

MASTER OF SCIENCE  
COUNSELING  
PSYCHOLOGY

INFORMATION PACKET  
PY 695  
INTERNSHIP



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## SYLLABUS

Avila University  
Stephen Sirridge, PhD  
Mary Ellen Culver, Ph. D.  
PY 695 Internship  
Wed. 4:00 - 5:30 p.m.

Dr. Sirridge's Contact Information  
816-501-3662  
[stephen.sirridge@avila.edu](mailto:stephen.sirridge@avila.edu)  
Dr. Culver's Contact Information  
[meculver@hotmail.com](mailto:meculver@hotmail.com)

### EDUCATIONAL OUTCOMES

#### A. Communication: Receptive and Expressive

Upon graduation, an Avila University student in Counseling Psychology will have demonstrated competence in each of the following communication skills in a psychotherapeutic setting by:

1. **Use of appropriate receptive counseling skills**
2. **Use of appropriate expressive counseling skills**
3. Ability to read with understanding
4. **Ability to develop a clear, well-organized and professional presentation**
5. **Ability to write in a clear, well-organized manner that is audience-appropriate, using documentation and quantitative tools**
6. Appropriate use of group process skills

#### B. Thinking: Strategies and Skills

Upon graduation, an Avila University student in Counseling Psychology will have demonstrated cognitive skills, including the ability to:

1. **Ability to employ a skeptical, evaluative and logical approach in processing information and drawing conclusions**
2. **Ability to identify a problem, employ problem-solving processes, and develop viable solutions, and to make and evaluate decisions based on appropriate criteria and expected consequences**

#### C. Personal and Social Development

Upon graduation, the behavior of an Avila University student in Counseling Psychology will reflect advanced personal and social development, including the ability to:

1. **Analyzed personal thought processes**
2. **Ability to comport oneself professionally at all times**

#### D. Depth and Breadth of Knowledge

Upon graduation, an Avila University student in Counseling Psychology will have demonstrated an understanding of psychology's knowledge base through the ability to:

1. **A thorough grounding in theoretical/conceptual foundations of psychology**
2. A thorough concept (grounding) regarding the application of knowledge (theory to application)

## **PY695 Requirements**

1. A written description of your agency placement and internship duties. Also, include a set of personal objectives you would like to accomplish during your internship. Develop 1-2 objectives in the following areas: counseling skills, assessment and diagnosis, professional development, and collegial relationships.
2. Internships Objectives: All internship students will use a uniform set of objectives to direct their assessment and therapeutic activities. A combination of university, site and self-assessment will serve as the basis of student progress. A copy of these objectives is included in your packet.
3. Accumulation of required contact hours (750 total hours) with accompanying listing of breakdown in client contact. One half of the total time requirements (375 hours) will need to be client contact. A model for categorization of internship activities is included in your packet.
4. An oral presentation (scheduled after class begins)
  - a. Reason for referral
  - b. Background information (develop theoretical framework from 2 different perspectives)
  - c. Testing information
  - d. Client strengths and deficits
  - e. Major life themes
  - f. Treatment goals
  - g. Summary of client progress
5. A written case analysis (outline included in packet) for second semester (finishing) internship students.
6. All students will be required to read a book on some aspect of psychotherapy (either a framework like cognitive therapy or a work with a particular population like angry adolescents, domestic violence or personality disorders). Clear your choice of reading with your instructor.  
A two-page summary of this book will be required at the end of the semester. Please

turn it in with the other materials.

7. All students will meet with the university supervisor at the end of the term to evaluate their placement and progress toward completion of internship objectives. Individual supervision may be scheduled throughout the term with your university supervisor.

8. At the end of the term each student will turn in the following materials:

- a) a listing of your accumulated hours (total numbers for each activity)
- b) a copy of your internship evaluation (see form)
- c) your supervisor's evaluation of your performance
- d) an evaluation of your personal objectives
- e) a summary of your internship experience
- f) if this is your last semester of internship, you must complete an extensive case analysis of one client (see format)
- g) two page summary of your reading (book choice)

## **General Introductory Comments**

Students usually begin the internship search process by thinking about where they want to intern as well as the populations with which they want to work. Sometimes these important objectives become of secondary importance as students may focus more on sites that would be willing to take on interns at times where less than a full commitment is required, or ones that could provide late afternoon, evening hours and weekend hours. These secondary constraints move up the student hierarchy, and choices about population, the site itself, and the kinds of services provided may become a lower priority.

While we understand the necessity of meeting work and family obligations, you are urged to keep the desired internship experience uppermost in your mind as you begin your internship search.

## Frequently Asked Questions

### **1. What is the difference between credit hours vs. clock hours in internships?**

Internship is 750 clock hours – a *minimum* of ½ the hours (375 hours) must be in direct client contact and ½ in other duties. Direct client contact can be in settings such as individual, group, couples, and family therapy. In addition to the actual therapy sessions, direct client contact can also include intake interviews, educational and psychological testing, psychosocial histories, and anything where there is an interface between the client and therapist, or collateral contact with the client's family. Non-contact hours can fall into a large group of activities like charting, staff meetings, and case conferences.

### **2. What records do you need from us?**

You must provide your total number of hours each semester and break them down into categories (e.g., psychotherapy, assessment). Additionally, you will need to propose a set of objectives in order to guide your work and allow your supervisor to evaluate your progress.

### **3. What is the supervision ratio?**

Kansas LMLP applications currently asks for 10:1 ratio and that the supervisor must be a Licensed Psychologist or a Licensed Clinical Psychotherapist. For every 10 hours of work, there is one hour of supervision. Supervision gets done, formerly and informally. You need to find an hour a week to sit down with your supervisor and formally discuss you cases. This must be documented and can count toward you 750 clock hours.

### **4. Who can supervise us?**

A minimum of a Master's degree in the helping profession, preferences being a Ph.D. level psychologist, or counseling or clinical psychologist. The next preference would be an LPC, either at Master's or Ph.D. level. An MSW is adequate to fulfill supervisory responsibilities. One exception is licensure as a Master's Psychologist in Kansas. This will require a Ph.D. licensed psychologist to act as your internship supervisor. There is a lot of variability out there in the quality and the quantity of supervision that takes place. That is something to think about when you are interviewing and talking to people who have already been at that site.

### **5. How do we find an internship site?**

We currently have an updated list of sites (page 9) that our students have used in the past two years.

**6. At what point should we be in our search?**

Start looking several months before you actually begin internship. Everyone seems to start earlier because of the number of contacts that need to be made. You will get some refusals, like, “No, we’re not taking any students”; “No, we have all the students we need”; “No, we can’t provide supervision”; “No, we’re not interested.”

**7. What do we call ourselves, “intern” or “trainee?”**

Intern.

**8. Can we start internship before the semester starts?**

Yes. The key is official enrollment in the internship course so that you will be under the insurance umbrella, even if the semester has not yet formally started. You may also continue your participation through holidays and the formal ending of the semester (or summer).

**9. Can I intern in my present job and can I be paid for it?**

No, you cannot do the job you’re doing now and be paid for it because you would not be enlarging your skills. Also, if you work in an agency, interning at your present job would not be a first preference. You have to work in a different division or department.

**10. Do I need proof of liability insurance?**

You are covered through the college as long as you are at your site. The contract that your site will sign includes a statement of what our liability coverage is. For most agencies, that is enough. For others, they want the cover page of the liability coverage policy we have. Those requests are forwarded to our Business office, which sends a copy to the site.

**11. What must the employer fill out?**

The employer must fill out the contract, which can be picked up early or at the first internship class. Ultimately, there will be some assessment forms filled out by your supervisor, and will be included in your class packet.

**12. How do credit hours and clock hours coincide?**

If you plan to complete your 750 hours over two semesters, then sign up for three credit hours for two semesters. If your 750 will be spread out over three semesters, sign up for two credit hours each semester.

**13. What is required in the internship class, and does it differ if it is one hour versus two, versus three?**

The requirements for each internship class are the same regardless of the number of hours taken. The requirements include an oral presentation in class, a beginning set of objectives, a summary of what you have done toward those objectives, and a record of your clock hours. Examples of objectives might include becoming comfortable co-leading a group, learning the DSM-IV more thoroughly and being able to make differential diagnoses, or becoming more adept at working from a particular theoretical orientation. These should change from semester to semester as you grow and learn especially if you change sites.

**14. When is internship class?**

During the regular school year, internship is held on Wednesday nights from 4-5:30 p.m. In the summer, it is held on Tuesday nights from 4-5:30 p.m.

**15. How are we graded in internship?**

The majority of the Internship grade is based on the assessment of your on-site activities. A detailed evaluation of your strengths and competencies will be conducted by your agency supervisor. Class activities make up the other source of your grade. Class meetings offer students an atmosphere of consistent support with peers who are all engaged in similar, yet somewhat individualized, therapeutic endeavors. The focus of our discussions will center upon case conceptualization (students who are finishing their internship will complete an extensive case analysis of one client) and your evolving knowledge of ethical considerations and the expectations of your particular site/agency.

**16. What if my site doesn't work out?**

You can switch sites or you can add another. We are gradually weeding out less than adequate sites, but, should a need arise, a change can and should be made.

Stephen Sirridge  
Last updated 03/01/2006

**INFORMATION  
FOR  
PROSPECTIVE  
INTERNSHIP SITES**

**INTERNSHIP SITE  
LISTING**

## **INFORMATION FOR PROSPECTIVE INTERNSHIP SITES**

Avila University

At a minimum, interns need to address these objectives in their internship:

1. Proficiency in assessment/psychosocial history (as appropriate)
2. Counseling/psychotherapy skills (prefer 2 out of 3 of the following):
  - a. Individual
  - b. Group
  - c. Family(Formal assessment (psychological testing) opportunities are preferred but not required.)
3. Administrative duties/responsibilities including record keeping, authorizations, learning the “system”/procedures
4. Professional/collegial relationships
5. Meeting with designated on-site supervisor preferably once weekly
6. Accumulation of required contact hours (750) with accompanying breakdown of hours by area (one half of the total time requirements [375 hours] must be client contact hours)
7. Completion of attached contract between intern/Avila University/internship site.

**Internship Sites**  
**Master of Science in Counseling Psychology Program**

**Avila University Counseling Center**

*Population:*  
Adults

*Responsibilities:*  
Individual counseling, academic testing

*Supervisor:* Stana Eager  
11901 Wornall Rd.  
Kansas City, MO 64145  
816-501-3767

**Catholic Charities**

*Population:*  
Children, Adolescents and Adults

*Responsibilities:*  
To be determined

*Supervisors:* Mike Jurkovich (Kansas)  
2220 Central  
Kansas City, KS 66102  
913-621-1500

Donna Harmon (Missouri)  
751 E 63<sup>rd</sup> Street  
Kansas City, MO 64110  
816-333-2040 ext. 107

Judy Thompson (Missouri)  
1112 Broadway  
Kansas City, MO 64105  
816-221-4377 x335

John Kostoryz (Missouri)  
751 E 63<sup>rd</sup> Street  
Kansas City, MO 64110  
816-333-2040 ext. 101

**Child Abuse Prevention Association (CAPA)**

*Population:*  
Clients where a child has experienced  
trauma or abuse

*Responsibilities:*  
Individual, family and group counseling

*Supervisor:* Karen Costa  
503 E 23<sup>rd</sup> Street  
Independence, MO 64055  
816-252-8388

**Comprehensive Mental Health Services**

*Population:*  
Clients with substance abuse issues

*Responsibilities:*  
Individual and group counseling

*Supervisor:* Cindy Claxton, LCSW  
10901 Winner Road  
Independence, MO 64052  
816-254-7755

**C.O.P.S.**

**Christians Obediently Preventing Substance Abuse**

*Population:*

Clients with substance abuse issues

*Responsibilities:*

Individual and group counseling

*Supervisor:* Angela Wesson, Executive Director

3619 E 35<sup>th</sup> Street  
Kansas City, MO 64128  
816-923-9212  
[Tree64109@juno.com](mailto:Tree64109@juno.com)

**Crittendon**

*Population:*

Children and adolescents

*Responsibilities:*

Individual and group counseling

*Supervisor:* Bernice Dixon

10918 Elm  
Kansas City, MO 64134  
816-755-6600

**Family Conservancy**

(formerly Heart of America Family Services)

*Population:*

Family focus, Foster care, Adoption,  
Abuse assessments, family crises

*Responsibilities:*

Individual, couple, group and family  
counseling

*Supervisor:* Joan Zimmerman, LCSW

3737 W. Elizabeth, Suite 100,  
Independence, MO 64057  
816-373-7577

**Free Health Clinic (Midtown)**

*Population:*

Adult outpatients

*Responsibilities:*

Individual counseling

*Supervisor:* Pat Jordon

3515 Broadway  
Kansas City, MO 64111  
816-753-5144

**Gillis Center**

*Population:*

Children and adolescents

*Responsibilities:*

Individual and group counseling

*Supervisor* Sarah Kuchinski

8150 Wornall Rd.  
Kansas City, MO 64114  
816-508-3586

**Hope House**

*Population:*  
Battered women (shelter and outreach)

*Responsibilities:*  
Individual and group therapy

*Supervisor:* Rita Witt, M.S.; L.P.C.  
PO Box 577  
Lee's Summit, MO 64063  
816-461-4188

**Johnson County Community College Counseling Center**

*Population:*  
Students and community members

*Responsibilities:*  
Academic advising, career counseling  
Brief individual therapy, and group  
therapy

*Supervisors:* Ron Frigault, Ph.D.  
12345 College Blvd.,  
Overland Park, KS 66210  
913-469-3809

**KCMO School District**

*Population:*  
Children: elementary, middle school,  
and high school age

*Responsibilities:*  
Administer WISC III, WAIS III,  
achievement tests, motor assessments,  
or adaptive behavior scales and write-up  
full evaluations

*Supervisor:* Tanda Allen  
1211 McGee  
Kansas City, MO 64106  
816-418-7000

**Kaw Valley Center**

*Population:*  
Adults

*Responsibilities:*  
Individual, family, and couples  
Counseling, attending family meetings,  
Psychosocial assessments

*Supervisor:* Brenda Soto  
759 Vermont Ave.  
Kansas City, KS 66101  
913-499-8134

**The Keeler Women's Center**

*Population:*  
Urban Women

*Responsibilities:*  
Individual and family counseling

*Supervisor:* Donna Constantineau or Julie Patterson  
608 N. 18<sup>th</sup> Street #706.  
Kansas City, KS 66102  
913-621-8749

**Longview Community College Counseling Center**

*Population:*  
Students and community members

*Responsibilities:*  
Administer WAIS-R, Wide Range Achievement test, Strong Interest Inventory, Strong Interest Inventory, Myers-Brigg Type Indicator, Woodcock-Johnson, Cognitive and Achievement batteries, or Taylor-Johnson Temperament Analysis. Individual counseling to explain test results and career counseling

*Supervisor:* Dr. Jim McGraw  
500 SW Longview Rd.  
Lee's Summit, MO 64081  
816-672-2255

**Midtown Psychological Services**

*Population:*  
Adults

*Responsibilities:*  
Individual, Family, and couples counseling

*Supervisor:* Helen Wiser  
3914 Washington St.  
Kansas City, MO 64111  
816-561-9494

**MOCSA**

*Population:*  
Adult survivors of sexual abuse, Sexual Offenders and non-offending parents

*Responsibilities:*  
Individual, couple and group counseling

*Supervisor:* Paul Tamisiea, LPC, LCSW or Sherry Mumm  
3217 Broadway #500  
Kansas City, MO 64111  
816-931-4527

**Our Lady of Angels**

*Population:*  
Children 3 to 14 years old

*Responsibilities:*  
Individual and group counseling

*Supervisor:* Mary Mollan LPC  
4232 Mercier Street  
Kansas City, Missouri 64111  
816-931-1693

### **Ozanam**

*Population:*  
Children and adolescents

*Responsibilities:*  
Individual and group counseling in  
COURAGE Program

*Supervisor:* Rex Blemins, MA LPC  
421 E 137<sup>th</sup> Street  
Kansas City, MO 64145  
816-508-3600

### **Park University Counseling Center**

*Population:*  
High functioning adults ages 18-50  
Major complaints around depression

*Responsibilities:*  
Individual and group therapy and  
Provide psycho educational programs

*Supervisors:* Linda Waxse, M.S.  
8700 NW River Park Dr.  
Parkhill, MO 64152  
816-741-2000

### **Pleasant Hill Elementary**

*Population:*  
Elementary students

*Responsibilities:*  
Developmental guidance and individual  
and group counseling

*Supervisor:* 327 N. McKissock  
Pleasant Hill, MO 64080  
816-540-2220 ext. 178

### **Research Psychiatric Center**

*Population:*  
Adults, adolescents and children

*Responsibilities:*  
Crisis assessment, Psychosocial  
history, Individual and group therapy

*Supervisor:* Bruce Johnson  
2323 E. 63<sup>rd</sup> St.  
Kansas City, MO 64130  
816-444-8161

### **Responsive Centers for Psychology and Learning**

Please note: This site is by special application and approval of both the site and the MSCP program. Please see Avila Clinical Director or Assistant Director of Graduate Psychology if you have an interest in this site. This site prefers interns who can be present during predominantly daytime hours in order to be part of the clinical team.

*Population:*  
Children, adolescents, adults, & Geriatrics

*Responsibilities:*  
Individual and group therapy and  
Administer WAIS-R or WJ-R, Mini  
Mental Status Examination and Geriatric  
Depression Inventory

*Supervisor:* J. Stephen Hazel, Ph.D.  
8001 College Blvd. #220  
Overland Park, KS 66210  
913-451-8550

### **ReStart**

*Population:*  
Homeless

*Responsibilities:*  
Individual, group and family counseling  
and Educational program

*Supervisor:* Evelyn Craig  
918 E. 9<sup>th</sup> St.  
Kansas City, MO 64106  
816-472-5664  
[www.restartinc.org](http://www.restartinc.org)

### **Rose Brooks**

*Population:*  
Women in domestic violence shelter  
with substance abuse issues

*Responsibilities:*  
Individual and group counseling

*Supervisor:* Valeri Crenshaw  
PO Box 320599  
Kansas City, MO 64132  
816-523-5550

### **Samuel U Rodgers**

*Population:*  
Chronic mental health problems:  
Bi-polar, Schizophrenia, Axis II clients

*Responsibilities:*  
Assessment, Psychosocial history,  
individual, group and family counseling

*Supervisor:* Psychiatric Center  
2800 Kendallwood Parkway  
Kansas City, MO 64119  
816-455-8800

### **Solace House**

*Population:*  
Adults, adolescents and children  
struggling with grief

*Responsibilities:*  
Group counseling



**Synergy Girls' Home and Synergy Family Care**

*Population:*  
Residential adolescent girls

*Responsibilities:*  
Case dispositions, individual client contact, Community families house meetings, and group therapy

*Supervisor:* Jennifer Vernon  
5935 Bell Rd.  
Parkville, MO 64152  
816-741-3859

**TLC for Children and Families**

*Population:*  
Adolescents

*Responsibilities:*  
Individual, family and group counseling

*Supervisor:* David Rawles  
480 Rodgers Road  
Olathe, KS 66062  
913-764-0887

**Tri-County Mental Health**

*Population:*  
Adult outpatients

*Responsibilities:*  
Individual and group counseling and intake assessments

*Supervisor:*  
3100 NE 83<sup>rd</sup> #101  
KCMO 64119  
816-468-0400

**Two Rivers Psychiatric Hospital**

*Population:*  
Adults, Adolescents, dual diagnosis  
Addictions, sexual trauma unit

*Responsibilities:*  
Group and individual therapy and psychosocial assessments

*Supervisor:* Mel Baur  
5121 Raytown Rd.  
Raytown, MO 64133  
816-356-5688

**Wyandotte Center for Community Mental Health**

*Population:*

Adults, adolescents and children

*Responsibilities:*

Individual and group counseling and  
Intake assessments

*Supervisor:*

Susan Kaner  
7840 Washington Ave.  
KCKS 66112  
913-328-4600

**AGREEMENT  
FOR  
PROVISION  
OF  
CLINICAL FACILITIES  
FOR  
INTERNSHIP**

# AGREEMENT FOR PROVISION OF CLINICAL FACILITIES FOR INTERNSHIP IN THE M.S. PROGRAM IN COUNSELING PSYCHOLOGY

AVILA University of Kansas City, Missouri, and \_\_\_\_\_,

Located at \_\_\_\_\_,  
Address City State Zip

(hereafter referred to as "Sponsoring Agency") of \_\_\_\_\_, (MO/KS)

agree upon the following conditions to govern the provision of agency facilities for Internship

in M.S. in Counseling Psychology for \_\_\_\_\_. This Agreement is  
(Student Name)

made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

## I. Administration

### A. Internship Site Responsibilities

- On-site access to a supervisor to monitor and advise the intern in his/her daily activities;
- One hour of weekly individual supervision provided by an approved supervisor (minimum of a Masters degree in a helping profession with preference for supervisors with clinical and counseling psychology degrees and/or State Licensed LPC credentials);
- The internship site must offer the intern access to at least two of the following counseling services:
  - ✓ Individual counseling,
  - ✓ Group counseling,
  - ✓ Marital/family counseling.

Formal assessment (psychological testing) opportunities are preferred but not required.

- The supervisor is required to complete an assessment of the intern's performance, share that evaluation with the student and return that evaluation to the University coordinator.

### B. University Responsibilities

- The University will provide weekly group supervision for all internship students;
- The internship coordinator will make at least one site visit per semester;
- The internship coordinator will be available for consultation with on-site supervisors;
- The University will provide the field supervisor with evaluation forms in order to assess the intern's performance.

## **II. General Policies**

Students enrolled in the clinical rotation are not considered employees for purposes of workers' compensation and/or any other employee benefit programs. The Sponsoring Agency shall retain the right to remove any student participating in the clinical rotation from the on-site clinical program.

Students participating in the clinical rotation are required to comply with all policies, procedures and rules of the Sponsoring Agency. All patient care and other confidential information obtained by the student or faculty during the course of the clinical rotation is to be considered confidential and is not to be released in any form without approval.

Neither the Sponsoring Agency nor Avila University shall discriminate against any applicant to our student in the clinical rotation program on the basis of race, ethnicity, age, religious affiliation, gender, or sexual orientation.

## **III. Faculty**

Avila University will provide faculty members who will be responsible for the academic courses, instruction, supervision, assignment and performance of students assigned to selected clinical areas. Avila University faculty members will not become involved with the administration or management of any unit within the structure of the Sponsoring Agency.

## **IV. Maintenance and Other Expenses**

All expenses including meals, laundering of uniforms, medical expenses and transportation costs are the responsibilities of the student.

## **V. Illness and Insurance**

Students are responsible for any expenses incurred due to illness and are required to carry their own health insurance.

**Avila University**  
**M.S. in Counseling Psychology Agreement**

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**VI. Liability Insurance**

Avila University agrees to provide professional liability insurance covering all participating students and instructors to a maximum amount of \$1,000,000 for injury or death of one (1) person and to a maximum amount of \$3,000,000 for all claims within a one (1) year period, regardless of the number of claims or number of persons injured or deceased.

If required, Avila University will provide certificates of insurance evidencing the above-referenced insurance coverage.

Avila University will defend, indemnify and hold the Sponsoring Agency harmless for any claim arising out of students' participation in the clinical program.

**VII. Termination of Use of Health Care Facilities**

The use of the Sponsoring Agency's clinical facilities for Avila University M.S. Counseling Psychology may be terminated either by the Sponsoring Agency or Avila University. Agency may terminate intern at any time for activities that it considers as a violation of "personal and/or professional conduct."

This Agreement involves no exchange of money, but is based upon mutual interest and agreement to exchange what each institution has to offer.

This Agreement is to be reviewed by the Coordinating Committee prior to the end of the term identified for the purpose or continuation or termination of the Agreement. If the Agreement is to be continued, it may be revised as the occasion demands to assure mutual satisfaction, periodically for the purpose of continuation, or termination of the Agreement. If the Agreement is to be continued, it may be revised as the occasion demands to assure mutual satisfaction.

**Avila University**

**Sponsoring Agency**

\_\_\_\_\_  
Internship Coordinator                      Date

\_\_\_\_\_  
Program Director/Clinical Supervisor    Date

\_\_\_\_\_  
Sr. Marie Joan Harris, Provost    Date

# INTERNSHIP STUDENT SITE OBJECTIVES



- Uses constructive confrontational skills when appropriate 1 2 3 4 5 6 7
- Engages in genuine self-disclosure of personal thoughts and feeling when appropriate 1 2 3 4 5 6 7
- Generates a clinical hypothesis from at least two theoretical viewpoints 1 2 3 4 5 6 7
- Selects appropriate interventions 1 2 3 4 5 6 7
- Synthesizes and integrates information over an entire clinical case 1 2 3 4 5 6 7
- Effectively evaluates client progress 1 2 3 4 5 6 7
- Communicates information about the client to other professionals/agencies 1 2 3 4 5 6 7
- Respects confidentiality of case material 1 2 3 4 5 6 7
- Behaves in accordance with professional ethical standards 1 2 3 4 5 6 7
- Responds appropriately when personal concerns might impair service to client 1 2 3 4 5 6 7
- Accepts opinions, practices, values, and emotional variations from clients that differ from the intern 1 2 3 4 5 6 7
- Effectively administers, scores, and interprets the results of assessment instruments 1 2 3 4 5 6 7
- Effectively constructs written reports 1 2 3 4 5 6 7
- Demonstrates effective diagnostic skills and familiarity with the DSM-IV 1 2 3 4 5 6 7

### III. Supervisory Relationship

- Appropriately receives feedback (positive and negative) from the site supervisor 1 2 3 4 5 6 7
- Willingness to follow through on supervisor's case recommendations 1 2 3 4 5 6 7
- Does not require or demand excessive amount of supervision 1 2 3 4 5 6 7
- Keeps supervisor informed of cases 1 2 3 4 5 6 7
- Willingness to be observed during clinical contacts 1 2 3 4 5 6 7
- Knows limits of professional competence 1 2 3 4 5 6 7
- Provides supervisor with adequate case/assessment information for supervision 1 2 3 4 5 6 7

**IV. Narrative Comments on Your Strengths and Weaknesses, Other Objectives at this Site:**

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Please return to: \_\_\_\_\_

**Stephen Sirridge, Ph.D.**

Avila University  
Psychology Department  
11901 Wornall Road  
Kansas City, MO 64145

*or*

**Mary Ellen Culver, Ph.D.**

Avila University  
Psychology Department  
11901 Wornall Road  
Kansas City, MO 64145



**Internship Hours Worksheet  
To Meet Requirements of PY 695  
Semester \_\_\_\_\_, Avila University**

Intern: \_\_\_\_\_

Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

**Client Contact Hours**

Date	Mon.	Tues.	Wed.	Thurs.	Fri.	Total
Individual Counseling						
Group Counseling						
Family Counseling						
Test Administration						
Test Interpretation						
Intake/Phone Interviews						

<b>Subtotal</b>						
-----------------	--	--	--	--	--	--

**Non-Client Contact Hours**

Date	Mon.	Tues.	Wed.	Thurs.	Fri.	Total
Training						
Test Scoring/ Report Writing						
Meetings/ Workshops						
Case File Review						
Administrative						
Supervision						
PY 695 Class						
Other (specify)						

<b>Subtotal</b>						
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<b>Total for Week</b>						
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Supervisor's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Avila University**  
**School of Psychology: M.S. in Counseling Psychology Program**  
**Evaluation of Internship Student Readiness and Performance**

Internship Student: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Site and Unit(s): \_\_\_\_\_

Dates at this site: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

On-site Supervisor(s): \_\_\_\_\_

Title: \_\_\_\_\_

Please evaluate the internship student in the following areas by circling the appropriate numbers, and by providing narrative comments on strengths and weaknesses. Write "NA" if a question is not applicable. Note that the internship student will have access to this form upon its completion.

**(Poor)** 1      2      3      4      5      6      7      **(Excellent)**

**I. General**

- Professional appearance 1 2 3 4 5 6 7
- Interacts with staff respectfully and appropriately 1 2 3 4 5 6 7
- Punctuality 1 2 3 4 5 6 7
- Enthusiasm, energy level 1 2 3 4 5 6 7
- Actively pursues continuing education (reading, workshops, conferences) 1 2 3 4 5 6 7

**II. Service Delivery Skills**

- Establishes rapport and communicates genuine concern for the client 1 2 3 4 5 6 7
- Attends to the client 1 2 3 4 5 6 7
- Adapts terminology to the language level of the client 1 2 3 4 5 6 7
- Reflects feelings expressed verbally and nonverbally by the client 1 2 3 4 5 6 7
- Accurately summarizes/paraphrases thinking of the client 1 2 3 4 5 6 7
- Asks open-ended questions when possible and closed questions when necessary 1 2 3 4 5 6 7
- Uses constructive confrontational skills when appropriate 1 2 3 4 5 6 7

- Engages in genuine self-disclosure of personal thoughts and feeling when appropriate 1 2 3 4 5 6 7
- Generates a clinical hypothesis from at least two theoretical viewpoints 1 2 3 4 5 6 7
- Selects appropriate interventions 1 2 3 4 5 6 7
- Synthesizes and integrates information over an entire clinical case 1 2 3 4 5 6 7
- Effectively evaluates client progress 1 2 3 4 5 6 7
- Communicates information about the client to other professionals/agencies 1 2 3 4 5 6 7
- Respects confidentiality of case material 1 2 3 4 5 6 7
- Behaves in accordance with professional ethical standards 1 2 3 4 5 6 7
- Responds appropriately when personal concerns might impair service to client 1 2 3 4 5 6 7
- Accepts opinions, practices, values, and emotional variations from clients that differ from the intern 1 2 3 4 5 6 7
- Effectively administers, scores, and interprets the results of assessment instruments 1 2 3 4 5 6 7
- Effectively constructs written reports 1 2 3 4 5 6 7
- Demonstrates effective diagnostic skills and familiarity with the DSM-IV 1 2 3 4 5 6 7

### III. Supervisory Relationship

- Appropriately receives feedback (positive and negative) from the site supervisor 1 2 3 4 5 6 7
- Willingness to follow through on supervisor's case recommendations 1 2 3 4 5 6 7
- Does not require or demand excessive amount of supervision 1 2 3 4 5 6 7
- Keeps supervisor informed of cases 1 2 3 4 5 6 7
- Willingness to be observed during clinical contacts 1 2 3 4 5 6 7
- Knows limits of professional competence 1 2 3 4 5 6 7
- Provides supervisor with adequate case/assessment information for supervision 1 2 3 4 5 6 7

**IV. Narrative Comments on Internship Student's Strengths and Weaknesses**

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**V. Summary Ratings**

Student completed 750 or more clock-hours at the internship site. **Yes** **No**  
(circle one)

Given the student's performance, I recommend that the student **Pass** **Not Pass**  
(circle one) the internship course.

If you had an appropriate opening, would you wish to hire this internship student?  
(Note: this is an assessment question, not a commitment)

**(Definitely Not)**    1    2    3    4    5    6    7    **(Definitely Yes)**

Other Comments? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of on-site supervisor**

\_\_\_\_\_  
**Date**

*Thank you very much for your time and commitment to the quality of our interns!!*

Please return to either:

Amy Bucher, Ph.D.   Delany Dean, JD, Ph.D.   or   Stephen Sirridge, Ph.D.  
Avila University  
School of Psychology  
11901 Wornall Road  
Kansas City, MO 64145

# CASE ANALYSIS

**GUIDELINES FOR**  
**PREPARING THE**  
**CASE ANALYSIS**

Avila University

Master of Science in  
Counseling Psychology

SAMPLE TITLE PAGE

INTERNSHIP CASE STUDY

Presented to

THE FACULTY OF THE COUNSELING PSYCHOLOGY PROGRAM

AVILA UNIVERSITY

In partial fulfillment of the  
requirements for the degree of

MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY

By

Your Name

Your daytime phone number

Your home phone number

(please mark the numbers as daytime or home)

## **INTERNSHIP CASE STUDY RELEASE FORM**

I hereby give my permission to allow students and faculty of the Master of Science in Counseling Psychology program to have access to my internship case study to enable them to benefit from my internship experience. I fully understand that once I have graduated from Avila College, my internship case study will become property of the program, and students will be permitted to sign out my case study with the understanding that it must be returned to the Department office.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **GOALS OF THE INTERNSHIP CASE STUDY**

1. To describe a person from two theoretical points of view;
2. To demonstrate the ability to assess a person, using standard assessment tools and/or a clinical interview;
3. To diagnose a person, using DSM-IV (something about the advantages and disadvantages of diagnosis)
4. To demonstrate the ability to develop a treatment plan that follows from theory;
5. To communicate in a clear, concise, and organized manner with other professionals.

## **INTERNSHIP CASE STUDY OUTLINE**

- I. Identifying Information
  - A. Client's first name (please use a pseudonym), race/ethnic background, sex.
  - B. Background
    1. Medical
    2. Educational
    3. Employment
    4. Physical description
    5. Social/family situation
- II. Reason for Referral
- III. Assessments Administered
  - A. List instruments and interpret them; if someone else performed the assessments, indicate and integrate into your understanding of the person
  - B. Summarize your clinical interview if no assessment instruments are available
  - C. Summarize client's strengths and deficits, and indicate if these are self-reports or your judgments

#### IV. Diagnosis

A. DSM-IV, all 5 axes; indicate who made the diagnosis

B. Comment on the appropriateness of the diagnosis.

#### V. Theoretical Frameworks

##### A. Theory One

1. Introductory overview of the theory (paragraphs rather than pages)
2. Evidence of use of the theory to understand the person
3. Treatment plan that flows from the theory

##### B. Theory Two

1. Introductory overview of the theory (paragraphs rather than pages)
2. Evidence of use of the theory to understand the person
3. Treatment plan that flows from the theory.

### THE LENGTH OF THE CASE STUDY

For those of you not satisfied with the admonition that the case study should be "not too short, not too long, but just right", covering the material completely and concisely, these numbers can serve as guidelines: In the Spring of 2005, the case studies ranged from 15 to 20 pages in length, and these were deemed to be adequate.

### REFERENCES

We expect you to make use of "primary" sources in addition to "textbook" or secondary references in the preparation of their case studies, and should cite these references in correct APA Style. An "adequate" number of references would be **4 - 6 per theory**. **It is your responsibility to read beyond the material included in course assignments.**

LICENSED  
PROFESSIONAL  
COUNSELOR  
INFORMATION

# MISSOURI REQUIREMENTS FOR LICENSED PROFESSIONAL COUNSELOR

Current as of 05/31/05

## **Educational Requirements**

- 48 graduate level hours
- 3 credit hours graduate level courses in each of the nine core areas: Counseling Theory, Human Growth and Development, Helping Relationship, Social and Cultural Foundations, Career Development, Appraisal of Individuals, Group Dynamics, Research Methods, Professional Orientation
- 6 semester hours of practicum

## **Experience Requirements**

- Supervision must be registered and approved by the Committee before you can begin accruing hours.
- Supervisor must be LPC, Psychologist, or Psychiatrist.
- Accrue 3,000 hours in 2 to 4 years – 1200 of which are direct client contact
- Meet face-to-face for one hour at least once a week for 48 weeks per year.
- Supervisor must be employed at the same site or affiliated to the site by contract.

## **Examination**

- Take the National Counselor Examination through the National Board for Certified Counselors (typically offered in Kansas City in October) anytime after degree completion. You may obtain forms from Missouri for the NCE. Missouri will no longer offer the exam through the state as in the past.

## **Provisional Licensure**

- Meet all educational requirements
- Register supervision with the committee
- Pass the National Counselor Examination

National Board for Certified Counselors  
3-D Terrace Way, Greensboro, NC 27403  
1-800-398-5389 or 910-547-0607

For a copy of the Missouri Code of State Regulations and Law, write or call:

Division of Professional Registration  
Committee for Professional Counselors  
3605 Missouri Boulevard, P.O. Box 1335  
Jefferson City, MO 65102-1335  
Voice Mail 573-751-0018; Fax 573-751-0735  
[www.pr.mo.gov/counselors.asp](http://www.pr.mo.gov/counselors.asp)

# **KANSAS REQUIREMENTS FOR LICENSED CLINICAL PROFESSIONAL COUNSELOR**

Current as of 03/01/06

## **Educational Requirements**

- 60 graduate level hours, 45 of which are in the core areas.
- Graduate level courses in each of the ten core areas: Counseling Theory and Practice, Human Growth and Development, The Helping Relationship, Social and Cultural Foundations, Lifestyle and Career Development, Appraisal of Individuals, Group Dynamics, Research and Evaluation, Professional Orientation, Practicum and Internship.
- The practicum must consist of at least 350 hours of direct client contact with use of DSM or additional postgraduate supervised experience if didn't get 350 hours in practicum.
- For Clinical Professional Counselor (ability to diagnose and treat mental disorders), need 15 graduate hours (total) in Psychopathology, diagnostic assessment, interdisciplinary referral and collaboration, treatment approaches and professional ethics when graduating after July 1, 2003.

## **Postgraduate Experience Requirements**

- Supervisor must be LCPC or psychologist with 2 years experience after clinical licensure.
- Accrue 4,000 supervised hours with 1,500 hours being actual client contact after getting LPC license.
- Accrue 1 hour of supervision for each 15 hours of direct client contact. 150 hours of supervision with at least 50 hours of individual supervision and 100 hours of supervision with 1 to 6 supervisees. At least 2 separate supervisory sessions per month, one of which is individual.
- After 1-1-02, you must hold a LCPC to be self-employed and to diagnose and treat or remain under supervision of an LCPC, psychologist, or MD.

## **Examination**

- Take the National Counselor Examination anytime after graduation through BSRB (in Emporia or Wichita 4 times a year) or National Board for Certified Counselors (typically offered in Kansas City in October)
- For LCPC, pass the Clinical examination approved by the board.

## **National Board for Certified Counselors**

3-D Terrace Way, Greensboro, NC 27403  
1-800-398-5389 or 919-547-0607

For a copy of the Kansas Statutes, Rules and Regulations, write or call:

Kansas Behavioral Sciences Regulatory Board  
712 S. Kansas Ave, Topeka, KS 66603-3817  
Voice Mail 785-296-3240, Fax 785-296-3112

[www.ksbsrb.org/pro-counselors.html](http://www.ksbsrb.org/pro-counselors.html)

## **KANSAS REQUIREMENTS FOR LICENSED MASTER'S LEVEL PSYCHOLOGIST**

### **Educational Requirements**

- At least 60 graduate hours including a master's degree in psychology based on a program;
- 12 semester hours or its equivalent in psychological foundation courses such as, but not limited to, philosophy of psychology, psychology of perception, learning theory, history of psychology, motivation, and statistics;
- 24 semester hours or its equivalent in professional core courses such as, but not limited to, two courses in psychological testing, psychopathology, two courses in psychotherapy, personality theories, developmental psychology, research methods, social psychology; or
- Passed comprehensive examinations or equivalent final examinations in a doctoral program in psychology and during such graduate program completed a minimum of 12 semester hours or its equivalent in psychological foundation courses such as, but not limited to, philosophy of psychology, psychology of perception, learning theory, history of psychology, motivation, and statistics and;
- 24 semester hours or its equivalent in professional courses such as, but not limited to, two courses in psychological testing, psychopathology, two courses in psychotherapy, personality theories, developmental psychology, research methods, and social psychology.
- Complete 750 clock hours of academically supervised practicum in the master's degree program or 1500 clock hours of postgraduate supervised work experience
- Completed a graduate level supervised clinical practicum of supervised professional experience including psychotherapy and assessment with individuals, couples, families or groups, integrating diagnosis and treatment of mental disorders with use of the American psychiatric association's diagnostic and statistical manual, with not less than 350 hours of direct contact or additional postgraduate supervised experience as determined by the board.

**If you want to seek this licensure, you must receive supervision during internship from a Licensed Psychologist or Licensed Clinical Psychotherapist.**

### **Postgraduate Experience Requirements**

- Completed not less than two years of postgraduate supervised professional experience in accordance with a clinical supervision plan approved by the board of not less than 4,000 hours of supervised professional experience including 1,500 hours of direct client contact conducting psychotherapy and assessments with individuals, couples, families or groups and not less than 150 hours of clinical supervision, including not less than 50 hours of person-to-person individual supervision, integrating diagnosis and treatment of mental disorders with use of the American psychiatric association's diagnostic and statistical manual

## **Examination**

- Pass a nationally standardized competency exam (EPPP) at 60% level. The EPPP exam is offered daily once registered with the BSRB.

For a copy of the Kansas Statutes, Rules and Regulations, write or call:  
Kansas Behavioral Sciences Regulatory Board  
712 S. Kansas Ave, Topeka, KS 66603-3817  
Voice Mail 785-296-3240, Fax 785-296-3112  
<http://www.ksbrb.org/masters-psychologists.html>

**The Licensed Masters Level Psychologist serves as the entry level credential for practicing as a psychologist in Kansas. The Licensed Clinical Psychotherapist credential requires an additional five years of experience.**