Frequently Asked Questions

How do I go about finding an internship site?

It is your responsibility to locate a suitable internship site. We provide a list of sites where students have interned in the past which is arranged by location/area, but we are not endorsing or requiring any of these sites. You are welcome to find another site not on the list as well. If you do find a site that is not on the list, please let the Internship Coordinator know so she can contact the site and ensure it meets certain requirements. There are many varied sites in which counselors provide services, and we recommend you choose a site that best represents your particular counseling interests and that is a good fit for you in terms of the focus and mission of the site.

Can I have more than one site?

Yes, if necessary to gain your hours, you may have more than one site. In fact, if you are an M.A. track student working in a school, you must have another site as 51% of your hours must come from a non-school site.

Does my site supervisor have to be an LPC-S?

No, not while you are taking COUN 6386. (After you graduate and become an LPC-Intern, the supervisor must be an LPC-S). But, for this class, your supervisor must have at least a master’s degree and must hold any license under which he or she can practice privately. These licenses include LPC, LMFT, LCSW, psychologist or psychiatrist. A copy of the supervisor’s license must be attached to the supervisor data form and it must be current. You cannot count any hours during a time when your supervisor’s license has expired. Additionally, the supervisor must have at least two years of pertinent experience related to the types of issues addressed at your site. However, if you are on a M. Ed. study plan (School Counseling), then your supervisor does not have to be licensed at all, but must be a certified school counselor with at least two years of experience.

If I have two sites, do I need two supervisors?

Your supervisor must have adequate experience and training with the population you will serve. If a supervisor at one site is knowledgeable about both sites and both types of issues addressed by clients at both sites, then he/she can supervise you for both sites. However, you can also have a separate supervisor at each site. If you do have a separate supervisor, you must meet for an hour a week with each supervisor, totaling two hours of supervision per week. These supervision sessions count as indirect hours. Also, your site must agree to any supervisor that is not located on that site.
On the contract, who is the site administrator and who is the clinical supervisor? Are they the same person?

Usually it is not the same person, but sometimes it is. The administrator is whoever is in charge of the site. The clinical supervisor is the person who is described above who agrees to meet with you for an hour each week. Sometimes, this is the same person, and sometimes it is a different person. If it is the same person, he/she will need to sign both places on the contract.

How many hours do I need to acquire for Internship?

You must acquire a total of 300 hours per semester; at least 120 of those hours must be direct counseling service. If you plan to take the exam to become an LMFT, 30 hours of the 120 direct hours must be with couples, families, or siblings. Sometimes, when a student starts internship during the summer, it is difficult to get all 300 hours; therefore, if you get fewer than 300 hours in the summer, you may be given an “X” until you get all the hours. Then, at the point you acquire the 300 hours, you must inform the professor so he or she can change your “X” to a grade. By the end of two semesters, you must have 600 total internship hours, and at least 240 of those must be direct hours. For students wishing to take the LMFT exam, 30 of the direct hours each semester must be in counseling with couples, families or siblings for a total of 60 hours by the end of the second semester of internship.

What counts as direct and indirect hours?

Direct client contact hours include face to face counseling experiences in individual, group, couples and family counseling. A few other activities are counted as direct, and your Internship professor will discuss this in greater detail. Only in certain cases does telephone time count as direct and your class professor will discuss this also. Indirect hours are all other things you do while at the site: scheduling appointments, writing case notes, attending staff meetings, etc. Each time your COUN 6386 class meets, you get to count that time as indirect hours. The class time constitutes group supervision.

Can I start collecting hours before the semester begins?

Some sites want you to come in early so they can begin training you, complete a background check, etc. You may gain up to 40 hours of indirect service for training before your first semester of internship begins. You may not gain any direct client contact hours before the official date the semester begins which is the date the academic calendar starts.

Can I continue to gain hours during the semester break between my first and second Internship classes?

You may receive permission to continue to provide counseling services during the break between the first and second internship by having your supervisor fill out the form titled “Supervisor
“Agreement to Supervise Between Semesters” which is located in the Internship packet. Afterwards, the supervisor must complete the form titled “Supervisor Documentation of Between Semester Hours” located in the Internship packet. You will need to give this form to your professor of your second semester of Internship. You may gain up to 100 hours during this time between semesters - 50 direct and 50 indirect hours.

**What if I don’t complete all my 300 hours, including 120 direct hours, by the end of my first semester of Internship?**

It is sometimes difficult to get all 300 hours completed during your first Internship semester as it takes time to build up clientele, especially if your first semester is during the summer semester which is only about 10 weeks long. If you do not complete all 300 hours, you may be given a grade of “X” and then continue on to your second semester of Internship. Once you have completed the 300 hours, you will need to notify the professor of your first Internship so he or she can change the “X” to a grade. You must have completed all 600 hours by the end of your second semester of Internship. However, even if you acquire 600 hours before the end of your second semester, you must complete your contract which is dated for the entire semester. You may not quit early. This means you may actually complete more than the required 600 hours, but you must remain at your site to complete the semester.

**What do I do with the Activity Plan in the packet?**

The Activity Plan included in the packet is very important. It should be discussed and filled out with your supervisor as it indicates how you will be able to acquire the 120 direct hours and the 300 total hours. It is only an anticipated plan. You may or may not follow it exactly once you begin, but it should be completed by your supervisor with you in order to ensure that the supervisor anticipates you will be able to get the number of required hours.

**How many semesters of Internship do I need to take?**

Every student will need two semesters of Internship. The only exception is persons who have already graduated with a school counseling master’s degree who are returning to take Internship toward licensure. Both the M.A. and the M.Ed. study plans require two semesters of Internship. The two semesters cannot be taken together; they must be taken separately.

**Does a class actually meet for COUN 6386?**

Yes, class meets eight times during the fall and spring semesters and five times during the summer semester. Your professor will give you the class meeting dates on the first night of class. You also get to count the hours you spend in the Internship class toward the 300 hours required. The class time is considered group supervision and counts for indirect hours.
**Will I get my first choice for class location?**

We can no longer allow students to choose their Internship class location as we are attempting to group by specialization. LMFT interns must be placed in the class taught by a professor who is an LMFT regardless of class location. We also plan to begin grouping school counseling students together. Additionally, efforts are made to balance classes so that each professor has approximately the same number of students for making site visits. When students turn in packets, they are dated so that if choices can be allowed, it can be done on a first come, first served basis for class locations. **We cannot guarantee students will be placed by their stated preference as we must consider many variables in placing interns into classes.** However, if you **cannot** attend class on a certain evening due to a conflict with another class you are taking, please note that on the application form.