

**Guidelines for Site Supervisors
of Internship Students
Wake Forest University Department of Counseling**

Thank you for your willingness to serve as a site supervisor for the Internship experience of one of our Wake Forest University Counseling students. Your willingness to provide expert professional supervision is an important contribution to his or her professional development.

An Internship student is a second year student who has successfully completed basic and advanced skills training and other courses totaling at least 36 semester hours and has also completed a 200 hour Practicum field experience. It is the judgment of this faculty that he or she possesses the necessary skills to work with individual or group clients under your supervision.

Wake Forest University's Department of Counseling requires each student to complete two internships consisting of a minimum of 300 hours each on site (an average of 21 hours per week for 14 weeks or one semester) and 21 hours of group supervision on campus with a faculty supervisor. Site supervisors are expected to meet with the Intern at least one hour each week to review the student's work.

At least 120 hours of the 300 should to be spent in direct service with individual or group clients. It is very important that the student have opportunity to tape interactions with clients for review and discussion with both you and his/her Faculty Supervisor. For the balance of the time spent on site, our hope is that the student will be as fully involved as possible in the activities of the site such as staff meetings, consultations, continuing education, and observation. A more detailed specification of Internship requirements is contained in the course description which is attached.

At the end of the semester, we will ask you to complete a written evaluation of the Intern. A copy of the evaluation form is attached for your review. Another one will be provided to you toward the end of the internship experience.

Please contact Dr. Donna Henderson at 758-1890, Dr. Laura Veach at 758-6998, Dr. Debbie Newsome at 758-3492 or Pamela Karr at 758-4932 at any time during the semester if you have questions or need additional information.

Thank you again for being a site supervisor for one of our counseling students!