



# Clinical Internship Manual for the Mental Health Counseling Program



## CP350 Internship

The Counseling Internship involves supervised clinical experience in a community organization or treatment program. Mental health counseling students must complete an Internship in addition to completion of the Fieldwork requirement. Full-time students usually begin their Internship in the third semester of the Counseling Program and continue in the Internship for two semesters.

- Students must complete a minimum of 600 Internship hours, of which 240 are direct client contact hours.
- Most Internships require the student to be present approximately 15 hours per week, usually over two days, and have at least 6-7 client contact hours per week over the course of two semesters.

Some Internships may have other requirements, such as more hours per week, for those interning there. In counting up hours for the Internship, you may count all supervision hours. However, the clinical class hours accompanying the Internship do not count as Internship hours.

Students on an Internship may work with a wide range of client diagnoses and clinical issues and may conduct counseling with individuals and/or groups. BGSP requires interns to see several *individual* patients in addition to other clinical responsibilities, such as conducting groups or milieu treatment. We also need you to have experience seeing individual patients *over an extending period of time*. We also require that you see patients at the Internship site and not in home-based therapy. Many Internship sites are willing to accommodate our requirements; for example, if you were to intern in a short-term day hospital, you may be allowed to conduct on-going counseling with some patients post-discharge. If you have any questions about these policies, please contact our Internship & Career Service Coordinator (hereinafter Internship Coordinator). The Internship Coordinator must approve all Internships, and you need a signed written plan detailing your responsibilities as an Intern at a particular site.

There are many Internships available in the Boston area working with children and adults. The Internship Coordinator has information on some of these Internship sites. Others can be identified by contacting social service agencies providing mental health (or “behavioral health”) services and asking about Internship opportunities.

## Supervision and Class Requirements

During the Internship, students are required to register for a clinical class each semester. Students register for the CP185 class or the CP Addictions class as the accompanying clinical course. Check with your Advisor for possible alternatives, including those whose internships involve working with children and/or adolescents. Those may take CP188: Clinical Work with Children or CP189: Child Psychopathology, or a related developmental course.

**All interns register for CP350: Internship.**

**Supervision Requirements.** Supervision on one’s clinical work is one of the prime ways students learn how to conduct effective counseling. The Massachusetts Licensing Board requires

that students have onsite supervision at their Internship from a licensed and appropriately qualified mental health professional with a *minimum of three years of post-license clinical experience*. BGSP also requires interns to have psychodynamic supervision at BGSP in addition to the supervision provided at your Internship site. All students in an Internship register for CP351: Internship supervision. Group supervision hours are also required for licensure. Depending on group supervision availability at your site, you may need to register for group supervision through BGSP as well.

**Supervision for Interns.** Those interns will register for CP351: Internship Supervision. Consult with your Advisor about selecting a supervisor. If you are not receiving onsite Group Supervision from an appropriate professional, you should also register for CP111: Group Supervision.

**Supervision Requirements for Licensure.**

Supervision hours for the Internship must total a minimum of 45 hours, must be with qualified licensed mental health professionals, and must include the following:

- 1) 15 hours of individual supervision (*Onsite supervision should generally meet this requirement*)
- 2) 15 hours group supervision (*CP111 may meet this requirement, check with the Internship Coordinator*)
- 3) 15 additional hours of either individual or group supervision (*Combination of the remaining CP111 for Internship cases, onsite supervision, and CP351 hours may meet this requirement; check with the Internship Coordinator*)

For the Internship, the student must have onsite supervision with a qualified licensed mental health professional.<sup>1</sup>

You will exceed these supervision requirements based on the BGSP requirements. The Internship Coordinator and your Advisor will work with you to be sure your supervision meets the LMHC standards.



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<sup>1</sup> State requirements are that approved supervisors must have three years clinical experience after receiving their license. Other approved supervisors are described on page 2, the LMHC licensing application:

<https://www.mass.gov/files/documents/2019/08/29/LMHC%20application.pdf> As of this writing (9/2019), the application states:

An approved supervisor is a practitioner with three years of full-time or the equivalent part-time post-licensure clinical mental health counseling experience who is either a Massachusetts licensed mental health counselor, independent clinical social worker, marriage and family therapist, psychologist with a health services provider certification, physician with a sub-specialization in psychiatry, nurse practitioner with a sub-specialization in psychiatry or, where the practice and supervision occurred outside of Massachusetts, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed above.

There are many established Internship programs in local agencies and programs, specifically designed for students in Masters in Mental Health Counseling programs. Most want to interview the individual student for the program, rather than have the school place the student. Students are advised to consult the Internship Coordinator for help in accessing these programs and searching on-line for programs in their areas of interest. ***Most Internships accept applications for a Fall Internship in December to early January of the previous school year and often fill slots by February or early March.*** Thus, students interested in working with adults or populations other than school children should begin their search in their first semester at BGSP. Students are advised to arrange a meeting with the Internship Coordinator to discuss their interests and needs for the Internship Placements.

When students begin their Internship, they must be making satisfactory progress in their academic work. Thus, they cannot be on probation or have a current Warning Letter when they start their Internship. Students uncertain of their status should consult with their adviser as soon as possible.

Starting in Fall 2020, all students contemplating an Internship must submit an **Internship Readiness Form** to their Advisor and the Internship Coordinator in the semester in which they are applying for Internships. For Internships starting in the fall semester, the form must be submitted by the first week of December of the previous academic year. Consult with the Internship Coordinator if you are contemplating a different start time.

Each student must have an individual contractual agreement with their Internship site on file, and a request for this contract can be made to the Internship Coordinator.



The Massachusetts Licensed Mental Health Counselor (LMHC) regulations (262 CMR 2.00) are available at [www.mass.gov/service-details/262-cmr-200-requirements-for-licensure-as-a-mental-health-counselor](http://www.mass.gov/service-details/262-cmr-200-requirements-for-licensure-as-a-mental-health-counselor)

The Massachusetts Mental Health Counselors Association (MAMHC) has much useful information, including information about LMHC licensure preparation and requirements, liability insurance, etc.: [www.mamhca.org](http://www.mamhca.org)

[Note: BGSP has hosted a session with a member of the MAMHC each year in the Spring to come and talk about preparing for licensure. This has been a valuable session for students, so do your best to arrange to be there. Email notices will be sent in advance of this session.]

The Application for Licensure as a Mental Health Counselor is available at: [www.mass.gov/files/documents/2019/08/29/LMHC%20application.pdf](http://www.mass.gov/files/documents/2019/08/29/LMHC%20application.pdf)

The Application is also available from [www.mass.gov/lists/allied-mental-health-applications-and-forms](http://www.mass.gov/lists/allied-mental-health-applications-and-forms)

(This site may contain a link to the most up-to-date Application form, as the forms change periodically)

We strongly recommend that you read and check this form periodically during your graduate program as requirements occasionally change.



**NOTE:** *We strongly encourage students to keep copies of all Internship forms they have submitted.*

Forms for the documentation of the Internship are found in Appendix B. Students will continue to document their Field Placement. Also, each student must submit a clinical evaluation form from their BGSP supervisor (CP 351) and their Internship site supervisor or coordinator at the end of the first semester of their Internship placement. Students will also submit a Final Clinical Evaluation from their BGSP supervisor (CP 351), and onsite supervisor or coordinator, upon the completion of the Internship placement hours.

The forms for the documentation of onsite and supervision hours, signed by the supervisor upon completion of the Internship, may eventually be used for documenting successful the LMHC application.<sup>2</sup> As with the Practicum, each supervisor receives the two-page form. When completed, **copies** are submitted to the Internship Coordinator, and originals will be kept by the student for use when applying for licensure. Originals of all other required paperwork should be submitted to the Internship Coordinator.

Starting with the 2000-2001 academic year, all students are required to complete and hand in a signed Internship Hour Tracking spreadsheet, available on the BGSP website under Forms. [The current direct link for this spreadsheet is, though links may change: <https://bgsp.edu/wp-content/uploads/2020/07/Internshp-Hour-Tracking.xlsx>]. Instructions for completing this spreadsheet are also available for the website under Forms. [Direct link currently is: <https://bgsp.edu/wp-content/uploads/2020/07/Internship-Mental-Health-Experience-Hours-Tracking-Instructions-6-11-2020-version.docx>] We strongly recommend that you fill in the information in this spreadsheet weekly.

In order to verify hours, you will complete:

- A mid-semester Internship Hour Tracking spreadsheet signed by you as the student in the middle of each semester.
- An end of semester Internship Hour Tracking spreadsheet with all your supervisor's signatures.

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<sup>2</sup> The Application forms for the LMHC are going through modification. This modification may include transforming to online documents that can be completed and signed online. It also may include reducing redundancies. Thus, the process for documenting Internship supervision will likely change during the 2000-2001 academic year. Please keep in touch with the Internship Coordinator regarding any changes.

- An extended internship Internship Hour Tracking spreadsheet to record hours earned outside of regular semesters (eg., in the summer, if relevant).

Turn these reports in to the *Internship Coordinator* for filing in your academic record. Keep a copy for yourself.

It is strongly recommended that students keep current, detailed personal records of dates and hours spent onsite, dates and hours of all supervision, and time spent with process notations. Having accurate records is of great use when completing documentation of the clinical placements.

# **Appendix: Internship Forms**

## INTERNSHIP APPLICATION AND READINESS FORM

Completing the 3-semester fieldwork and 2-semester internship is crucial to the educational experience of the Masters in Mental Health Counseling program. At the Boston Graduate School of Psychoanalysis, we exceed both the direct (face-to-face) contact and supervision hours required for the LMHC in Massachusetts because we believe observing and working with clients in various settings helps you understand the nature of the work more deeply.

The Internship may begin sometime after the first semester of fieldwork, PT/CP185a, which serves as the Practicum placement for counseling students. The Internship can be completed while also completing the additional semesters of fieldwork placement or after fieldwork ends, for example, in a third year of the master's program if preferred. Internships can be in various settings, for instance, schools, substance abuse centers, etc. The ideal placement will have an onsite supervisor licensed for at least three years, some patients that can be followed for the entire span of the two-semester Internship, and able to provide the 240 hours of direct client contact hours and 600 mental health experience hours needed. For example, if working 40 weeks,  $40/240=6$  patients on average per week + 9 other hours of paperwork, supervision, trainings, etc.

This form concerns the planning and readiness of students to begin the second clinical placement, also known as the "internship." The application and internship readiness form is an important form to complete at least **10 months** before starting an internship so that we can support you in finding and applying for an internship.

In order to start the Internship, students need to meet the following requirements:

- Have completed this form and gotten all the signatures, ending with the Internship and Career Services Coordinator
- Have completed 35 hours in an approved analysis (for full-time students, that means meeting weekly on average for 10 months before starting the Internship)
- Have no more than 1 low pass or no credit if full time, and no low pass or no credits if part-time
- Have passed PT/CP185a and co-requisite supervisions
- Have completed CP101 and CP102

### **ALL STUDENTS MUST PROVIDE A COPY OF THEIR INSURANCE ALONG WITH THE INTERNSHIP PAPERWORK**

It is strongly recommended that you have your résumé and interview skills reviewed by the Internship and Career Service coordinator. They can help with:

- Résumé/CV/Cover Letters
- Interview Preparation
- Networking/LinkedIn
- Job Search Assistance



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## INTERNSHIP APPLICATION AND READINESS FORM

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

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

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

Date Entered BGSP: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expected Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested start of internship: \_\_\_\_\_ Are you: Full Time Part Time

Populations you might want to work with? (i.e., Children, Adults, Older Adults, addictions, college issues)

Do you speak any language(s) other than English?

Do you have access to a car for use? Yes No

### BGSP COURSE PLAN

What semester/year will you have completed (or do you plan to complete) these courses with a Pass or High Pass?

CP185a \_\_\_\_\_ (this includes supervisions and co-requisites)

CP101 \_\_\_\_\_

CP102 \_\_\_\_\_

Current Training Analyst: \_\_\_\_\_ Sessions to Date: \_\_\_\_\_

*You should plan to complete 35 sessions before beginning the Internship.*

Analyst's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Dean of Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_

Career Services Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

- If you have not had the Career Service Coordinator look over your CV and Cover letter, please check here to arrange an appointment.

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## STATEMENT OF COUNSELING INTERNSHIP PLACEMENT

To be filed with the Internship Coordinator at the beginning of the placement

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

Name of Internship \_\_\_\_\_

Address of Placement \_\_\_\_\_

Administrative Supervisor \_\_\_\_\_

BGSP Clinical Group Supervisor (CP111) \_\_\_\_\_

BGSP Clinical Individual Supervisor (CP 351) \_\_\_\_\_

Date Placement Began \_\_\_\_/\_\_\_\_/\_\_\_\_

Summary of Duties:

\_\_\_\_\_  
Date\_\_/\_\_/\_\_\_\_

**Student Signature**

\_\_\_\_\_  
Date\_\_/\_\_/\_\_\_\_

**CP 111 Supervisor Signature**

\_\_\_\_\_  
Date\_\_/\_\_/\_\_\_\_

**CP 351 Supervisor Signature**

Contract Signed and Submitted:

\_\_\_\_\_  
Date\_\_/\_\_/\_\_\_\_

\_\_\_\_\_  
Date\_\_/\_\_/\_\_\_\_

**Internship Coordinator's Signature**

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## STATEMENT OF INDIVIDUAL SUPERVISION

CP 351

All students in the counseling program are required to participate in minimally 12 hours of individual supervision during their Internship semester with a licensed mental health professional at the school. Students are encouraged to ask their 111 supervisors whether they are qualified to provide individual supervision as a licensed mental health professional. If so, an arrangement may be made for individual supervision with the 111 supervisor. Individual supervision may be with up to 2 students.

I, \_\_\_\_\_  
am in individual supervision with \_\_\_\_\_  
for the semester of \_\_\_\_\_

Signatures:

\_\_\_\_\_

Date \_\_/\_\_/\_\_

**Student Signature**

\_\_\_\_\_

Date \_\_/\_\_/\_\_

**Supervisor Signature**

This section to be completed at the end of the semester:

Semester: \_\_\_\_\_ Hours of Supervision Completed: \_\_\_\_\_

\_\_\_\_\_

Date \_\_/\_\_/\_\_

**Supervisor Signature**

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## INTERIM INTERNSHIP SITE SUPERVISION EVALUATION FORM

To be given to the site supervisor after the 1st semester of Internship

Student \_\_\_\_\_

Supervisor \_\_\_\_\_

Total Client Contact Hours \_\_\_\_\_ Total Onsite Internship Hours \_\_\_\_\_

Please write a brief evaluation of the student's work to date at your institution or agency.

Name and Address of Placement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Placement Start Date \_\_\_/\_\_\_/\_\_\_

Placement End Date \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Site Supervisor Signature Date \_\_\_/\_\_\_/\_\_\_

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## INTERNSHIP SUPERVISION FINAL EVALUATION FORM

To be given to the site supervisor/contact person upon completion of the Internship

Student \_\_\_\_\_

Supervisor \_\_\_\_\_

Total Client Contact Hours \_\_\_\_\_ Total Onsite Internship Hours \_\_\_\_\_

Please write a brief evaluation of the student's work at your institution or agency.

Name and Address of Placement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Placement Start Date \_\_\_/\_\_\_/\_\_\_

Placement End Date \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Site Supervisor Signature