

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF INTERNSHIP

AGENCY POLICIES AND PROCEDURES

Spend the following time at Anchorpoint Counseling Ministry 20-24 hours per week

- 2.5 Direct Client Hours
 Individual Supervision and ICP
 Intakes/ Reading assignments/ Documentation//Preparing for sessions

Requirements to be completed during Internship

- Know the mission and purpose of Anchorpoint Counseling Ministry.

Mission Statement

*Building Hope and Promoting Healing
through Faith-Based Counseling
and Support Service.*

- Know the policies and procedures required by Anchorpoint Counseling Ministry as they apply to your Internship as found in the *Intern Handbook*.
- To consistently work within the policies and procedures of the field placement.
- **Become competent using the following forms and documents:**
 - Valant Electronic Records Program
 - Payment Slips
 - Forms signed by new clients:
 - ✓ Consent to Treatment
 - ✓ Client Signature Page (Blue)
 - ✓ Notice of Privacy Practice Signature Page (Pink)
 - ✓ Client Bill of Rights
 - ✓ Sliding Scale Fees
 - ✓ Therapeutic Relationship and PCP Communication Release
 - ✓ Permission to Audio and/or Videotape Clients
 - Forms Given to new clients:
 - ✓ Client Survey (Blue)
 - ✓ Copies of Notice of Privacy Practice
 - ✓ Client Bill of Rights
 - Forms to be used as needed:
 - ✓ Authorization to Release/Received Confidential Information
 - ✓ Safety Plan
 - ✓ Weekly Reflection and Assessment Report, including Report of Hours
 - ✓ Monthly Report of Hours
- **Review the Anchorpoint Intern Handbook**
- **Participate in Anchorpoint Counseling Ministry groups:**
 - Grief Group
 - Groups

Participate and co-lead groups when possible.

PRACTICAL COUNSELING SKILLS

- Strengthen skills of Direct Practice with Individuals, Families, and Groups
 - (a) Preparation skills-
 - preparing client folders
 - prepare for first session with client
 - Completing the Intake Notes
 - completing Ongoing Session Notes
 - (b) Engagement skills – strengthen engagement skills
 - Joining with client
 - (c) Working Phase Skills – being able to complete,
 - Create Treatment Plan
 - Identify and use communication skills effectively with clients.
 - (d) Ending Phase Skills – become familiar with the forms used for closing a case
 - Closing Evaluation for Client
 - Closure Report

- Identify client strengths, problem, opportunities and the interventions that will help in the counseling process.

Requirements to be completed during Internship

- Carry appropriate case load to meet required internship direct client hours. (This may require a case load of 14-16 clients)
- Obtain permission and then videotape or audiotape. Present a session as part of taped session in meetings with supervision
- Participate in supervision each week. (1 hour)
- Participate in weekly supervision with other interns weekly. (1.5 hours)
- Identify and share in supervision the cultural components of each client.
- Participate in groups when possible.

KNOWLEDGE OF A COUNSELING THEORY

- Become knowledgeable more about your chosen counseling theory
- Become familiar with the following aspects of your chosen theory:
 - ✓ Major Concepts
 - ✓ Theory of Dysfunction
 - ✓ Theory of Change
 - ✓ Stages of Therapy
 - ✓ Stance of Therapist
 - ✓ Methods and Techniques of the theory
 - ✓ Diagnosis and Assessment framework of your chosen theory

Tasks to be completed during Internship

- ✓ Continue to read current material about your chosen theory
- ✓ During supervision, be able to begin recognize and describe processes that take place in session as described by your theory

DEVELOPMENT OF SELF AS THERAPIST AND PROFESSIONAL IN THE FIELD

- Read “The Making of a Therapist,” by Louis Cozolino and share learnings after each chapter read during supervision.
- Engage in regular self-assessment through formal and informal methods with supervisor.
- Use computer skills to the extent needed to effectively function in the field placement.
- Consistently organize and make efficient use of time including meeting deadlines and attending to ongoing details of assignments and case management.
- Examine personal issues as they relate to professional values.
- Establish professional boundaries.
- Be an active participant in supervision.

Tasks to be completed during Internship

- Meet weekly for 1 hour with supervisor. Seek additional time as needed.
- Attend weekly ICP meetings
- Complete *Weekly Reflection/Hours Sheet*, giving to supervisor at the beginning of each weekly meeting.
- Complete assignments in a timely manner.
- Accept and make use of constructive criticism and objective performance evaluations.
- Actively engage with the supervisor in problem-solving activities when having difficulties with clients.
- Recognize professional limitations as well as strengths.
- Recommend current literature in the field to the supervisor.

UNDERSTANDING HIPPA REGULATIONS

Become Familiar with HIPPA Regulations

Requirements to be completed during Internship

- Read and write a one page reflection on current HIPPA regulations found at :
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/>

PERSONAL GOALS FOR INTERNSHIP

Insert your goals here

Measurement Criteria for completions of Learning Tasks for the semester will involve the following:

- ✓ Taping – Video/Audio/Live Observation
- ✓ Discussion
- ✓ Presenting written Material
- ✓ Participation

Supervisor

Date

Intern

Date