REQUIREMENTS FOR SUCCESSFUL COMPLETION OF INTERNSHIP AGENCY POLICIES AND PROCEDURES

Spend the following time at Anchorpoint Counseling Ministry 20-24 hours per week
  Direct Client Hours
    2.5 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-
    o preparing client folders
    o prepare for first session with client
    o Completing the Intake Notes
    o completing Ongoing Session Notes
  (b) Engagement skills – strengthen engagement skills
    o Joining with client
  (c) Working Phase Skills – being able to complete,
    o Create Treatment Plan
    o Identify and use communication skills effectively with clients.
  (d) Ending Phase Skills – become familiar with the forms used for closing a case
    o Closing Evaluation for Client
    o 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.

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**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/](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