POTENTIAL INTERNSHIP SITE - REQUIREMENTS

Agency Requirements
1. Participate in a brief phone conversation with Tammy Scheidegger, Ph.D., Practicum & Internship Coordinator, to discuss the general parameters of becoming a Community Partner.
2. Schedule a time for Dr. Scheidegger to make a trip to your agency to meet with a designated site representative and complete a site visit. This is an opportunity for both parties to be sure that all requirements can be met and that a Clinical Affiliation Agreement can be initiated by our program to begin the process. During the site visit, your representative will be given a packet of information from our program that includes the following documents that must be completed and returned in order to move forward:
   a. Clinical Affiliation Agreement
   b. Supervisor Experiences Form
   c. Agency Information Sheet
3. Once the MS in Professional Counseling Program has received the above documents, the designated site supervisor(s) must complete a one-time, supervisor orientation training. Supervisors are granted CEUs for the training, free of charge. This training must be completed prior to the end of the 1st semester that any student is placed at your agency. Any and all supervisors working with a Mount Mary student must complete this training.
4. Our MS in Counseling Program – Clinical Mental Health Counseling (CMHC) and Clinical Rehabilitation Counseling (CRC) concentrations, generally places students one time per year (the beginning of summer semester – mid May), for a year-long placement period. Our program asks that your agency make a representative available to interview potential students sometime during the months of February – May each year. As is customary, your agency holds exclusive rights to offer or refuse placement to anyone that is interviewed. In any given placement cycle, if you offer any student a placement, they will ask you to sign a document entitled “Prospective Site Agreement”, which they will provide to you. Once that document has been received in our office, a Site Contract, specific to that student, will be sent to your agency from our program.

Site Supervisor’s GENERAL Requirements
1. The Site Supervisor must hold a master’s degree or Ph.D. in Counseling or Counselor Education and hold licensure in the state of Wisconsin to practice as a psychotherapist. Those individuals with a master’s or Ph.D. degree in Psychology, Marriage and Family Therapy, or Social Work and licensed in the state of Wisconsin to practice as a psychotherapist and, when appropriate, those who hold CSACs and an ICS may also function as supervisors. All of the aforementioned individuals must complete a Supervisor
Experiences Form, attend the supervisor’s orientation, and keep an updated CV on record with our program.

2. Students must be allowed to audio and/or video tape clients (with HIPPA approved devices), with the client’s signed permission, for the purpose of supervision. When this is not possible, and only when it has been pre-approved by the Practicum & Internship Coordinator, the approved supervisor can provide a minimum of 1 hour of in-session, direct supervision with live evaluation and documentation.

3. The student must have one (1) hour of individual supervision per week, by their designated supervisor. A portion of this weekly supervision must be spent reviewing the taped (or live demonstrations) sessions and providing feedback to the student. Group supervision cannot be substituted for this requirement. Although administrative supervision (i.e. compliance with agency standards) is necessary, the weekly individual supervision is intended to be a component of the student’s training and therefore should focus on clinical growth and development.

Contact Information
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