Dear Site Supervisor,

Thank you for agreeing to assist in the field placement and clinical training of our master’s level graduate student who is enrolled in CNSL 594 Supervised Clinical Practice–Professional Counseling (i.e., Internship). The internship experience is considered to be among the most critical elements in the student’s program. Intern students learn how to conduct themselves consistent with the standards of their profession, critique their own work, learn from the constructive feedback, and develop an increased awareness of their relationship and interactions with fellow workers, supervisors, and clients. Your decision to accept a student reflects your commitment to the counseling profession and to maintaining high standards in the preparation of professional counselors. The information provided below is intended to assist you in your role as a clinical supervisor.

STUDENT INTERN EXPECTATIONS:

The supervised professional counseling internship experience involves a minimum of 600 clock hours over the course of two academic semesters (Fall and Spring, respectively). The following is a description and breakdown of the contact hours (direct and indirect) and supervision hours (on-site and campus) that are required, at a minimum, during the course of the full internship experience:

- Internship students complete a minimum of 240 clock hours of direct service with actual clients (INTERNSHIP SITE) that contributes to the development of professional counseling skills.

- Internship students participate in an average of 1 hour per week of individual supervision (INTERNSHIP SITE) on a regular schedule throughout the internship experience. Individual supervision must be provided by a qualified site supervisor who works in consultation with the counselor education program faculty member in accordance with the supervision agreement.

- Internship students participate in an average of 1½ hours per week of group supervision (CAMPUS) on a regular schedule throughout the internship experience. Group supervision must be provided by a counselor education program faculty member.

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<th>INTERNSHIP REQUIREMENTS PER ACADEMIC SEMESTER</th>
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CNSL 594 (CCSU)
Site Supervisor Letter (INTERNSHIP)
Revised 01/29/2020 (HOLT)
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The student will maintain an hourly log, which you will review/sign at the end of each month.

- **DIRECT HOURS**: Per the Council on Accreditation of Counseling and Related Educational Programs (CACREP), direct service hours are defined as the “supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following would not be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.”

- **INDIRECT HOURS**: The indirect client contact hours are attained by participating in an average of 1½ hours of in-class/group supervision per week AND meeting for an average of one hour each week with your assigned on-site clinical supervisor (supervision hours are tracked separately from other forms of indirect hours). The balance of the indirect hours will be obtained through indirect counseling activities assigned by the field site (e.g., clinical consultations, treatment team meetings, professional trainings, etc.).

- **PROFESSIONAL AND ETHICAL CONSIDERATIONS**: Trainees are expected to be socialized into the important dimensions of their new identity as professional counselors. They have taken a course in ethics for counselors and are aware of their responsibility with respect to confidentiality and the importance of protecting client records. They should have a current copy of the “American Counseling Association Code of Ethics” readily available during supervision and at all other times. They should also become familiarized with your agency’s specific policies pertaining to ethical, legal, and administrative procedures. They are expected to follow the agency’s protocol regarding appropriate dress, decorum, and adherence to established work schedules.

- **OTHER ADMINISTRATIVE REQUIREMENTS**: By the time students begin the clinical experience they will have obtained professional liability insurance and have met university requirements for immunizations and tuberculosis testing. They will also have met with you and completed the “Internship Agreement” that outlines the responsibilities of both the university and the training agency. This form can be found via the counseling program’s web site:

  [https://www.ccsu.edu/ceft/counselorEducation-clinicalProfessionalCounseling.html](https://www.ccsu.edu/ceft/counselorEducation-clinicalProfessionalCounseling.html)

Please let your student know if your agency has any additional requirements.

- **GOAL STATEMENT AGREEMENT**: The student will ask for your assistance in completing a goal statement that outlines the student’s personal learning objectives.

- **SUPERVISION AGENDA**: Your supervisee will prepare a one- to two-page agenda for each weekly face-to-face supervision session with you. The agenda will address the student’s concerns and questions. The student will share the agenda with you at the beginning of each session. The student understands that you may have additional items to add to the supervision agenda.
• **AGENCY ANALYSIS / INTERVIEW PAPER:** All internship students are required to complete a brief paper that provides an overview of their clinical site. The paper will address such topics as: (a) the agency’s mission, values, goals, and objectives; (b) management style and hierarchical structure; and (c) successes and challenges. The student will be asking you questions about your agency and may wish to interview other staff members with your approval.

• **RECORDED COUNSELING SESSIONS:** The student is expected to audio or videotape a minimum of one individual counseling session for review with me on campus. The student is aware of the need to obtain client consent prior to taping and to abide by your agency’s rules in this regard. The recorded sessions will be deleted/destroyed after the end of each academic semester.

**AGENCY EXPECTATIONS:** Most of the agency responsibilities are outlined in the “Internship Agreement.” The student will need adequate clinical and administrative workspace, and a place to store confidential material. The intern will need to be provided with ample opportunity to engage in a variety of counseling activities under supervision in order to log the number of required clinical hours.

• **SITE SUPERVISOR QUALIFICATIONS:** Per the Council on Accreditation of Counseling and Related Educational Programs (CACREP) standards, site supervisors should have (1) a minimum of a master’s degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program’s expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision.

• **FACE-TO-FACE SUPERVISION:** In addition to receiving supervisory oversight while the student is working, the weekly supervisory conference is one of the most critical aspects of your supervisee’s training experience. While you will be providing your supervisee with feedback on an ongoing basis, the **one-hour weekly supervisory conference** allows both you and the student to prepare and reflect on the training experience. It also provides you with an opportunity to examine student work using audio/visual tapes, observation or live supervision. Because of the importance of these meetings, we strongly recommend that they be held at a regularly specified time. As we pointed out above, the student will prepare an agenda for each of these meetings.

• **SITE SUPERVISOR’S EVALUATION OF STUDENT:** In addition to you being a supervisor, mentor, and advocate to your trainee, you will also have an evaluative role. Our program will forward for your completion an **ONLINE midterm and final evaluation** of the student’s performance. Your evaluation will figure prominently in the student’s final grade. We encourage supervisors to conduct a mid-semester evaluation using the same form. This will allow the student adequate time to show improvements based on your supervisory feedback.

• **ONLINE CLINICAL SUPERVISOR TRAINING:** In accordance with our CACREP accreditation standards for site supervisor preparation, we have developed an online clinical supervisor training which all site supervisors are required to complete. There are five brief modules covering the CCSU and CACREP requirements for supervision of program students, including introduction of clinical supervision formats, techniques, models, and issues in supervision. A **separate email with a training link will be sent to you later in the first semester of the internship experience** (or whenever site supervisors are reassigned). All supervisors are **required to complete the training within 30 days of receiving the link** (we anticipate the total time to complete the modules will be less than two hours). Once the site supervisor has completed the five modules with brief assessments, then a **certificate of completion** will be issued by the department.
UNIVERSITY/COUNSELOR EDUCATION PROGRAM EXPECTATIONS:

- **WEEKLY SEMINAR:** The course professor will be meeting with the internship students in a weekly seminar class. During the seminar, students will have an opportunity to discuss their experiences with each other as well as conduct case presentations.

- **SITE VISITS:** The course professor will be contacting you during the semester to discuss the student’s progress and address your questions and concerns. The professor will also be available for consultation at any time.

On behalf of Central Connecticut State University and the Department of Counselor Education and Family Therapy, we thank you for your role in training future generations of competent and ethical professional counselors.

Sincerely,

**Dr. Reginald W. Holt**

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E-mail: rwholt@ccsu.edu

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**ATTENTION: SITE SUPERVISOR**

Upon reviewing this letter, please sign/date below and provide a copy to the individual counseling student, who will then submit it to their counselor education internship professor.

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<th>Site Supervisor Name (print) / Site Supervisor Name (signature)</th>
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