activities, including counseling caseload, types of cases, DVD/video recording, counselee contact hours with individuals, families, couples and groups, and the necessary supervisory hours. The timely documentation of counseling and supervision hours is an exercise and demonstration of professional development and counts toward the final grade in internship. Completed forms reflecting counselee contact hours, on-site supervision, and on-campus supervision hours are housed in Tevera and need to be signed by the respective supervisors. Students' hour summary maintained in Tevera supersedes personal records maintained by students; therefore, it is each student's responsibility to verify there are no discrepancies in records.

“Direct Client Contact Hours”

A direct client contact hour is defined by having face to face contact with one or more counsees, either in person or virtually via a secure HIPAA compliant platform (such as Zoom, Simple Practice, etc.). Co-counseling, group co-facilitation, completing intakes or biopsychosocials, and milieu counseling count towards direct client contact hours. Phone calls, texting, or email correspondence DO NOT constitute direct client contact. Additionally, time spent documenting, attending trainings or meetings, researching or preparing for session, or any other activity in which a client is not present are considered indirect service hours and thus are not recorded. Students should contact their faculty supervisor if they question whether time can be counted as direct client contact.

SUPERVISION POLICIES

Who Can Supervise?

An internship site must ensure that a supervisor holds appropriate counseling/ministry-related credentials, and remains onsite and accessible to students while the student is in contact with counsees (practicing either group, individual, couple, or family counseling). To ensure safety and compliance with ethical standards, no student shall provide counsee services without an onsite supervisor present at any time. Students providing in-home or telehealth services to counsees must have a signed written policy in place for responding to crisis situations, and a licensed supervisor must be accessible to them in troubleshooting any issue that arises.

Meeting Frequency

The student's designated on-site supervisor will need to provide weekly individual or dyadic (two students) supervision for a minimum of one hour (virtual or in-person). In addition, students will receive two hours of weekly group supervision as part of their course work. However, academic supervision cannot replace the supervision requirement at their site.

Students are required to engage in weekly supervision onsite, as well as weekly online group supervision in class (synchronous and scheduled). Students are expected to flex their schedule to prioritize this weekly meeting. Attendance is mandatory. Absences must be excused (i.e., doctor's appointment with supporting documentation). Two unexcused absences from class will result in a letter grade reduction. Three unexcused absences will result in failing the course. Students need to consult with their onsite supervisor about making up missed supervision. A week without onsite supervision will result in losing credit for those client contact hours.

Supervisee Evaluation

Site supervisors are responsible for completing written evaluations to assess the student's progress, strengths, and growth areas. This data is collected at mid-term and then again at the end of each semester. Supervisors provide frequent verbal feedback to aid the student in developing counseling skills.

In addition to the on-campus supervisor, the site supervisor provides an evaluation of the intern's performance at the conclusion of each semester. It is each student's responsibility to provide the

site supervisor with the evaluation (Appendix E). When the evaluation is reviewed between the intern and site supervisor, the student should submit the evaluation to the MFT Clinical Coordinator prior to the last day of classes of the semester. Failure to submit the site supervisor evaluation by the deadline will adversely affect the final internship grade.

Monitoring Student Time

Supervisors must sign off (using Tevera) on the student's client contact and supervision logs to confirm the information entered is accurate. The student should enter this information into Tevera on a weekly basis and encourage their onsite supervisors to review and sign off on their submissions each week. Once the onsite supervisor has approved the student's submission, the final approval will be sent to the student's faculty supervisor for review and signature.

STUDENT PROFESSIONALISM

Students should approach their posts at their internship sites with the utmost professionalism and ethical integrity as they prepare to enter the field of counseling. In fact, it may be possible to remain at your internship site post-graduation, securing employment. As such, students might think of this as one long job interview and an opportunity to showcase counseling abilities and skills.

Students are expected to comply with their site's policies and protocols pertaining to attendance, communication, professional attire, etc. Students are ambassadors of TFC's MACM program and are a reflection of our standards and expectations. Therefore, complaints from on-site supervisors about a student's lack of professionalism at their site will result in faculty involvement and counseling, possible disciplinary action, and possible dismissal from the program (depending on the infraction). Above all, students should prioritize the best interest of their counselees and strive to do no harm in all decisions and actions.

Student Ethical Responsibilities

MACM students who are participating in a counseling internship are held to the ethical guidelines. Client Confidentiality and Duty to Warn, as they are related to on-campus supervision are discussed below. However, this is not an exhaustive list of the required criteria for counseling practice. The AACC code of ethics is available at the following web location: <https://www.aacc.net/wp-content/uploads/2023/02/AACC-Y-2023-Code-of-Ethics-FINAL-Draft.pdf> .

Communicating Concerns/Challenges

As a student, you should feel properly supported by your on-site supervisor and personnel at your internship site. Should you encounter any concerning situations where you feel uncomfortable, immediately reach out to the IC for assistance.

You are expected to be proactive in communicating with the IC to remediate any issue that might jeopardize your internship experience or be harmful to clients. Examples of incidents that might

occur are questionable interventions that you are directed to perform (i.e., modalities requiring specialized training that you do not possess), being advised not to report abuse or neglect despite feeling it is necessary, not having adequate supervision or access to a supervisor as outlined in the Site and Supervisor Agreement, or being placed in unsafe situations that impede your ability to perform therapeutic services.

Your feedback on your field experience is extremely valuable in ensuring optimal learning for you, as well as future students. Students will provide ongoing feedback on their experiences during weekly group supervision, as well as complete an evaluation on their sites each semester.

Ending Your Internship

As previously stated, your field experience will span a minimum of one year (longer if the student is unable to accrue the required number of hours or steps away for any reason). This is a commitment you enter into and must uphold. When a student is accepted for an internship and agrees to/signs the internship contract, the student becomes the link between the sponsoring agency and the MACM Program. In accepting this responsibility, students are expected to fulfill their obligations to the internship site during the specified period of time that is negotiated in the formal internship contract. Thus, only in rare circumstances when steps toward remediation have been exhausted and after consulting with on-site supervisor(s) and TFC contacts, can a student withdraw from their internship site prematurely. When all parties agree that withdrawal is the only viable option, a student should provide a minimum of 2-weeks' notice to their site supervisor. The student should follow verbal notification with written notification of the withdrawal. It is important for the student's counselees, site supervisor, the student, and the MACM Program that an appropriate, ethical withdrawal occurs.

Students must ensure that no breach in the contract that they have established with the internship site supervisor is permitted without first consulting, and then securing the permission of the IC. It is necessary to follow this procedure. Unilateral changes by an intern can have untoward repercussions upon the counselees you are serving in counseling. Such actions also can have a significant impact upon a site, its operations, and its ability to deliver services. Further, a breach of contract can impact the program's relationship with the site, potentially jeopardizing further student placements.

OTHER RELATED POLICIES

Telehealth

Some sites may provide telehealth services using HIPAA compliant software (such as Tevera, Simple Practice, or TEAMS/Zoom), allowing a student intern to work remotely. In these circumstances, a site must provide a written protocol of supervisor accessibility should an urgent situation arise and the student requires support. Though live/in-person therapeutic services are optimal and should constitute the majority of the student's direct hours, interns will be permitted to count telehealth hours when they are provided on appropriate platforms. Telephone calls and other forms of communication (emails, texting, etc.) do not constitute appropriate platforms for

providing therapeutic services. As previously stated, a student should never provide their personal cell phone number or correspond with counselees via text messaging or social media. Additionally, it is the student's responsibility to ensure that both they and the client engage in telehealth services in appropriate, secure settings that uphold client confidentiality (i.e., no public places).

In-Home Services

Students may obtain an internship placement with a site that conducts in-home counseling services. With such placements, it is the student's responsibility to work with their supervisor to distinguish the aspects of in-home care that are unique and different from services offered in the context of a clinic-based/office setting. Additionally, students are encouraged to obtain additional counseling experience within a clinic-based/office setting through a secondary internship placement. Due to the nature of this work, students must have access to their agency supervisor at any time they engage in client contact.

Audio/Video Recordings and Transcripts

It is the student's responsibility to obtain the requisite permissions required by their particular internship site, to secure appropriate permissions from their counselees, and to arrange for the use of any recording equipment. This includes a written consent for audio/video recording that is signed by all clients who will be viewed in the video. Students are expected to ensure professional confidentiality with all recordings, which includes encryption of video files and secure transport of videos. Students will utilize Tevera, a HIPAA compliant platform to upload and store all recordings. Tevera automatically destroys these records following the student's completion of the program.

As part of their coursework, students will need to transcribe a portion of their counseling sessions. These transcripts will be de-identified and pseudonyms will be used to protect client confidentiality. Electronic submission of written work that includes client information or client video should NOT be sent electronically through email or cloud storage as these are not secure forms of communication.

Exceptions to Confidentiality

In circumstances related to client safety and duty to warn (abuse/neglect/homicidal or suicidal intent), the student should immediately contact the on-site supervisor for direction. The consultation with the on-site supervisor and the actions taken (or lack of action taken) should be documented appropriately in the client's case file. TFC MACM program students are not allowed to share their personal contact information, such as cell phone, email addresses, or social media accounts with counselees. This is not a secure form of communication and poses a threat to client safety and confidentiality. Counselees in need of immediate response should be directed to the after-hours procedures of the site or to call 911.

Change in Planned Program of Study

The internship sequence spans one semester, assuming the student is able to accrue the minimal requirement of direct client contact hours in this semester and satisfactorily complete the required coursework within the semester. Should the student experience extenuating life circumstances that require them to work part-time or step away from their duties as an intern for an extended period of time, they should communicate proactively with the site-supervisors and provide ample notice for adjustments to be made. Additionally, the student should immediately notify their faculty supervisor to develop a plan for progression toward graduation. The student should understand that this will postpone their graduation from the program and require additional semesters in internship in order to meet program requirements. Every effort should be made to honor the student's commitment set forth at the beginning of the semester and mid-semester disruptions should be avoided when possible. Therefore, a student should plan to accommodate the requirements of an internship each semester and notify the IC prior to the start of a semester if circumstances might interfere with their ability to do so.

APPENDICES AND FORMS

Appendix A: Student Agreement and Acknowledgement of Handbook Policies

MA Counseling Ministries Program

Student Acknowledgment: Receipt and Review of the Internship Information

By signing this document, you are acknowledging you have access to/received the Internship Information for the MA Counseling Ministries program at Toccoa Falls College (TFC) which includes information about the internship requirements, policies, and procedures. Additionally, all necessary forms for Internship Application and recording of hours are included in this document. We request that students read the document carefully and keep it available as a reference throughout the Program. This document and all of the necessary forms for Internship can be retrieved online on the MFT Student Resources course page on mytfc.edu.

Your signature below indicates that you have read the complete document and that you understand and agree to abide by its policies and procedures.

If you have any questions regarding any of the information in the document, please contact Internship Coordinator or the Program Director.

Student Name: _____

Student Signature: _____

Date: _____

PLEASE PRINT, SIGN AND SCAN THIS form and email it to the Internship Coordinator (hgingrich@tfc.edu) before you begin CSG 663 Counseling Ministry Internship.

Appendix B: Internship Application and Checklist

Approximately one full semester prior to beginning internship, students must complete this form and upload all required documentation in Tevera. Students may not report to their sites or engage in any client contact before receiving final approval from the CM Internship Coordinator (Dr. Heather Davediuk Gingrich). This application will not be approved unless all pre-requisites have been met.

Student Information:

Name: _____

Home Address: _____

Phone #: _____

AACC Member ID number: _____

Internship Site Information:

Name of Internship Site: _____

Address: _____

Site Phone #: _____

Name of Supervisor: _____

Supervisor's Email Address: _____

Expected start and end dates of internship: _____

Site Supervisor Information:

Please include a copy of the supervisor's CV with this contract.

Supervisor's credentials: _____

(Please include dates and affiliations of previous supervision experience and attach an updated CV):

Intern Schedule:

Indicate the days and times that the student will serve counselees at the internship site:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Application Checklist (all items required):

- Subscription to Tevera (likely done when you took Counseling Foundations)
- Proof of Level 2 Criminal Background Check (uploaded in Tevera)
- Proof of Malpractice Liability Insurance (uploaded in Tevera)
- Proof of Student Membership in AACCC (uploaded in Tevera)
- Verification of completed 6 sessions of personal counseling (uploaded a signed copy of Appendix C in Tevera)
- Secured an approved site and attached a copy of the Site Agreement (Appendix D: uploaded in Tevera)

Faculty Advisor/Clinical and Training Coordinator:

- I approve this student for internship.
- I do not approve this student for internship for the following reason: _____

Student Signature:

CM Internship Coordinator's Signature:

Program Director's Signature:

Appendix C: Completed Counseling Verification Form

A pre-/co-requisite for internship enrollment is the successful completion of six (6) one-hour individual counseling sessions OR three (3) individual counseling sessions AND three (3) couple or family (termed conjoint) counseling sessions. Students beginning internship who have not yet completed this requirement will need to do so by the internship semester's end. The student's counselor is required to be a Licensed Marriage and Family Therapist, Licensed Professional Counselor, Licensed Clinical Social Worker, or Licensed Psychologist.

Session 1: Date _____ Individual or Conjoint: _____

Session 2: Date _____ Individual or Conjoint: _____

Session 3: Date _____ Individual or Conjoint: _____

Session 4: Date _____ Individual or Conjoint: _____

Session 5: Date _____ Individual or Conjoint: _____

Session 6: Date _____ Individual or Conjoint: _____

Student Signature: _____

Licensed Counselor's Signature:

Appendix D: Site Agreement



MA Counseling Ministries Program

Internship Site Agreement

Student Name: _____

Name of Site: _____

Site Supervisor: _____

Credentials/License: _____

License # (if applicable): _____

On behalf of TFC's Master of Arts in Counseling Ministries program, thank you for your interest in partnering with us to ensure an optimal training experience for our student interns. Your collaboration is greatly appreciated, and we hope that our students will enhance your programs and services as they gain valuable clinical experience.

This agreement presents our commitments to one another and outlines the requirements of our internship sites. Please review the terms carefully to ensure all standards are met.

I attest that I will serve as the student's designated supervisor and that I meet the following criteria:

_____ I have acquired a master's or doctoral degree in an area related to counseling ministry and have the appropriate credentials for my position. I am in good standing with my credentialing/licensing organization.

Supervision Requirements:

1. An internship site must ensure that a supervisor (meeting the above criteria) remains onsite and accessible to students while the student is in contact with counsees (practicing either group, individual, couple, or family counseling). To ensure safety and compliance with ethical standards, no student shall provide counseling services without an onsite supervisor present. Students providing in-home or telehealth services to counsees must have a signed written policy in place for responding to crisis situations, and a supervisor must be accessible to them in troubleshooting any issue that arises.
2. As the designated supervisor, you will need to provide weekly individual or dyadic (two students) supervision for a minimum of one hour (virtual or in-person). In addition, students will receive two hours of weekly group supervision with a TFC faculty member

as part of their course work. However, academic supervision cannot replace the supervision requirement at their site.

3. In order for students to have the continuity necessary to benefit from their clinical experience, we ask that you commit to provide one full semester of student supervision. Once you have completed one full semester of student supervision, we ask that you indicate whether you are interested in continuing for the next semester if there is another student in your area.
4. A minimum of 15 hours of supervision, generally offered on a weekly basis over the semester, is required. The supervisee is encouraged to obtain “Observable Data” (live supervision, co-counseling with the supervisor, supervision via video/audio recording) if possible. Supervision should make use of observable data when available. Students will be responsible for obtaining audio/video recordings using a HIPAA compliant software (Tevera), as well as tracking clinical, and supervision hours accurately.
5. To avoid conflicts of interest/dual roles, students are not permitted to be paid employees of the organization/program in which they intern.
6. Supervisors are responsible for completing written evaluations to assess the student’s progress, strengths, and growth areas. This data is collected at mid-term and then again at the end of the semester. Supervisors provide frequent (at least weekly) verbal feedback to aid the student in developing counseling skills.
7. Supervisors must confirm the student’s client contact and supervision online logs on Tevera to verify the information entered is accurate. The site supervisor will receive access and training on our clinical software program, Tevera. Students should enter their client contact and supervision information weekly, which the supervisor should sign off on weekly.
8. Please note that TFC may terminate the relationship if the supervision requirements are not being met by the student or site supervisor.

Student Requirements:

Counseling ministry students will complete a one-semester counseling internship. During Internship students will be responsible for orienting to their site, completing required trainings, shadowing more seasoned counselors (such as conducting group counseling co-facilitation or co-counseling), attend relevant staff meetings, and begin working independently with counselees. They are expected to accrue 100 hours of direct contact hours with counselees. This includes activities such as intakes, biopsychosocial assessments, group facilitation, and individual, couple, and family counseling. Please note: Students are not deemed employees **or** independent contractors and they will maintain their own professional malpractice insurance.

What You Can Expect:

Students are expected to be engaged, teachable, and professional in their interactions with counselees, supervisors, and personnel. They come to you with one year of completed graduate course work and should have a strong foundational knowledge of basic counseling skills, counseling ethics, and counseling modalities and interventions. However, they will require support, guidance, and empowerment as they hone their skills. We hope that student placement

will be beneficial to your organization and allow you to service more counselees. As an internship site, you are permitted to charge client fees for the students' services if you so choose.

TFC is committed to providing quality instruction from a Christian worldview. As such, some of our internship sites provide religious-based counseling services while others may not. If religious counseling is included as part of the services your organization provides, this should be clearly outlined in your informed consent.

You are encouraged to contact the Counseling Ministries Internship Coordinator, Dr. Heather Daveidiuk Gingrich at hgingrich@tfc.edu if you encounter any issues or concerns with a student (e.g., a pattern of lateness, not maintaining client confidentiality, ethical questions or breaches, lack of professional behavior or attitude, abuse reporting, etc.). Alternatively, you may contact TFC's MFT and CM Program Director, Dr. Fred Gingrich, at fgingrich@tfc.edu if Dr. Heather Daveidiuk Gingrich is unavailable. Appropriate action will be taken to remediate the issue (i.e., advising the student, completing additional training, or disciplinary action).

As a partnering site, you are asked to provide TFC with evidence of professional liability coverage with limits of at least \$2 million. Toccoa Falls College and the host site shall indemnify, defend, and hold the other party, and its affiliates, directors, officers, employees and agents harmless from and against any and all third party claims, demands, damages, costs, expenses (including reasonable attorneys' fees), losses and liabilities incurred which directly arise out of or relate to (i) the indemnifying party's breach of any material term of this Agreement; or (ii) any act or omission constituting gross negligence or willful misconduct of the indemnifying party or the indemnifying party's affiliated entities, directors, officers, employees or agents.

Student Signature:

Date:

Site Supervisor Signature:

Date:

Counseling Ministries Internship Coordinator Signature:

Date:

Appendix E: Student Evaluation (accessible in Tevera)

Appendix F: Site Evaluation (accessible in Tevera)

Appendix G: Sample Client Contact Logs (accessible in Tevera)

Appendix H: Sample Supervision Logs (accessible in Tevera)

Appendix I: Post-Graduation Information and Resources

During Internship, students should begin to prepare for their professional transition to post-MA employment. Discussing this transition with supervisors and other mental health and church-based personnel is important. Your record of Internship activities hosted in the Tevera site following graduation is a helpful benefit of the Tevera program.

Maintaining membership in a counseling organization such as AACC

The benefits of ongoing membership, indicates a commitment to continuing education and professional practice both within church and para-church contexts.

Securing Employment and Qualified Supervision

Students are encouraged to seek ongoing supervision post-graduation. While the frequency of contact may not be high, having a trusted, senior, experienced person to consult is a professional necessity. Please talk to the IC about your plans regarding this.

Appendix J: Sample Counseling Ministry Internship Sites

1. Pastoral Counseling Church-based Internship

- Seeing individuals, couples or families in structured sessions (either attendees at the church or coming from the community)
- Clients do not generally pay for counseling
- Intern is functioning “under the auspices of the church”
- Use church facilities
- Might add a group either within the church or elsewhere
- Supervision is either someone from the congregation (ideally licensed and experienced) or someone in the community who is contracted and paid by the church to supervise the intern.
- In some cases, neither the church nor the intern can afford to pay for supervision so the intern seeks pro bono supervision

2. Non-profit “chaplaincy/spiritual care,” community-based type of Internship

- Various organizations, including some schools, like the idea of having a chaplain available for confidential support and guidance for its employees or people they serve
- Drug rehab centers, pregnancy centers, organizations that support the poor often add a chaplain to their services to augment any professional mental health staff they have
- The intern uses the agency facilities for sessions
- Supervision is provided by the organization’s professional staff or someone outside the agency contracted by the agency to provide the intern with supervision

3. International ministry counseling Internship

- Overseas ministry has a short-term counseling opportunity to serve in one of their programs
- The Intern spends the semester in the international location or, if feasible, offers counseling services virtually
- Supervision is contracted by the Intern and/or agency to provide weekly supervision in-country or virtually from the USA
- Financial models for this kind of internship vary considerably

In each case, it might be necessary to supplement the primary site with a second site, for instance to provide some group leadership hours with another organization. Groups can range from support to self-help to treatment groups but are not Bible studies, home church groups, training groups, etc. (which won't provide the necessary counseling experience necessary for an internship). The Intern must be providing a primary leadership role for all phases of the group.

In each of these cases, regular structured sessions with counselees and supervisors are required – drop-in, casual conversations over lunch or coffee do not count as hours. The intern and the counselees need to get used to the structure of having therapeutic conversations.

Supervision is often the most challenging part of arranging such internships. Qualified supervisors sometimes are reluctant to supervise CM students since it is not a clinical program. Describing the internship as a pastoral counseling/pastoral care/ spiritual counseling internship can help bridge the gap between clinical counseling and pastoring.

Funding the supervision part of the internship is often the challenge to negotiate. Ideally, the responsibility lies with the organization to provide support for the Intern providing this kind of ministry. In some cases, the only option might be for the Intern to pay for their own supervision.

Membership in counseling ministry networks may help to make connections and find places of ministry:

- The International Fellowship of Chaplains (<https://ifoc.org/>) provides levels and types of credentials/certification and a network of ministers/pastoral counselors/chaplains to provide some basic level of training and a network of like-minded caregivers.
- The American Association of Christian Counselors (www.aacc.net) provides a similar mix of training, certification and networking opportunities.