

# **Guidelines for Ming Chuan University Career Planning and Counseling Division Part-time Counselor Internship Program**

Passed at Administrative Council Meeting on June 22nd, 2009

Article1:These guidelines are established by the Career Planning and Counseling Division (hereinafter referred to as the Division) to provide a part-time internship setting for second-year graduate students in counseling and psychology-related disciplines. This internship opportunity is offered for them to apply their knowledge to practice and introduce new concepts to the Division in order to facilitate three-level preventative mental health activity promotion.

## Article2:Internship Goals

- (1)Further familiarize the intern counselors with university and college-related consultation operations.
- (2)Increase the intern counselors' professional competence in individual and group counseling.
- (3)Increase the intern counselors' working ability in terms of promoting three-level preventative mental health activities.

## Article3:Internship Content

- (1)Individual Counseling
- (2)Group Counseling
- (3)Three-level Preventative Mental Health Activity Promotion-related Tasks
- (4)Psychological Evaluation and Testing
- (5)Counseling-related administrative tasks
- (6)Other related tasks

#### Article4: Internship Period

The duration of an internship is one semester. In principle, the intern is required to spend 8 hours per week (two half days) on campus. Also, interns who take personal leave are required to make up uncompleted internship hours.

#### Article5: Supervision

The Division will assign a supervisor to each intern to conduct regular counseling and administration-related oversight each week.

#### Article6: Internship Record:

Intern Counselors are required to complete the following tasks on time:

- (1) Internship Logs
- (2) Logs of all Direct Services provided (Individual, group counseling, etc.)
- (3) Final Overall Reflection Report
- (4) Logs in relation to other internship tasks

#### Article7: Internship Certificate

Once the internship program is completed, the Division will issue an internship certificate based on internship content and time.

#### Article8: Early Internship Contract Termination

During the internship program, if an intern cannot fulfill the expectations set by the Division or the internship program that is offered by the Division cannot meet intern's academic needs,

both parties can negotiate to terminate the internship agreement. The Division will terminate the internship agreement and not issue an internship certificate if any of the following conditions exist.

(1) During the internship program, interns who exceed 15 percent absence of their total internship hours (144 hours) without any notice will be dismissed.

(2) During the internship program, interns who exceed 25 percent absence of their total internship hours (144 hours), with leave or not, will be dismissed.

(3) After review at a Division meeting, interns who violate ethical counseling practices, have poor working attitude problems or any serious misconduct will be dismissed.

#### Article9:Application and Review

(1) Applicants who plan to apply for the internship program are required to begin the application process approximately two months prior to the end of the first semester. Please submit the following documents to the Division: resume, autobiography, transcript, copy of student ID and internship proposal.

(2) The Division will process the document review and interviews for applicants. Applicants will receive their review results individually.

#### Article10:Division Restriction

In principle, the Division will not pay its interns any allowance during the internship.

Article11: Upon being passed by the Administrative Council and approved by the president, these procedures were announced

and implemented. Any revision must follow the same procedure.