



## **Counseling Services**

### **Internship/Practicum Placement**

Opportunities for master's level clinical counseling trainees seeking their internship placement and doctoral level psychology students seeking practicum placement are available at Baldwin Wallace University's Counseling Services each academic year (August to May).

BW Counseling Services offers an integrated and holistic approach to meeting the psychological, social and emotional needs of the BW student body. For those coming from a large school atmosphere, this is a valuable opportunity to experience working in a smaller university setting. We have a licensed psychologist and two clinical counselor supervisors who provide individual supervision. Two hours of weekly group supervision is also provided.

#### **Master's Level Counseling Internship:**

- Requires 20 hours/week commitment
- Trainees seeking internship placement (having completed an initial practicum)
- Previous college counseling experience is preferred
- Strong interest in working with college population

#### **Doctoral Level Psychology Practicum:**

- Requires 16 hours/week commitment
- Previous college counseling experience is preferred
- Strong interest in working with college population

#### **Training opportunities:**

We offer a dynamic training experience in college counseling. Trainees have the opportunity to provide:

- Individual Counseling
- Group Workshops
- Preventive Programming/Outreach
- Screenings

- Consultation
- Crisis intervention

## **Expectations:**

### **Orientation**

- Trainees are required to attend a two-day orientation/training workshop to be held the second week of August (actual dates will be provided). Center policies, and procedures, office space assignments, intake procedures, client scheduling, and client record keeping will be addressed along with didactic instruction on topics including crisis intervention. Trainees are assigned a clinical supervisor at this time as well.

### **Documentation**

- Trainees are required to document all client contact in a timely manner using forms created by the center. Additional documentation may be required regarding supervision, outreach and other therapeutic activities.

### **Outreach Activities**

- Trainees are expected to participate in outreach activities to the university community. Student groups and residence hall staff often request the center to provide programs on a variety of topics including stress management, relaxation, healthy relationships, bystander intervention training etc.

### **Liability Insurance**

- Trainees are required to carry liability insurance through their respective home programs or institutions. Verification of liability insurance should be presented prior to beginning the training year.

### **Supervision**

- Trainees will be provided 1 hour of individual supervision and 2 hours of group supervision weekly. Group supervision is held on Mondays of each week from 1 p.m. to 3 p.m. and attendance is required. During group supervision, trainees will have the opportunity to present cases formally and informally. Outside presenters are brought in for didactic presentations on a variety of topics depending on availability and scheduling.
- Trainees are assigned a supervisor prior to beginning their training year. Supervisor assignments depend on the number and type of trainees as well as availability of the supervisors. Typically, trainees will work with the same supervisor both semesters of their placement.

## Evaluation

- Trainees will be evaluated at the end of each semester. Evaluation forms should be provided by the home program. BW Counseling Services has evaluation forms that the trainees complete regarding their experience with their supervisor and the site in general.

## How to apply and timeline:

Please send the following via mail or email as an attachment (subject line: Internship Application):

- **Cover letter describing your interest**
- **Current resume**
- **Names/contact information for 3 references**
- **Letter of Recommendation**

The process of reviewing and interviewing applicants for the upcoming academic year begins approximately the last week of February and typically continues through early March. Candidates will be notified of the approximate time offers will be made during the interview process.

## Correspondence

- Inquiries and Applications can be directed to:

Tim Hall, PCC-S  
Associate Director of Counseling Services  
[thall@bw.edu](mailto:thall@bw.edu)  
(440) 826-2180

Or

Karen Heft  
Office Manager for Counseling Services  
[kheft@bw.edu](mailto:kheft@bw.edu)  
(440) 826-2180