



Substance Abuse and Clinical Counseling  
Internship Manual, Guidelines, and Contract  
REHB 6991, 6992, 6993, 6994

Internship Coordinator

Sharon Shallow, M.A. Ed., LPC, LCAS, MAC, CRC, LMFT  
(qualified supervisor), CTA (qualified supervisor), CCS  
(qualified LCAS Supervisor), ACS, AAMFT (Approved  
Supervisor and Clinical Member)

College of Allied Health Sciences  
East Carolina University  
Department of Rehabilitation Studies  
4425 Health Sciences Drive  
Greenville, North Carolina 27858  
[www.ecu.edu/rehb](http://www.ecu.edu/rehb)  
252-744-6300

## **Introduction**

The guidelines for the Internship in Substance Abuse and Clinical Counseling (SACC) are somewhat flexible, recognizing that each situation will vary, depending upon the unique nature of the student, field-site supervisor, caseload, and program where the internship experience is taking place.

The Internship in SACC Internship is a 600-hour clinical experience where students assume the functions of beginning counselors in a human service program working with individuals with addictions and substance use disorders or addictions and substance use and mental health disorders. The primary objective of the Internship in SACC experience is to provide students with an opportunity to further develop skills in clinical counseling, case recording, case management, and to see the practical application of treatment policy, client services, and counseling philosophy in a human service program. The primary goal is to prepare a new clinical counselor, with a specialization in addiction/substance abuse counseling, for the counseling profession.

### **The Counseling Internship Experience**

The SACC Internship is preceded by 50-semester hours of counseling related courses including four clinically oriented courses. The clinically oriented courses are: the Prepracticum in Substance Abuse and Clinical Counseling, Group Counseling for Addictive Behaviors, Family Treatment in Substance Abuse Rehabilitation and the Substance Abuse and Clinical Counseling Practicum. Prepracticum in SACC is a foundational counselor skill-training course taught on campus utilizing the Rehabilitation Studies Department's counseling lab (i.e. 5 individual and 2 group rooms each equipped with two cameras, microphones, and speakers along with an observation room connecting all rooms); the SACC Practicum course includes additional university-based counselor skill training and supervised counseling with actual clients in the field; the Group Counseling for Addictive Behaviors course provides an opportunity for students to experience group activities/interaction and work on group leadership skills; the Family Treatment in Substance Abuse Rehabilitation course is a combination of lecture, demonstrations, and experiential activities.

The SACC Internship is the last training segment in the SACC curriculum and is a field-based experience in a community-based health, mental health, or substance abuse program providing counseling services for individuals with addiction/substance use disorders. The SACC Internship is designed to provide opportunities for students to focus on the integration and application of assessment, counseling theory and techniques, addiction/substance abuse and mental health knowledge, and all other course work in the curriculum.

The SACC Internship includes 600-hours of clinical field experience (15-week semester of 40-hours a week full-time work experience) in a field-site providing services to actual clients with addiction/substance use disorders (SUDs). The intern is expected to participate in all counseling services appropriate for a new beginning professional counselor.

### **Counseling Internship Preparation**

Students must have the following courses prior to their Internship:

- Introduction to Substance Abuse
- Treatment of Drug and Behavioral Addictions
- Group Counseling for Addictive Behaviors
- Family Treatment in Substance Abuse Rehabilitation
- Substance Abuse Counseling
- Introduction to Counseling and Rehabilitation
- Occupational Analysis and Career Counseling
- Psychiatric Rehabilitation (DSM-IV-TR & Psychopathology)
- Rehabilitation Counseling and Human Development Theories
- Practicum in Substance Abuse and Clinical Counseling
- Multicultural Counseling in Rehabilitation
- Rehabilitation Evaluation (i.e. Assessment)
- Ethical and Legal Aspects in Substance Abuse and Rehabilitation Counseling
- Rehabilitation Research
- Substance Abuse and Clinical Counseling Practicum (100-hours of supervised clinical field experience)
- One Elective: (e.g., Military and Trauma Counseling, Prevention for Drug and Behavioral Addictions, Employee Assistance, Contemporary Issues for Addictions, Medical and Psychosocial Aspects of Disability, and Research Project, or Thesis)

For more information about the SACC Program visit the Department website at <http://www.ecu.edu/cs-dhs/rehb/grad.cfm>. Additionally, there are two journal articles posted at the end of the SACC program description that describe the program and characteristics of the students.

### **Field-Site Approval**

Students are responsible for arranging their internship sites in human service programs that offer addiction/substance abuse counseling services after first gaining approval by the Internship Coordinator. The field-site should be secured **at least two months** before the semester begins.

## Contracts

There needs to be a contract in place between the field-site and East Carolina University **before a student can begin his or her internship**. Check with the Departmental secretary to see if there is a current contract in place. If there isn't, students need to ask the Departmental secretary to initiate the process to secure one.

## Supervision

The goal of supervision, and of the entire internship experience, is helping students develop the skills and necessary competence to become an effective professional clinical counselor. Clinical supervision is basically a clinical teaching situation. In this relationship the faculty and field-site supervisor share with the intern the clinical knowledge and skill they have gained through years of practical experience in the field. The supervisors need to be aware of the capacity and potentialities of counseling students in order that they may be able to help students develop their assessment, diagnostic, and counseling skills.

## Field-Site Supervisor

The field-site supervisor contributes to the preparation of new counseling professionals entering the field as well as providing a gatekeeper function for screening out unqualified or impaired students from the counseling profession.

- **Field-Site Supervisor Qualifications**

Qualified field-site supervisors **must** meet the following standards:

- hold a **graduate degree** in a mental health discipline (e.g. counseling, psychology, social work);
- have a **minimum of 2 years** of relevant clinical counseling experience;
- hold a **license** (e.g. LPC, LCAS) or **certification** (e.g. CSAC) in their professional discipline;
- have knowledge of the SACC **program's expectations, requirements, and evaluation procedures** for students; and
- have **relevant training in counseling supervision** (faculty will provide regularly scheduled continuing education to field-site supervisors that include: orientation, assistance, consultation, and professional development opportunities).

- **Field-Site Supervision Activities**

Field-site supervisors help students with the following activities:

- **Orientation:** Orient students to their programs including programs' mission, policies, and practices.
- **Audio/video taping:** Arrange for students to tape appropriate counseling sessions with clients for use in supervision.
- **Professional activities:** Provide opportunities for students to become familiar with a variety of professional activities and resources in addition to direct service (e.g. record keeping, assessment instruments, information and referral, in-service and staff meetings). It is important that students have the opportunity to provide all of the counseling services appropriate for a new beginning professional counselor.
- **Supervision:** Field-site supervisors provide weekly interaction that averages one-hour per week of individual and/or triadic supervision (i.e., one supervisor and two supervisees) throughout the internship that includes reviewing counseling session tapes or live supervision, case recording, and other casework practices.

- **Field-Site Supervisor's Evaluation of Intern**

Field-site supervisors evaluate students' counseling performance **throughout the SACC Internship**. Field-site supervisors document their evaluation on a formal evaluation form provided by the faculty supervisor at **mid-term and upon completion** of the internship. This evaluation may be reviewed with the student and then given to the faculty supervisor.

### **Faculty Supervision**

Faculty supervisors will maintain contact with field-site supervisors throughout the internship to coordinate student counselors' development.

- **Group supervision and internship seminar:** Students meet during regularly scheduled meetings throughout their 600-hour internship experience including reviewing and providing feedback on students' taped counseling sessions with clients. Students are responsible for bringing at least one client case file and taped counseling session to each Internship supervision/seminar for review and feedback. In order to effectively meet the students' needs, group supervision does not exceed 12 students per group.

- **Length and time:** An average of **1 ½ hours/week of group supervision** will be provided on a regular schedule throughout the Internship by a faculty supervisor.

### **Out-of-State/Region Interns**

Students completing an internship out-of-state or out of commuting distance from Greenville may receive their faculty supervision via computers through the internet. The intern and faculty supervisor will utilize computers equipped with webcams and microphones to conduct supervision sessions. Students who do not have their own computers equipped with this technology may make arrangements with the Department of Rehabilitation Studies to check out a laptop computer from the Department with this capability.

### **Feedback on Counselor Development**

Students receive ongoing feedback of their counseling, case recording, and case management skills throughout all of their clinical courses, including the Internship. During the SACC Internship the student receives the following verbal and written feedback:

- supervisory feedback on each audio/videotape presented for supervision and written record of each supervisory session (i.e., *Internship Supervisory Log Form*);
- cumulative written feedback from faculty supervisor on counseling, case recording, and casework practices at the end of the internship (i.e., *Individualized Counselor Evaluation Form or Evaluation of Student Performance by Faculty Instructor*);
- cumulative written feedback from field-site supervisor at the end of the internship (i.e., *Evaluation of Student Performance by Field-Site Supervisor Form*); and
- individualized written plan recommending ways of continuing counselor development (i.e., *Supervisory Record Form* or the *Individualized Counselor Development Plan*).

### **Student Responsibilities**

- **Present Self as a Professional:** When students enter a community human service program as an Intern they are entering as a professional counselor-in-training. Thus, students should act and dress as other professionals do in that setting. Also, students must assume responsibilities such as: regularity of attendance; conformity to the program's rules, regulations, standards,

ethics; and complete assignments that are given by the field-site supervisor. The internship experience is designed to contribute to the preparation of interns' development as new professional counselors entering the field.

- **Limited Caseload:** It is desirable for interns to gain experience seeing clients throughout the counseling process from the initial interview, through the development of the therapeutic alliance, identification of client goals, treatment planning and implementation, to helping clients achieve their personal goals. Interns should have a limited caseload, especially in the beginning, and receive supervision by a qualified field-site supervisor as well as a faculty supervisor.
- **Time Requirement (600-hours):** Counseling Internship students spend 40-hours per week, for 15-weeks in a community based human service program providing counseling services for individuals with addiction/substance use disorders for 600-hours. All of this time does not have to be spent conducting counseling sessions. Some of this time is spent conducting intakes, assessments, case recording, information and referral, psychoeducational groups, attending team staffings, staff meetings, in-service trainings, and consulting with other interdisciplinary team members such as medical, psychiatric, psychological, and/or social work professionals.
- **240-hours of direct service:** A minimum of *240-clock hours of direct service, including experience leading groups*, that leads to the development of counseling skills must be provided by the intern. Students keep a record of their completed hours which must be signed and initialed by their field-site supervisor. The intern is afforded the opportunity to become familiar with a variety of professional activities and resources in addition to the direct service activities.
- **Audio or Video Taped Counseling Sessions:** Students are provided with the opportunity to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients. All recording are destroyed at the completion of the internship, with two exceptions, (a) if students are involved with a corrective action plan which includes skill improvement or (b) if they are contesting their SACC Internship grade. In these cases the recording are stored in a locked cabinet in the Department until the corrective action plan or grade dispute is resolved.
- **Written release-of-information forms:** Students must have a release-of-information form signed by each client giving permission to share information including audio/video tapes and written case information with supervisors and other counselors-in-training in the internship supervision group.

- **Ethical Standards:** Students are expected to adhere to the field-site program's policies regarding confidentiality as well as ethical standards specified in the code of ethics from the American Counseling Association (ACA; same as North Carolina-LPC Board), and North Carolina Substance Abuse Professional Practice Board (NCSAPPB).

### **Description of Internship Activities**

It is expected that each student beginning a SACC Internship experience is knowledgeable about counseling services, procedures, and the recovery process for individuals with addiction/substance use disorders. When the student begins an internship experience the student should be prepared to participate in the following activities:

- Assessment
  - Procedures involved in diagnostic work-up
  - Assessment summaries
  - Case or team staffings/conferences
  - Medical and psychiatric consultations (when available)
- Clinical Counseling Experiences
  - Individual counseling sessions
  - Group counseling (co-lead with experienced group counselor)
  - Family counseling: co-counselor (when available)
- Provision of Other Counseling Services
  - Case recordings and case management (see details below)
  - Counseling and treatment plans
  - Termination/discharge summaries
  - Psychoeducational groups: co-lead or lead (when available)
  - Attend staff meetings
  - Other professional activities regularly conducted by employed professional counselors at internship site

### **Case Recording**

A separate case file for each client the student works with will include for faculty supervision and review:

- all client identifying information (e.g. name, address, phone, SS#, etc.) are removed from files used for faculty supervision. Use client initials or code letters;
- consent for release of information forms (kept in the field site program's client file);
- case/progress notes;

- client feedback and student self-review forms completed after each counseling session;
- assessment summary;
- treatment plan (if seen more than 2X);
- discharge summary/termination report (if seen more than 2X);
- psychological and/or medical evaluations (if available);
- psychological tests/inventories (if used);
- copies of bibliotherapy handouts/pamphlets given to clients; and
- copy of a *Cognitive Self-Assessment Inventory (CSAI)* completed on at least one client.

### **Evaluation**

Students' internship experiences are evaluated by the faculty internship supervisor with input from the field-site supervisor. Counseling tapes, case recordings, other program paperwork, ability to work as part of a professional counseling team, and willingness to accept and act on supervision feedback are all part of the evaluation criteria. The assignment of the final grade is the responsibility of the faculty supervisor, with input from the field-site supervisor.

### **Internship evaluation by student**

- **Summary Report:** A final typed summary report of the internship experience is due at the completion of the course. The report should include personal impressions, reactions, and examples of meaningful experiences, suggestions for improving the field experience, supervision, and other comments the student feels appropriate. The report should present and reflect a concise picture of the total experience including both on-campus and field-site experiences. Copies of the summary report should be presented to the field-site supervisor and the faculty supervisor.

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Signature below indicates the counseling internship student, field-site supervisor, and faculty have been informed about the M.S. degree program in Substance Abuse and Clinical Counseling at East Carolina University as well as the SACC Internship expectations and agree to follow the standards described in this SACC *Internship Manual*:

Counseling Internship Student/Signature	Print Name	Date
Field-Site Supervisor/Signature	Print Name	Date
Faculty/Signature	Print Name	Date