



**Graduate School of Arts and Social Sciences**

## **Division of Counseling and Psychology**



### **Field Training Office**

## **Internship Site Guidelines**

**Division of Counseling and Psychology  
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**Dear Prospective Internship Site Professionals,**

The Division of Counseling & Psychology at the Graduate School of Arts & Social Sciences of Lesley University has been successfully preparing clinical mental health counselors and school counselors for over 40 years.

Our students have a wonderful reputation for being well-prepared interns, and our alumni are respected clinicians and professionals. We provide our students with comprehensive training to support counseling practice with a solid grounding in both theory and intervention skills, as well as opportunities to be reflective of their own personal development contextualized within a socio-cultural framework.

We offer a number of specializations (see next page). Before doing their first internship, *all* students in our program complete a full year of course work, including clinical skills training.

**The Field Training Office** supports placements for students leading to mental health counseling (LMHC) licensure and/or licensure through the Department of Elementary and Secondary Education (DESE) for school counseling or school adjustment counseling.

The rich learning experiences provided by our field training sites are an integral and highly valued component of the students' training. Internships provide students the opportunity to put their knowledge of counseling and psychology theories, assessment, and counseling interventions into practice with clients.

Thank you for your interest in Lesley graduate students from the Division of Counseling & Psychology – We would look forward to partnering with you in training our students!

## PROGRAM INFORMATION FOR THE DIVISION OF COUNSELING AND PSYCHOLOGY



Students in the Division of Counseling and Psychology pursue Masters programs in Clinical Mental Health or School Counseling. Depending on the program of study, students complete one or two years of field training in preparation to become license eligible as a Licensed Mental Health Counselor (LMHC), a School Counselor, and/or a School Adjustment Counselor.

Our field training program requirements meet or exceed the state requirements for LMHC licensure through the Board of Registration for Allied Mental Health and Human Services Professionals, and for School Counselor or School Adjustment Counselors through the Department of Elementary and Secondary Education (DESE).

**Prior to internship**, all our students have completed 21 required credits of core theory and skill-based coursework in preparation for their first field experience. This includes:

- Orientation to Professional Counseling and Psychology;
- Clinical Skills and the Counseling Process;
- Developmental Psychology Across the Lifespan;
- Psychology of Culture and Identity;
- Theories of Counseling and Psychotherapy

**or**

Holistic Theories of Counseling and Psychology: I and II;

- Psychopathology

**or**

Child and Adolescent Psychopathology;

- Issues and Standards in Professional Psychology;

Additionally, students must have approvals by their Clinical Skills instructor and their faculty advisor to begin the internship search process.

## SPECIALIZATIONS WITHIN COUNSELING AND PSYCHOLOGY PROGRAMS:

- **Trauma Studies** – Helps students develop expertise in psychosocial trauma work. Our students are well trained to work within a clinical framework that acknowledges the significance of traumatic events, complex relational trauma, and the neurobiological residue in the lives of many people. The curriculum includes an overview of trauma theory and practice as well as focus on specific client populations and topics.
- **School Counseling – (formerly Guidance)** for students who wish to provide counseling to address the normal developmental needs (academic and psychological) of children and adolescents within a school setting. It meets the educational requirements for Initial licensure for school counseling (levels preK-8 or 5-12) set by the Department of Elementary and Secondary Education in Mass.
- **School Adjustment** - for students who wish to provide counseling for the mental health needs of children and adolescents within a school setting. It meets the educational requirements for Initial licensure for school adjustment counseling set by the Department of Elementary and Secondary Education in Mass.
- **Holistic Studies** - Students are taught traditional psychological theory and intervention skills and integrate this knowledge with holistic theories and practices, promoting the relationship between social justice and psychological well-being, as well as the interplay between body, mind, and spirit. The curriculum integrates current research in health psychology, transpersonal psychology and the ethical / contemplative perspectives taught by the Eastern and Western wisdom traditions.

Practicum and internship experiences generally begin in September, or as early as the 3<sup>rd</sup> week of August, and end by mid-May or June. The number of total hours and direct client contact hours required vary by program.

Once a site is approved, the information is put in our database for distribution to students. Being approved as a field training site for Lesley students does not obligate you to take one of our students or guarantee that a student will apply to your site for an internship position. Before interviewing at your site, students will send you a cover letter and resume indicating their interest. They are aware that sites have their own selection processes.

Once a site offers a placement to a student, the assigned supervisor and student will meet to sign an internship contract provided by the Field Training Office, which outlines expectations, learning goals and start and end dates, hours etc.

All students in field training receive professional liability insurance coverage under the auspices of Lesley University. This coverage is designed to protect students who are participating under supervision in clinical practica and internships. The placement site holds clinical responsibility for the welfare of clients served at the site.

If a CORI check, fingerprinting, and/or vaccinations, etc. are required at the site, the site must request it, or inform the student to personally request these. Lesley University does not request CORI reports, fingerprinting, or vaccinations for their students. All students are required to carry health insurance.

Periodically, the Field Training Office will send an email to all sites listing the current information we have in our database so that it can be updated. Please call us in the interim to change or update site information. If a site would like to be removed from our list, either permanently or for the current year, they may request it at any time.

### **Expectations for our students**

Students benefit from a wide range of activities and professional development opportunities at their sites, enabling them to gain knowledge of the structure and general operating procedures of the site, as well as providing them with the opportunity to develop a repertoire of basic clinical skills required by licensure and regulatory organizations. The students must be provided with an adequate caseload to meet the required direct client contact hours. Direct client contact hours may include intake and assessment, individual, group, family, couples, or milieu counseling. Observation and shadowing licensed clinicians is a wonderful training opportunity and can fulfill Direct Client Contact requirements early on in the field experience.

**Special Note: students may not transport clients in their personal vehicles or be the driver for an agency vehicle.**

The Counseling & Psychology Division Field Training Office approves sites that are able to:

- provide the requisite number of overall hours as determined by licensure requirements
- provide a sufficient number of direct client contact hours
- provide one hour/week individual supervision with a licensed supervisor who meets Massachusetts licensure requirements.

**Evaluations:**

The site supervisors provide a written evaluation of students' performance at the end of each semester on forms provided by Lesley University. This evaluation counts for 50% of the student's grade in their clinical class. Additionally, site supervisors are expected to attend two supervision meetings with the student and the Lesley Clinical Practice & Supervision instructor: one meeting arranged at the site in the fall; the second can be held on the Lesley campus in the spring on a Friday date in late February or March announced at the beginning of the academic year. For students seeking school certification, three site visits need to be made, with the third visit being at the school. For students in off-campus programs, all supervisory meetings are held at the site.

**REQUIRED HOURS**

For all placements, students are normally at the site for **21-24 hours/week**. Once a caseload can be reasonably established, students should have 8-12 direct client contact hours per week with a minimum of two individual clients as part of their caseload. A minimum of one hour of individual supervision per week is required in all placements. Students are expected to audiotape at least one session per semester for review by their Lesley Clinical Practice and Supervision instructor.

**FOR A FIRST YEAR CLINICAL PLACEMENT FOR LMHC LICENSURE: 700 hours minimum**

A minimum of 100 total hours is considered "**practicum**" and must include 40 hours of direct client contact and 10 hours of individual supervision. Once all practicum requirements are met (usually in the first 8-10 weeks at the site), then the student proceeds to the internship requirements.

A minimum of 600 total hours is considered "**internship**" and must include 240 hours of direct client contact and a minimum of one hour of individual supervision per week.

**FOR A SECOND YEAR OF CLINICAL PLACEMENT: 600 hours**

with 240 hours of direct client contact and a minimum of one hour/week of individual supervision.

**FOR A SCHOOL PLACEMENT FOR SCHOOL COUNSELOR OR SCHOOL ADJUSTMENT LICENSURE:**

600 hours total with 240 hours of direct client contact and a minimum of one hour/week of individual supervision.

### For students seeking licensure as a mental health counselor (LMHC):

Massachusetts state licensure requirements defines an "approved supervisor" as:

A mental health practitioner who has 3 years of full-time or the equivalent part-time **post licensure experience** in clinical mental health counseling **and** currently has one of the following licenses in the state where the site is located:

- Licensed Mental Health Counselor (LMHC)
- Licensed Independent Clinical Social Worker (LICSW)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed clinical/counseling psychologist – doctoral level, with Health Services Provider certification (not School Psychologist)
- M.D. with a specialty in psychiatry
- Licensed Nurse Practitioner with specialty in psychiatry

### For students seeking initial license as a School Counselor (formerly "Guidance")

An "approved supervisor" must be licensed as a School Counselor by the Department of Elementary and Secondary Education at the same level of license that the student is seeking (PreK-8 or 5-12) and have 3 years' experience working in a school setting.

### For students seeking initial license as a School Adjustment Counselor:

An "approved supervisor" must be licensed as a School Adjustment Counselor by the Department of Elementary and Secondary Education, or be a LMHC or LICSW. Supervisors must have 3 years' experience working in a school setting.



### Field Training Office Support for internship sites

Students are enrolled in a year-long clinical seminar that complements and supports the field training experience. This course focuses on the development of skills essential for effective clinicians. Topics addressed in these small group seminars include: diagnosis, assessment, treatment planning, case presentation, therapeutic interventions and techniques, understanding socio-cultural contexts, and dealing with termination. **The clinical instructor serves as the liaison between the students and the sites and may be called at any time for consultation around a student's progress.** The clinical instructor facilitates a scheduled meeting once per semester with the supervisor and the student. Field Training Directors and staff are also available for consultation with sites, and can be involved if major issues arise.

The Field Training Office offers a series of **in-service trainings to site supervisors** annually. These in-services are free of charge, voluntary, and award CE hours for LMHC's and LICSW's. Also, as an expression of our gratitude for the supervisors' participation in our training program, Lesley University offers **one course voucher per semester of supervision**. These vouchers must be used within a year of being issued and can be used by any employee of the site.

If you are interested in having Lesley interns at your program, please fill out our internship site application and/or contact Meg Connor – [mconnor2@lesley.edu](mailto:mconnor2@lesley.edu) or (617) 349-8306. We look forward to connecting with you!