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 advanced skills training and other courses totaling a minimum of 36 semester hours. 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. Site supervisors are asked to meet with the internship student for at least thirty minutes a week to review the student’s work and to be available for consultation as needed. Each internship student also has a faculty supervisor with whom he/she meets for one hour a week or in pairs for one and a half hours a week in group supervision with other internship students.

Wake Forest University’s Department of Counseling requires that an internship student spend a total of 600 hours (an average of 20 hours per week for 30 weeks, spread out over two academic semesters) on site. At least 240 of the 600 hours should be spent in direct contact with individual or group clients. It is very important that the student have opportunity to tape interactions with clients for review and discussion of both you and/or 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 “Overview of CNS 744/745: Counseling Internship” which is included in your packet.

At the midpoint and end of the semester, we will ask you to complete a written evaluation of the internship student. 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 Clinical Program Manager Dr. Carla Emerson at 336-758-3310 (or emersoch@wfu.edu) 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 department students!