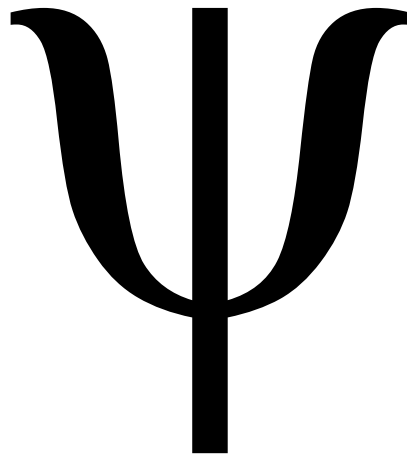


Applied Clinical Psychology  
Program  
Clinical Experience Manual  
*Practicum and Internship*  
2018-2019



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## INTRODUCTION

As part of the Master's degree requirements, Applied Clinical Psychology students are required to take PSYC 595A *Clinical Practicum* and PSYC 595B *Clinical Internship*. Clinical practicum and internship are, respectively, beginning-level and advanced-level courses in which students obtain clinical field experience in an external placement (i.e., a setting distinct from Penn State University). Both practicum and internship involve working in a clinical setting that provides counseling, behavioral, psychoeducational, or other professional psychological services in exchange for academic credit, training, and supervision from the agency. Practicum and internship settings vary widely and include settings such as private and state hospitals, clinical practices, community organizations, schools, prisons, and businesses.

PSYC 595A *Clinical Practicum* is the first supervised clinical experience in the program. It represents the first 100 hours of an external placement, with close supervision both at the practicum site and in regular class meetings. To build on the practicum experience, PSYC 595B *Clinical Internship* provides more in-depth training that requires integration of the theoretical and applied knowledge and skills acquired during your graduate study. Among the types of work that you might be exposed to on practicum and internship placements are psychotherapy, psychological and neuropsychological assessment, prevention, clinical health, and other types of interventions.

With regard to Master's degree and state licensure requirements, Applied Clinical Psychology students are required to complete one credit of PSYC 595A *Clinical Practicum*, representing a minimum of 100 hours of clinical experience. As with other academic courses, students must formally register for PSYC 595A, and all other academic policies, rules, and procedures also apply. In addition to the 100 hours of practicum, a minimum of 600 hours of supervised internship experience is required by the Commonwealth of

Pennsylvania for Master's-level licensing of mental health professionals. Those 600 hours are completed through enrollment in PSYC 595B *Clinical Internship*. As with the practicum, each academic credit represents a minimum of 100 hours of supervised clinical experience, and is supported by regular class meetings. Therefore, students are required to complete 6 credits of PSYC 595B *Clinical Internship*, which can spread out over the course of one calendar year (e.g., 2 credits per semester in spring, summer, and fall) or over two semesters. You may not take all your internship credits in one semester. The maximum number of internship credits you may take in one semester is four.

Although interns are typically not paid, both practicum and internship can be taken for academic credit even if students also receive financial compensation for their clinical work. Students cannot, however, complete their internship in a setting where they have already worked or interned unless they demonstrate to the instructor who will be serving as the Faculty Supervisor that the present internship will entail increased and differing responsibilities over their previous or current work experience in that setting. In order to earn academic credit, the student must learn something new and continue to build on her or his skills.

Internships are not intended to be job pre-placements. They are, however, an important step in your professional development, and they can lead to employment opportunities at the internship site or in similar settings. Internships are also a good source of professional references, so it is in your best interest to make a favorable impression.

### **ACADEMIC PREREQUISITES**

In order to register for Clinical Practicum (PSYC 595A), you must be a student in good standing in the Applied Clinical Psychology program. You must have satisfactorily completed the prerequisites required for the course, which are PSYC 500 *Ethics and*

*Professional Practice in Psychology and Counseling*, PSYC 517 *Psychopathology*, PSYC 518 *Interviewing and Counseling* and PSYC 519 *Psychotherapy*. Successful completion of one credit of PSYC 595A, with a grade of B (B- for students admitted FA2014 and prior) or higher, is required in order to obtain permission to enroll in PSYC 595B *Clinical Internship*. Please note that PSYC 595A *Clinical Practicum* is a fall course. You must take *Clinical Practicum* in the fall after completing PSYC 519 *Psychotherapy*, as well as the other prerequisites, or wait a full year to take it. PSYC 595B *Clinical Internship* will be offered each semester in which there is sufficient enrollment. Please do not wait for the last minute to register for either of these classes.

### **TIME REQUIREMENTS AND CREDIT ALLOCATION**

Each practicum or internship credit requires a total of 100 hours of work with the internship agency over the course of the semester. This is equivalent to approximately seven hours per week over a 15-week semester per academic credit, or an average of 20 hours per week for a three-credit placement (300 hours total). Depending on your interests and needs, you can complete all practicum and internship credits at one site or you can allocate them among two or more settings.

To manage the internship credits, many students complete 2 credits of internship a semester, spreading the experience over a calendar year. You should discuss how many credits would work best for you with your academic adviser and with the faculty supervising the practicum or internship classes. You can allocate your credits of clinical work any way that you like as long as you have the permission of the Faculty Supervisor. Give careful thought to how much time you can devote to your internship in a given semester and make sure that you do not register for more credits than you can realistically complete. You may carryover up to 50 hours from one semester to the next while on practicum and internship, but only with instructor permission. No hours can be transferred

from practicum to internship unless the student is continuing internship at the same site as the practicum. The extra hours are to be acquired during the break between semesters. This allowance is due to many sites requiring students remain working during breaks. Please talk with your internship supervisor early about this option.

In addition, 50% of your hours must be direct hours, which means that you have some form of contact with clients, which can include shadowing a therapist, observing sessions, etc. Indirect hours can include supervision, writing of notes or treatment plans, case conceptualization, etc.

### **DOCUMENTATION FOR LICENSURE**

You must be able to document your hours of supervised clinical experience when applying for licensure. Towards this end, have your Site Supervisor complete a Certification of Clinical Practicum or Internship form, samples of which can be found at the back of the present handbook. Because the nature of the required documentation may change, it is prudent to check with the State Board about your individual situation. Make sure to share this information with both the Faculty and the Site Supervisor and ***always keep copies for yourself***. You may find that you need this documentation in the years to come and the faculty or site supervisors are not responsible for keeping these documents past the time that the student has completed the placement.

### **ARRANGING YOUR CLINICAL PLACEMENT**

Because of the importance of the clinical experience for your professional development, you should begin to discuss your needs and interests with your adviser early in your academic career. To ensure the best possible match between what you are looking for and the qualities of the agency, site selection should be an ongoing process.

In order to register for either PSYC 595A or PSYC 595B, you must have written permission from the Faculty Supervisor (i.e., course instructor) for the semester in which

you plan to enroll. Therefore, it is important that you talk with the Faculty Supervisor as early in the prior semester as possible. In addition, early preparation is advisable so that you can obtain necessary information from the Faculty Supervisor, have time to obtain liability insurance, and arrange for an appropriate placement. For example, to secure either a fall or a summer placement, the preparation work needs to be done early in the previous spring semester. For practicum students in particular, each student must speak with the practicum faculty supervisor no later than April about their practicum placement to be started the following fall. Students should be prudent to locate their placement early in order to have one prior to the start of the fall semester. If students do not have a placement within the first week of the fall semester they may be asked to drop PSYC 595A. This should be discussed in advance with the faculty supervisor for this course.

### **Liability Insurance**

Professional liability insurance is required of all clinical experiences, and documentation of coverage is required before you will be allowed to register or have any direct contact with clients. This professional liability insurance is provided for graduate students at a reduced cost, and is often referred to “student liability insurance.” For instance, this insurance is available through the American Psychological Association (APA) Insurance Trust to Student Affiliates of APA at a reasonable cost for \$200,000 to \$3,000,000 of one-year coverage. (Applications for APA Student Affiliate status can be obtained from APA at (800) 374-2721 or [membership@apa.org](mailto:membership@apa.org). Insurance information is available through the APA Insurance Trust at (800) 477-1200, or (800) 852-9987, or their website: <https://trustinsurance.com/Products-Services/Student-Liability>. There are many other insurance agencies you may also choose to use as you do not have to use the APA Trust, but this was given as an example. Professional liability insurance for students can also be obtained through many other private carriers. We cannot provide professional

services training or be otherwise involved with your clinical placement without documentation of this liability insurance. Securing insurance may take time, thus completing this application months prior to the placement may be necessary.

### **Selecting Your Clinical Placement**

It is your responsibility to arrange for an appropriate clinical placement in consultation with the Faculty Supervisor. To assist you, a list of approved graduate clinical sites is presented in Appendix A. Contact persons are noted, where available. However, because agency staff members often change, the current contact for a setting might be different than that listed.

Arrangements can be made to complete your clinical work at a site that is not included in Appendix A as long as the site provides appropriate clinical and/or counseling experience, agrees to the policies discussed below, and is approved by the Faculty Supervisor. Please ensure that your site supervisor has the appropriate qualifications to supervise your work. In particular, the state licensing board of the Commonwealth of Pennsylvania mandates that all supervisors meet training and experience requirements. Specifically, state regulations mandate that clinical work must be supervised by a licensed psychologist, a licensed psychiatrist, a licensed professional counselor, or a licensed social worker and the supervisor must have 5 years of experience within the past 10 years in her or his respective field.

Whatever setting you choose, it should provide you with the opportunity to develop the knowledge and skills that you will need to be successful in your professional career. Good sources of information about possible internship sites include personal contacts, lists of human service agencies from the telephone book and the web, Psychology faculty, and other students. Because it is often helpful to know about other students' experiences at a particular site, a compilation of student evaluations of clinical placements is available from



the Psychology staff assistant or can be found in a binder in W311. Of course, students' experiences and perceptions might vary. Nevertheless, student evaluations can be a valuable resource for narrowing your placement options.

Make sure that you are familiar with the information in this manual before you begin contacting potential practica or internship sites. When you do contact an agency, explain that you are a clinical psychology Master's student who is seeking a practicum and/or internship placement, and ask to speak to the person who coordinates the site's internships. When you talk with this individual, make sure that you explain both your personal goals and the clinical experience policies discussed below.

Prospective clinical sites will usually want to interview you, and it is also in your best interest to visit a site before you commit to it. In many ways, interviews for placements are like job interviews, and the same strategies and cautions apply. Make sure to dress appropriately, act in a professional manner, and bring along a copy of your resume that describes your skills and accomplishments.

**Time Line**

To ensure that the clinical experience progresses as smoothly as possible for everybody involved, it is essential that you adhere to the following time line:

Task(s)	Time Frame
Discussion of practicum / internship needs and interests with adviser	Ongoing
Consultation with the Faculty Supervisor for the semester in which you plan to enroll	As early in the prior semester as possible, as March for Fall Semester and October for Spring Semester
Site contacts and site interviews	By the end of May for Fall placements; by the end of October for Spring placements; by the end of February for Summer placements

Site selection	By the end of June for Fall placements; by the end of November for Spring placements; by the end of March for Summer placements
Approval of placement by Faculty Supervisor	By the end of the prior semester
Application for professional liability insurance	By the middle of the prior semester
Documentation of professional liability insurance	Before registering for PSYC 595A or PSYC 595B

**Required Documentation**

All clinical placements must be approved by the Faculty Supervisor prior to the start of the semester in which they will occur, and the proof of liability insurance, and other various forms, must be completed and returned to the Faculty Supervisor before you will be allowed to register or begin your clinical work (i.e., Approval to Register for PSYC 595A or PSYC 595B Form, Specific Practicum / Internship Responsibilities Agreement, General Practicum / Internship Responsibilities Agreement). Samples of these forms, as well as others that you will need to fulfill your internship requirements, can be found in the back of the present manual. Make sure to keep copies of the completed forms for your records and to also provide copies for the Site Supervisor.

**PRACTICUM AND INTERNSHIP POLICIES**

**Student Responsibilities**

Practicum students and interns are expected to provide high-quality services to the best of their ability and to conduct themselves in a professional manner. An important aspect of professional behavior that is often overlooked by students is dress. In general, a neat and professional appearance is important. A good general rule is to dress in a manner similar to one’s coworkers or immediate supervisor. If in doubt (such as when

performing outreach rather than facility-based work), make sure to inquire about appropriate attire.

It is imperative that students keep all scheduled clinical and supervision hours, or that they notify the Site Supervisor in a timely manner if they are unable to do so. Arriving late or leaving early is to be avoided. Scheduled times and responsibilities with assigned individuals or groups must be met without fail, and neglecting to do so is cause for the placement to be immediately terminated, for you to receive a failing grade for PSYC 595A or PSYC 595B, and for you to be terminated from the program.

Make sure that you familiarize yourself with the agency's theoretical orientation and goals and that you consult with the Site Supervisor about the nature of your responsibilities at the start of the placement and at appropriate points throughout the semester. Also make sure to familiarize yourself with the background and treatment plan for all clients with whom you will be working. Under no circumstances are students to have any involvement with the administration of medication of any kind, regardless of the general policy of the clinical site.

You should carefully think through and systematically plan any therapeutic, counseling, or assessment services that you are asked to provide. When doing so, make sure to both consider the formal knowledge that you have acquired from course work (e.g., the validity and applicability of various approaches and instruments) and to seek input from the site staff. As needed, refer to the relevant professional literature, study any specialized materials that might be available at the internship site, and/or seek appropriate training from your Site Supervisor.

By enrolling in the Applied Clinical Psychology program, and as a Practicum student and intern, you must adhere to the most recent version of APA's Ethical Principles of Psychologists and Code of Conduct, as revised for 2003 and amended in 2016, as well as

to any regulations specific to the internship site. Make sure that you familiarize yourself with all applicable ethical standards, policies, and procedures, as ignorance is no excuse for professional misconduct. Copies of the APA principles can be downloaded from the APA website at [www.apa.org](http://www.apa.org). Ethical misconduct will result in a failing grade for the course and immediate dismissal from the program. Violation of ethical principles will lead also may lead to legal action against you.

Several ethical issues are so basic, but nonetheless, they warrant mention: The guiding principle behind any decisions or behavior should always be the well-being and welfare of the client. It is also crucial that students ensure the confidentiality of all client information and records. Thus, no personal (e.g., name or background) or clinical (e.g., diagnosis or treatment plan) information of any type can be released without a client's written consent, and any information released will be done by the staff at the site rather than the student. Further, dual relationships with clients and staff must be avoided (e.g., dating, significant friendships, or similar intimacies).

Make sure that you review any site-specific regulations with the Site Supervisor. If a significant ethical question arises, immediately consult with both the Site and the Faculty Supervisors.

### **Agency Responsibilities**

The agency is responsible for providing the student with supervised clinical and/or counseling experience. Supervision will ideally be provided by a licensed Ph.D.-, Psy.D.-, or Master's-level psychologist, but supervision by the following professionals is also permitted by the State Board: a licensed psychiatrist, a licensed professional counselor, or a licensed social worker. Unless clinical circumstances indicate otherwise, the Site Supervisor should directly or indirectly (i.e., via audiotape or videotape) supervise all clinical and counseling services provided by the intern. The Site Supervisor is also

expected to review all records from the student's clinical/counseling sessions and to meet with the student on a regular basis to discuss progress and to plan any follow-up. At least one hour of face-to-face individual supervision must be provided by the clinical site each week. As warranted, additional consultation should also be provided in a timely manner.

The Site Supervisor is expected to conduct performance and skills evaluations midway through and at the end of the semester. A sample Clinical Performance Evaluation form as well as a sample Formative Skills Evaluation form is located under the appropriate appendix at the back of this handbook and at our web site. These evaluations differ in both their content and their purpose. Where the overall Clinical Performance Evaluation assesses various aspects of clinical performance, the Formative Skills Evaluation focuses on specific clinical skills. Both evaluations are valuable for identifying clinical areas that are in need of work. In addition, a supervisor (either the one assigned to the student or another qualified supervisor) must be on site whenever a student is at their placement and working with clients. ***Students cannot be alone at their practicum or internship sites and see clients in any capacity without a supervisor available on the premises.***

The Site Supervisor is also responsible for completing the mid-semester and final Performance Evaluation forms and returning them to the Faculty Supervisor by the indicated dates. The student is responsible for providing stamped, addressed envelopes for this purpose.

### **Joint Responsibilities**

The student and the Site Supervisor should jointly determine a mutually agreeable schedule for completing the required clinical hours. Both parties also bear responsibility for assuring that the student is familiar with all relevant agency regulations, policies, and procedures and for communicating any problems or concerns to one another and to the Faculty Supervisor in a timely manner.

## **ACADEMIC REQUIREMENTS AND EVALUATION**

The Faculty Supervisor will provide you with a course syllabus. As with any other course, she or he will stipulate meeting times, course requirements, due dates, grading criteria, and the like. Although the specifics will differ depending on the Faculty Supervisor, some common academic clinical requirements are discussed below. Be sure to verify the specific expectations and methods of evaluation for your section of PSYC 595A or PSYC 595B at the start of the semester.

### **Meetings**

Regarding the academic portion of the course, practicum students and interns are expected to attend and to be prepared for any scheduled group or individual meetings. These will be used to review ethical principles, professional standards, course expectations, and progress in the placement. As with other classes, group and individual meetings will be held on campus unless you are explicitly informed otherwise. Even if you end your internship hours earlier in the semester, you must attend or complete the academic portions of the internship/practicum class; failure to do so can result in a deficient grade.

### **Written Work**

All assigned written work must be completed as scheduled or any penalties noted in the course syllabus will be imposed. All students must document their clinical progress in an internship or practicum log, which typically includes daily descriptions of clinical activities and daily and cumulative records of internship / practicum hours, hours of client contact, and hours of supervision. Additional written work might include updated lists of internship / practicum goals, and your impressions of the clinical experience.

### **Grading**

You must earn B or higher (B- for students admitted FA2014 and prior) in PSYC595A and PSYC595B, or you will be terminated from the program.

Although the specific nature and weighting of evaluation criteria will differ depending on the Faculty Supervisor, mid-semester and final Clinical Performance Evaluations by the Site Supervisor will contribute heavily to your grade in PSYC 595A or PSYC 595B. Mid-semester evaluations also alert you to any changes that you should make to be more effective in your work. Neglecting to meet your clients or your supervisor at scheduled times and complete work with assigned individuals or groups is cause for the placement to be immediately terminated and for you to fail the course.

The Faculty Supervisor will also consider other factors when assigning your course grade (e.g., attendance at meetings, completeness and clarity of internship logs, quality of any additional written work or class presentations). The rigorous academic work expected of you establishes the foundation of good practice and is a critical component of PSYC595A and PSYC595B.

If you have not completed your clinical hours by the end of the semester, you may be assigned a course grade of “DF,” which represents a “deferred grade.” This refers to your clinical hours only. All course academic requirements (e.g., exams, logs, papers, etc.) must be completed by assigned due dates. A deferred grade will be changed to a passing letter grade once you have finished all of your internship hours and your site supervisor has turned in your evaluation, which must be during the first 9 weeks of the next semester. Otherwise, the grade will automatically become an “F,” which means that you have failed the course. Keep this in mind when deciding how many credits to register for in a given semester. Do not attempt more hours that you can reasonably complete.

***Moreover, keep in mind that you may not register for 595B until you have completed***

**595A satisfactorily.** Failure to complete 595A in a timely manner may result in your inability to take 595B until a subsequent semester.

### **Formative Skills Evaluations**

Given the professional nature of the experience, students should try to demonstrate solid clinical skills from the start, but are provided an opportunity to remediate weaknesses identified in the Formative Skills Evaluations. Therefore, Formative Skills Evaluations will typically not contribute to your final grade. However, the Faculty Supervisor reserves the right to consider these under special circumstances. For instance, you will be assigned a failing grade if the Formative Skills Evaluation indicates such a lack of skills that the clinical placement must be terminated.

### **Evaluation of Clinical Placement**

Please complete the Student Evaluation of Clinical Placement form to the Faculty Supervisor. A sample of this form can be found at the back of this handbook or as previously mentioned at our web site. So that you can give the most informed evaluation possible, please do not submit the Student Evaluation form until you have completed all of your work with the agency. Your evaluation will be added to those of other students, and made available to future students as an aid for selecting their placement sites.



## APPENDIX A

### Approved Graduate Clinical Placement Sites

*NOTE: Staffing frequently changes at many agencies. It is your responsibility to confirm that a potential site supervisor is appropriately licensed to meet state requirements for supervision. You can choose others sites, too as long as they have a supervisor with the required licensure and are able to provide you with an appropriate internship experience.*

Acadia  
1871 Olde Homestead Lane  
Lancaster, PA 17601  
717/394-3466

TrueNorth Counseling Services  
625 West Elm Avenue  
Hanover, PA 17331  
717/632-4900

TrueNorth Counseling Services  
5351 C. Jaycee Avenue  
Suite 1  
Harrisburg, PA 17112  
717/657-2080

Berks Counseling Center  
35 N. 6<sup>th</sup> Street  
2<sup>nd</sup> Floor  
Reading, PA 19601  
610/898-1587

Camp Curtin YMCA  
2135 N 6<sup>th</sup> Street  
Harrisburg, PA 17110  
717/234-7058

Camp Hill State Correctional Institution  
Camp Hill, PA

Capital Area Head Start  
3700 Vartan Way  
Harrisburg, PA 17110  
717/541-1795

Catholic Charities  
Capital Region Office  
223 North Street  
Harrisburg, PA 17101  
717/533-7978

Children's Play Room  
99 S. Cameron Street  
Harrisburg, PA 17110  
717/782-4313

Dauphin County Crisis Intervention  
25 S. Front Street  
Harrisburg, PA 17101  
717/232-7511

Dauphin County Counseling Center  
Harrisburg Office: 717/232-8761  
Millersburg Office: 717/896-8091

Dauphin County MH/MR Case  
Management  
100 N. Cameron Street  
Harrisburg, PA 17101  
717/232-8761

Dauphin County Office of Drug and  
Alcohol  
25 S. Front Street  
Harrisburg, PA 17101  
717/255-2984

Dauphin County Prison  
501 Mall Road  
Harrisburg, PA 17111  
717/558-1100, ext. 3202

Dauphin County Public Defender's  
Office  
Veterans Memorial Building  
112 Market Street, 6<sup>th</sup> Floor  
Harrisburg, PA 17101  
717/255-2746

Early Intervention Program, Inc.  
3600 Vartan Way  
Harrisburg, PA 17110  
717/541-4990

Epilepsy Resource Center of Central PA  
900 S. Arlington Avenue  
Harrisburg, PA 17109  
717/541-0301

Families Program  
Stevens Community Mental Health  
Center  
Carlisle, PA  
717/245-9929

Girls Incorporated of Greater  
Harrisburg  
2715 N 7<sup>th</sup> Street  
Harrisburg, PA 17110  
717/232-4898

Harrisburg Center for Healthy Child  
Development  
234 N. Third Street  
Harrisburg, PA 17101

Harrisburg Institute of Psychiatry  
307 S. Front Street  
Harrisburg, PA  
717/782-5218

Healthsouth Rehab Hospital of York  
1850 Normandie Drive  
York, PA 17404  
717/767-6941

Helen Stevens Community Mental Health  
Center  
33 State Avenue  
Carlisle, PA 17013  
717/243-6033

Hershey Medical Center  
Behavioral Therapy Laboratory  
500 University Drive  
Hershey, PA 17033  
717/531-7129

Hershey Medical Center  
Department of Neurology  
500 University Drive  
Mail Code H037  
Hershey, PA 17033  
717/531-8692

Hershey Medical Center  
Other Units and Departments  
717/531-8521

Holy Spirit Hospital  
503 North 21<sup>st</sup> Street  
Camp Hill, PA 17011-2288  
(717/972-4877)

Keystone Service Systems  
301 N. 2<sup>nd</sup> Street  
Harrisburg, PA 17101  
717/232-7509

Lancaster County Crisis Intervention  
1120 Frances Avenue  
Lancaster, PA 17601  
717/394-2631

Mazzitti and Sullivan  
3207 N. Front Street  
Harrisburg, PA 17110  
717/901-5662

Milestones Community Healthcare, Inc.  
4700 Commerce Drive  
Harrisburg, PA 17110  
717/651-0016

Milton Hershey Schools  
PO Box 830  
Hershey, PA 17033-0830  
717/520-3310

Pennsylvania Psychological Association  
416 Forster Street  
Harrisburg, PA 17102  
717/232-3817

Philhaven Services  
283 Butler Road  
PO Box 550  
Mt. Gretna, PA 17064  
717/868-4999

Philhaven – After School Program  
1245A West Princess Street  
York, PA 17404

Polyclinic Medical Center  
2601 N. 3<sup>rd</sup> Street  
Harrisburg, PA 17102  
Contact specific unit  
717/782-4313

Reading Specialists  
220 N. 5<sup>th</sup> Street  
Reading, PA 19601  
610/372-7960

Riverside Associates  
2818 Green Street  
Harrisburg, PA 17110  
717/238-6880

River View Center  
2421 N. Front Street  
Harrisburg, PA 17110  
717/231-2764

Special Operations  
193<sup>rd</sup> Special Operations  
717/948-2587

Special Offender Services  
225 W. King Street  
Lancaster, PA  
717/299-8184

Special Services  
Central Dauphin School District  
4400 Franklin Street  
Harrisburg, PA 17111  
717/558-9430

St. Joseph's Hospital  
College Avenue  
Lancaster, PA  
717/291-8030

State Correction Institution of Camp Hill  
PO Box 8837  
Camp Hill, PA 17001-8837  
717/737-4531

Student Internship Center  
717/255-3888  
Wide range of state placements

Wilson College  
1015 Philadelphia Avenue  
Chambersburg, PA 17201  
717/262-2021

York College  
Counseling Center  
441 County Club Road  
York, PA 17403-3651  
717/846-7788

York Hospital Behavioral Health  
1001 S. George Street  
York, PA 17405  
717/851-4374

York Suburban School District  
1800 Hollywood Drive  
York, PA 17403  
717/755-2841

York Middle School  
455 Sundale Drive  
York, PA 17402  
717/755-2841

## APPENDIX B

### Forms Required for PSYC 595A Practicum

**Approval to Register for PSYC 595A**

Semester \_\_\_\_\_ Number of credits \_\_\_\_\_

Student's name: \_\_\_\_\_ PSU ID # \_\_\_\_\_

Site for clinical experience:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site supervisor's name: \_\_\_\_\_

Supervisor's license (e.g. psychologist, LPC): \_\_\_\_\_

Supervisor's phone number and email address: \_\_\_\_\_

Describe the kind of work you will be performing:

Check that all prerequisites are completed, or date to be completed if in progress

- \_\_\_\_\_ PSYC 500 *Ethics*
- \_\_\_\_\_ PSYC 517 *Psychopathology*
- \_\_\_\_\_ PSYC 518 *Interviewing and Counseling*
- \_\_\_\_\_ PSYC 519 *Psychotherapy*

Permission to register granted pending room in the course, satisfactory completion of work in progress, and submission of proof of liability insurance before the start date of the course.

\_\_\_\_\_  
Instructor's Signature Date

## PSYC 595A General Practicum Responsibilities Agreement

The signed original must be returned to the Faculty Supervisor before the student will be allowed to begin his or her clinical work. In addition, the student should keep a copy for his or her records and should also provide a copy for the Site Supervisor.

### Student Responsibilities

The student is required to work with the agency for a total of 100 hours over the course of the semester. This is equivalent to an average of 6.6 hours per week over a 15-week semester. The student is also required to provide documentation of professional liability insurance by the start of the practicum. For students who may apply for licensure as a Licensed Professional Counselor, a total of 100 practicum hours is required, and must precede any internship hours.

The student is expected to provide high-quality services to the best of his/her ability, to conduct him/herself in a professional manner, and to keep all scheduled practicum hours or to notify the Site Supervisor in a timely manner if unable to do so. Scheduled times and responsibilities with assigned individuals or groups must be met without fail, and neglecting to do so is cause for the placement to be immediately terminated and for the student to receive a failing grade. The student is also expected to familiarize him/herself with the agency's orientation and goals and with the background and treatment plan for all clients with whom he/she will be working.

The student must adhere to the American Psychological Association's *Ethical Principles of Psychologists and Code of Conduct*, as well as to any regulations specific to the internship site. If any significant ethical questions arise, the student should immediately consult with both the Site and the Faculty Supervisors.

### Agency Responsibilities

The practicum agency is responsible for providing the student with supervised clinical and/or counseling experience by a licensed psychologist, licensed psychiatrist, licensed professional counselor, or a licensed social worker, who also has 5 years of experience within the last 10 years in his or her field. The Site Supervisor should provide supervision for all clinical and counseling services provided by the intern. The supervisor should review any records from the clinical experience and meet with the intern to discuss what transpired. As a general rule, we recommend that 50% of the practicum time be spent providing direct services to clients.

At least one hour of face-to-face individual supervision must be provided by the practicum site each week. As warranted, additional consultation should also be provided in a timely manner. The site supervisor should be readily available to the intern, such as in the same building or on the same campus. The Site Supervisor is also expected to complete mid-semester and final evaluation forms and to return them to the Faculty Supervisor by the indicated dates.

### Joint Responsibilities

The student and the Site Supervisor should jointly determine a mutually agreeable schedule for completing the required practicum hours. Both parties also bear responsibility for assuring that the student is familiar with all relevant agency regulations, policies, and procedure and for communicating any problems or concerns to one another and to the Faculty Supervisor in a timely manner.

### Contact Information

If you have any questions or concerns, please contact:  
Applied Clinical Psychology Practicum or Internship Faculty Supervisor  
School of Behavioral Sciences and Education  
Penn State Harrisburg  
777 West Harrisburg Pike  
Middletown, PA 17057-4898  
(717) 948-6059

I have read and agree to the above.

---

Signature and Name of Student

Date

---

Signature and Name of Practicum Supervisor

Date

---

PA License #

Type of License

**PSYC 595A Specific Practicum Responsibilities Agreement**

The signed original must be returned to the Faculty Supervisor before the student will be allowed to begin his or her clinical work. In addition, the intern should keep a copy for his or her records and should also provide a copy for the Site Supervisor.

Agency: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Supervisor's name and title: \_\_\_\_\_

Site Supervisor's phone # and email: \_\_\_\_\_

Description of the agency's services (alternatively, attach relevant descriptive material):

Description of the student's responsibilities and activities:

# of internship credits:

Intended work schedule:

Plans for required supervision:

I have read and agree to the above.

\_\_\_\_\_  
Name and Signature of student Date

\_\_\_\_\_  
Signature of Site Supervisor Date

\_\_\_\_\_  
Approval of Instructor Date

**PSYC 595A - Mid-Semester Clinical Practicum Evaluation**  
**To be completed at the mid-point of the placement**

Name of Student: \_\_\_\_\_

Organization: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_ Number of Hours Completed to Date \_\_\_\_\_

Please rate the student's performance in the following areas using the scale below. Also, it would be helpful if you would include comments about the student's performance in conjunction with your organization's requirements and special needs. Thank you for your time and cooperation.

5 Outstanding	4 Good	3 Average	2 Needs Improvement	1 Poor
------------------	-----------	--------------	------------------------	-----------

- \_\_\_ 1. Knowledge of the agency's theoretical orientation, goals, regulations, policies, and procedures as appropriate for his/her assigned duties
- \_\_\_ 2. Ability to work within the agency's organizational structure
- \_\_\_ 3. Conduct consistent with ethical and professional standards
- \_\_\_ 4. Reliability and dependability
- \_\_\_ 5. Enthusiasm and commitment
- \_\_\_ 6. Maturity and willingness to accept responsibility for his/her behavior
- \_\_\_ 7. Willingness to learn
- \_\_\_ 8. Time management/work productivity
- \_\_\_ 9. Willingness to take appropriate initiative
- \_\_\_ 10. Verbal communication skills
- \_\_\_ 11. Listening skills
- \_\_\_ 12. Written communication skills, documentation etc.
- \_\_\_ 13. Quality of clinical work, relative to expectations for Master's level students
- \_\_\_ 14. Appropriate use of supervision (e.g. asks questions, uses feedback productively)
- \_\_\_ 15. Sensitivity to diversity
- \_\_\_ 16. Demonstrates respect for supervisor and other staff members
- \_\_\_ 17. Quality of relationship with staff members
- \_\_\_ 18. Demonstrates respect for clients, program participants, public, etc.
- \_\_\_ 19. Quality of relationship with clients, program participants, public, etc.
- \_\_\_ 20. Overall performance



Comments, please note specific skills and qualities you would like to see the intern work on in the second half of the placement, and suggestions for improvement.

---

Evaluator's Signature

Date

I have read and have had the opportunity to discuss the evaluation.

---

Student's Signature

Date

**Please return this form to:**

Faculty Practicum Supervisor  
Penn State Harrisburg  
Applied Clinical Psychology Program  
777 W. Harrisburg Pike  
Middletown, PA 17057-4898  
(717) 948-6059

**Psyc 595A - Final Clinical Practicum Evaluation**

Name of Student: \_\_\_\_\_

Organization: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_ Number of Hours Completed to Date: \_\_\_\_\_

Please rate the student's performance in the following areas using the scale below. Also, it would be helpful if you would include comments about the student's performance in conjunction with your organization's requirements and special needs. Thank you for your time and cooperation.

5 Outstanding	4 Good	3 Average	2 Needs Improvement	1 Poor
------------------	-----------	--------------	------------------------	-----------

- \_\_\_ 1. Knowledge of the agency's theoretical orientation, goals, regulations, policies, and procedures as appropriate for his/her assigned duties
- \_\_\_ 2. Ability to work within the agency's organizational structure
- \_\_\_ 3. Conduct consistent with ethical and professional standards
- \_\_\_ 4. Reliability and dependability
- \_\_\_ 5. Enthusiasm and commitment
- \_\_\_ 6. Maturity and willingness to accept responsibility for his/her behavior
- \_\_\_ 7. Willingness to learn
- \_\_\_ 8. Time management/work productivity
- \_\_\_ 9. Willingness to take appropriate initiative
- \_\_\_ 10. Verbal communication skills
- \_\_\_ 11. Listening skills
- \_\_\_ 12. Written communication skills, documentation etc.
- \_\_\_ 13. Quality of clinical work, relative to expectations for Master's level students
- \_\_\_ 14. Appropriate use of supervision (e.g. asks questions, uses feedback productively)
- \_\_\_ 15. Sensitivity to diversity
- \_\_\_ 16. Demonstrates respect for supervisor and other staff members
- \_\_\_ 17. Quality of relationship with staff members
- \_\_\_ 18. Demonstrates respect for clients, program participants, public, etc.
- \_\_\_ 19. Quality of relationship with clients, program participants, public, etc.
- \_\_\_ 20. Overall performance

Comments, please note specific skills and qualities you would like to see the student continue to work on, and suggestions for improvement.

---

Evaluator's Signature

Date

I have read and have had the opportunity to discuss the evaluation.

---

Student's Signature

Date

**Please return this form to:**

Faculty Practicum Supervisor  
Penn State Harrisburg  
Applied Clinical Psychology Program  
777 W. Harrisburg Pike  
Middletown, PA 17057-4898  
(717) 948-6059

**We welcome suggestions for the faculty to better prepare Master's level students for an internship experience and for their future career development.**

### FORMATIVE SKILLS EVALUATION

Clinical Skills	Appropriately Demonstrated	Not Observed	Needs Improvement	N/A
<b>I. Genuineness</b>				
1. Clinician seemed to be sincere, and said what felt or meant				
2. Clinician seemed open rather than defensive				
3. Clinician did not seem to be holding back impressions or information				
4. Clinician did not seem patronizing or condescending				
<b>II. Warmth</b>				
1. Tone of voice, nonverbal behavior conveyed warmth and interest				
2. Communicated concern and caring				
3. Clinician did not criticize, disapprove or ridicule the client's behavior				
4. Clinician did not seem cold or distant				
5. The Clinician did not seem effusive or over-involved				
6. The Clinician responded to and displayed humor when appropriate				
<b>III. Accurate Empathy</b>				
1. The Clinician accurately summarized what the client explicitly said				
2. The Clinician accurately summarized the client's most obvious emotions				
3. The Clinician accurately summarized the more subtle nuances of feelings				
4. The Clinician communicated through his verbal and non-verbal behavior that he/she understood the client				
<b>IV. Professional Manner</b>				
1. Tone of voice and non-verbal behavior conveyed confidence				
2. Clinician spoke clearly without frequent hesitations or rephrasing				
3. Clinician was in control of session				
4. Clinician seemed relaxed				
5. Student intern abided by standards of ethical conduct				

Clinical Skills	Appropriately Demonstrated	Not Observed	Needs Improvement	N/A
<b>V. Rapport</b> 1. Client and Clinician seemed comfortable with each other				
2. Eye contact maintained				
<b>V. Rapport</b> 3. Good affective interaction (e.g., when one smiles the other smiles)				
4. Flow of verbal interchanges was smooth				
5. Neither client nor Clinician appeared overly defensive				
<b>VI. Interviewing Skills</b> 1. Uses open-ended questions appropriately				
2. Minimal use of questions requiring a yes-no response				
3. Avoided rapid-fire questioning				
4. Interspersed questions with reflective statements or summaries				
5. Used questions to show incongruities or inconsistencies in client's problems without demeaning the person				
6. Used questions to explore various facets of a problem				
7. Used questions to elicit alternative ways of solving a problem				
<b>VIII. Appropriate Use of Interventions</b> 1. Methods used were generally the most appropriate for identified problem				
2. Methods were applied successfully				

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

These items are drawn heavily from *The Contemporary Checklist for Cognitive Clinicians*, developed by Jeffrey Young, Karen El Shammaa, and Aaron T. Beck.

**PSYC 595A - Student Evaluation of Practicum Site**

Please rate the practicum agency where you worked in the following areas using the scale below. Do not write your name or the name of your Site Supervisor anywhere on this page.

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Internship Semester and Year: \_\_\_\_\_

1 Very Poor	2 Poor	3 Below Average	4 Average	5 Good	6 Very Good	7 Excellent
----------------	-----------	--------------------	--------------	-----------	----------------	----------------

- \_\_\_ 1. How clearly and completely did the agency explain its theoretical orientation, goals, regulations, policies, and procedures?
- \_\_\_ 2. How organized and efficient was the agency's day-to-day operation?
- \_\_\_ 3. How organized and effective was the site in managing its staff?
- \_\_\_ 4. How effective was the site in encouraging learning?
- \_\_\_ 5. How personable and approachable was the Site Supervisor?
- \_\_\_ 6. How satisfied were you with your interactions with the staff?
- \_\_\_ 7. How appropriate and instructive was the required supervision with the Site Supervisor?
- \_\_\_ 8. Excluding the required supervision with the Site Supervisor, how appropriate and instructive was any other supervision that you received?
- \_\_\_ 9. How effective was the site in providing positive feedback?
- \_\_\_ 10. How supportive was the site when providing negative feedback?
- \_\_\_ 11. How satisfied were you with your opportunities for client contact?
- \_\_\_ 12. How appropriate and effective was the therapy modeled by the Site Supervisor (if relevant)?
- \_\_\_ 13. How appropriate and effective were the staff's interactions with clients?
- \_\_\_ 14. How appropriate and effective were the agency services overall?
- \_\_\_ 15. How appropriate is the site for future employment?
- \_\_\_ 16. How beneficial were your academic courses in preparation for your internship?
- \_\_\_ 17. Overall evaluation of site.

Please provide any other information that you would like about your experience at this agency:

CERTIFICATE OF CLINICAL PRACTICUM SUPERVISION  
PSYC 595A

To Whom It May Concern:

I certify that \_\_\_\_\_ has satisfactorily completed  
\_\_\_\_\_ hours of clinical practicum experience under my supervision.

I am qualified to provide this clinical supervision for students working towards becoming a licensed professional counselor under Chapter 49 of the Regulations of the State Board of Social Workers, Marriage and Family Clinicians, and Professional Counselors. I hold a license as a psychologist, psychiatrist, professional counselor, or social worker and have at least 5 years of experience in the last 10 years.

\_\_\_\_\_  
Signature Date

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Type of professional license: \_\_\_\_\_

PA license #: \_\_\_\_\_

APPENDIX C

Forms Required for PSYC 595B



**Approval to Register for PSYC 595 B**

Semester \_\_\_\_\_ Number of credits \_\_\_\_\_

Student's name: \_\_\_\_\_ PSU ID # \_\_\_\_\_

Site for clinical experience:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site supervisor's name: \_\_\_\_\_

Supervisor's license (e.g. psychologist, LPC): \_\_\_\_\_

Supervisor's phone number and email: \_\_\_\_\_

Describe the kind of work you will be performing:

Check that all prerequisites are completed, or date to be completed if in progress

- \_\_\_\_\_ PSYC 500 *Ethics*
- \_\_\_\_\_ PSYC 517 *Psychopathology*
- \_\_\_\_\_ PSYC 518 *Interviewing and Counseling*
- \_\_\_\_\_ PSYC 519 *Psychotherapy*
- \_\_\_\_\_ PSYC 595A *Practicum (required to register for PSYC 595 B)*

Permission to register granted pending room in the course, satisfactory completion of work in progress, and submission of proof of liability insurance before the start date of the course.

\_\_\_\_\_  
Instructor's Signature Date

## PSYC 595B General Internship Responsibilities Agreement

The signed original must be returned to the Faculty Supervisor before the student will be allowed to begin his or her internship work. In addition, the student should keep a copy for his or her records and should also provide a copy for the Site Supervisor.

### **Student Responsibilities**

The student is required to work with the agency for a total of 100 hours over the course of the semester for each internship credit. This is equivalent to an average of 6.6 hours per week over a 15-week semester per academic credit, or an average of 20 hours per week for a three-credit internship (300 hours total). For students who may apply for licensure as a Licensed Professional Counselor, a total of 700 clinical hours is required. The student is also required to provide documentation of professional liability insurance before having any direct contact with clients.

The student is expected to provide high-quality services to the best of his/her ability, to conduct him/herself in a professional manner, and to keep all scheduled internship hours or to notify the Site Supervisor in a timely manner if unable to do so. Scheduled times and responsibilities with assigned individuals or groups must be met without fail, and neglecting to do so is cause for the placement to be immediately terminated and for the student to receive a failing grade. The student is also expected to familiarize him/herself with the agency's theoretical orientation and goals and with the background and treatment plan for all clients with whom he/she will be working.

The student must adhere to the American Psychological Association's *Ethical Principles of Psychologists and Code of Conduct*, as well as to any regulations specific to the internship site. If any significant ethical questions arise, the student should immediately consult with both the Site and the Faculty Supervisors.

### **Agency Responsibilities**

The agency is responsible for providing the student with supervised clinical and/or counseling experience by a licensed psychologist, a licensed psychiatrist, a licensed professional counselor, or a licensed social worker, who also has 5 years of experience within the last 10 years in his or her field.

Unless clinical circumstances indicate otherwise, the Site Supervisor should directly or indirectly supervise all clinical and counseling services provided by the intern. The supervisor is also expected to review all records from the student's clinical/counseling sessions and to meet with the student on a regular basis to discuss progress and to plan any follow-up. The site supervisor should be readily available to the intern, such as in the same building or on the same campus. At least one hour of face-to-face individual supervision must be provided by the site each week. As warranted, additional consultation should also be provided in a timely manner.

The Site Supervisor is expected to conduct performance and skills evaluations midway through and at the end of the semester. The Site Supervisor is also responsible for completing the mid-semester and the final Internship Performance Evaluation forms and returning them to the Faculty Supervisor by the indicated dates.

### **Joint Responsibilities**

The student and the Site Supervisor should jointly determine a mutually agreeable schedule for completing the required internship hours. Both parties also bear responsibility for assuring that the student is familiar with all relevant agency regulations, policies, and procedure and for communicating any problems or concerns to one another and to the Faculty Supervisor in a timely manner.

### **Contact Information**

If you have any questions or concerns, please contact:

Applied Clinical Psychology Internship Supervisor  
School of Behavioral Sciences and Education  
Penn State Harrisburg  
777 W. Harrisburg Pike  
Middletown, PA 17057-4898  
(717) 948-6059  
I have read and agree to the above.

---

Signature and Name of Student

Date

---

Signature and Name of Site Supervisor

Date

---

PA License #

Type of License

**PSYC 595B Specific Internship Responsibilities Agreement**

The signed original must be returned to the Faculty Supervisor before the student will be allowed to begin his or her clinical work. In addition, the intern should keep a copy for his or her records and should also provide a copy for the Site Supervisor.

Agency: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Supervisor's name and title: \_\_\_\_\_

Site Supervisor's phone # and email: \_\_\_\_\_

Description of the agency's services (alternatively, attach relevant descriptive material):

Description of the student's responsibilities and activities:

# of internship credits:

Intended work schedule:

Plans for required supervision:

I have read and agree to the above.

\_\_\_\_\_  
Name and Signature of student Date

\_\_\_\_\_  
Signature of Site Supervisor Date

\_\_\_\_\_  
Approval of Instructor Date

**PSYC 595B - Mid-Semester Clinical Internship Evaluation**  
**To be completed at the mid-point of the placement**

Name of Student: \_\_\_\_\_

Organization: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_ Number of Hours Completed to Date \_\_\_\_\_

Please rate the student's performance in the following areas using the scale below. Also, it would be helpful if you would include comments about the student's performance in conjunction with your organization's requirements and special needs. Thank you for your time and cooperation.

5 Outstanding	4 Good	3 Average	2 Needs Improvement	1 Poor
------------------	-----------	--------------	------------------------	-----------

- \_\_\_ 1. Knowledge of the agency's theoretical orientation, goals, regulations, policies, and procedures as appropriate for his/her assigned duties
- \_\_\_ 2. Ability to work within the agency's organizational structure
- \_\_\_ 3. Conduct consistent with ethical and professional standards
- \_\_\_ 4. Reliability and dependability
- \_\_\_ 5. Enthusiasm and commitment
- \_\_\_ 6. Maturity and willingness to accept responsibility for his/her behavior
- \_\_\_ 7. Willingness to learn
- \_\_\_ 8. Time management/work productivity
- \_\_\_ 9. Willingness to take appropriate initiative
- \_\_\_ 10. Verbal communication skills
- \_\_\_ 11. Listening skills
- \_\_\_ 12. Written communication skills, documentation etc.
- \_\_\_ 13. Quality of clinical work, relative to expectations for Master's level students
- \_\_\_ 14. Appropriate use of supervision (e.g. asks questions, uses feedback productively)
- \_\_\_ 15. Sensitivity to diversity
- \_\_\_ 16. Demonstrates respect for supervisor and other staff members
- \_\_\_ 17. Quality of relationship with staff members
- \_\_\_ 18. Demonstrates respect for clients, program participants, public, etc.
- \_\_\_ 19. Quality of relationship with clients, program participants, public, etc.
- \_\_\_ 20. Overall performance

Comments, please note specific skills and qualities you would like to see the intern work on in the second half of the placement, and suggestions for improvement.

---

Evaluator's Signature

Date

I have read and have had the opportunity to discuss the evaluation.

---

Student's Signature

Date

**Please return this form to:**

Faculty Internship Supervisor  
Penn State Harrisburg  
Applied Clinical Psychology Program  
777 W. Harrisburg Pike  
Middletown, PA 17057-4898  
(717) 948-6059

## Psyc 595 B - Final Clinical Internship Evaluation

Name of Student: \_\_\_\_\_

Organization: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_ Number of Hours Completed to Date: \_\_\_\_\_

Please rate the student's performance in the following areas using the scale below. Also, it would be helpful if you would include comments about the student's performance in conjunction with your organization's requirements and special needs. Thank you for your time and cooperation.

5	4	3	2	1
Outstanding	Good	Average	Needs Improvement	Poor

- \_\_\_ 1. Knowledge of the agency's theoretical orientation, goals, regulations, policies, and procedures as appropriate for his/her assigned duties
- \_\_\_ 2. Ability to work within the agency's organizational structure
- \_\_\_ 3. Conduct consistent with ethical and professional standards
- \_\_\_ 4. Reliability and dependability
- \_\_\_ 5. Enthusiasm and commitment
- \_\_\_ 6. Maturity and willingness to accept responsibility for his/her behavior
- \_\_\_ 7. Willingness to learn
- \_\_\_ 8. Time management/work productivity
- \_\_\_ 9. Willingness to take appropriate initiative
- \_\_\_ 10. Verbal communication skills
- \_\_\_ 11. Listening skills
- \_\_\_ 12. Written communication skills, documentation etc.
- \_\_\_ 13. Quality of clinical work, relative to expectations for Master's level students
- \_\_\_ 14. Appropriate use of supervision (e.g, asks questions, uses feedback productively)
- \_\_\_ 15. Sensitivity to diversity
- \_\_\_ 16. Demonstrates respect for supervisor and other staff members
- \_\_\_ 17. Quality of relationship with staff members
- \_\_\_ 18. Demonstrates respect for clients, program participants, public, etc.
- \_\_\_ 19. Quality of relationship with clients, program participants, public, etc.
- \_\_\_ 20. Overall performance

Comments, please note specific skills and qualities you would like to see the student continue to work on, and suggestions for improvement.

---

Evaluator's Signature

Date

I have read and have had the opportunity to discuss the evaluation.

---

Intern's Signature

Date

**Please return this form to:**

Faculty Internship Supervisor  
Penn State Harrisburg  
Applied Clinical Psychology Program  
777 W. Harrisburg Pike  
Middletown, PA 17057-4898  
(717) 948-6059

**We welcome suggestions for the faculty to better prepare Master's level students for an internship experience and for their future career development.**

## FORMATIVE SKILLS EVALUATION

Clinical Skills	Appropriately Demonstrated	Not Observed	Needs Improvement	N/A
<b>I. Genuineness</b>				
1. Clinician seemed to be sincere, and said what felt or meant				
2. Clinician seemed open rather than defensive				
3. Clinician did not seem to be holding back impressions or information				
4. Clinician did not seem patronizing or condescending				
<b>II. Warmth</b>				
1. Tone of voice, nonverbal behavior conveyed warmth and interest				
2. Communicated concern and caring				
3. Clinician did not criticize, disapprove or ridicule the client's behavior				
4. Clinician did not seem cold or distant				
5. The Clinician did not seem effusive or over-involved				
6. The Clinician responded to and displayed humor when appropriate				
<b>III. Accurate Empathy</b>				
1. The Clinician accurately summarized what the client explicitly said				
2. The Clinician accurately summarized the client's most obvious emotions				
3. The Clinician accurately summarized the more subtle nuances of feelings				
4. The Clinician communicated through his verbal and non-verbal behavior that he/she understood the client				
<b>IV. Professional Manner</b>				
1. Tone of voice and non-verbal behavior conveyed confidence				
2. Clinician spoke clearly without frequent hesitations or rephrasing				
3. Clinician was in control of session				
4. Clinician seemed relaxed				
5. Student intern abided by standards of ethical conduct				
<b>V. Rapport</b>				
1. Client and Clinician seemed comfortable with each other				
2. Eye contact maintained				



Clinical Skills	Appropriately Demonstrated	Not Observed	Needs Improvement	N/A
<b>V. Rapport</b>				
3. Good affective interaction (e.g., when one smiles the other smiles)				
4. Flow of verbal interchanges was smooth				
5. Neither client nor Clinician appeared overly defensive				
<b>VI. Interviewing Skills</b>				
1. Uses open-ended questions appropriately				
2. Minimal use of questions requiring a yes-no response				
3. Avoided rapid-fire questioning				
4. Interspersed questions with reflective statements or summaries				
5. Used questions to show incongruities or inconsistencies in client's problems without demeaning the person				
6. Used questions to explore various facets of a problem				
7. Used questions to elicit alternative ways of solving a problem				
<b>VIII. Appropriate Use of Interventions</b>				
1. Methods used were generally the most appropriate for identified problem				
2. Methods were applied successfully				

---

Signature of Intern

---

Signature of Site Supervisor

---

Date

---

Date

These items are drawn heavily from *The contemporary checklist for cognitive Clinicians*, developed by Jeffrey Young, Karen El Shammaa, and Aaron T. Beck.

**PSYC 595B - Student Evaluation of Internship Site**

Please rate the practicum agency where you worked in the following areas using the scale below. Do not write your name or the name of your Site Supervisor anywhere on this page.

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Internship Semester and Year: \_\_\_\_\_

1 Very Poor	2 Poor	3 Below Average	4 Average	5 Good	6 Very Good	7 Excellent
----------------	-----------	--------------------	--------------	-----------	----------------	----------------

- \_\_\_ 1. How clearly and completely did the agency explain its theoretical orientation, goals, regulations, policies, and procedures?
- \_\_\_ 2. How organized and efficient was the agency's day-to-day operation?
- \_\_\_ 3. How organized and effective was the site in managing its staff?
- \_\_\_ 4. How effective was the site in encouraging learning?
- \_\_\_ 5. How personable and approachable was the Site Supervisor?
- \_\_\_ 6. How satisfied were you with your interactions with the staff?
- \_\_\_ 7. How appropriate and instructive was the required supervision with the Site Supervisor?
- \_\_\_ 8. Excluding the required supervision with the Site Supervisor, how appropriate and instructive was any other supervision that you received?
- \_\_\_ 9. How effective was the site in providing positive feedback?
- \_\_\_ 10. How supportive was the site when providing negative feedback?
- \_\_\_ 11. How satisfied were you with your opportunities for client contact?
- \_\_\_ 12. How appropriate and effective was the therapy modeled by the Site Supervisor (if relevant)?
- \_\_\_ 13. How appropriate and effective were the staff's interactions with clients?
- \_\_\_ 14. How appropriate and effective were the agency services overall?
- \_\_\_ 15. How appropriate is the site for future employment?
- \_\_\_ 16. How beneficial were your academic courses in preparation for your internship?
- \_\_\_ 17. Overall evaluation of site.

Please provide any other information that you would like about your experience at this agency:

CERTIFICATION OF CLINICAL INTERNSHIP SUPERVISION  
PSYC 595B

To Whom It May Concern:

I certify that \_\_\_\_\_ has satisfactorily completed  
\_\_\_\_\_ hours of clinical internship experience under my supervision.

I am qualified to provide this clinical supervision for students working towards becoming a licensed professional counselor under Chapter 49 of the Regulations of the State Board of Social Workers, Marriage and Family Clinicians, and Professional Counselors. I hold a license as a psychologist, psychiatrist, professional counselor, or social worker and have at least 5 years of experience in the last 10 years.

\_\_\_\_\_  
Signature Date

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Type of professional license: \_\_\_\_\_

PA license #: \_\_\_\_\_