Ball State University
Counseling & Health Services

Master’s Internship Program Brochure

2000 University Ave. 320 Lucina Hall,
Ball State University, Muncie, IN, 47306

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Counseling & Health Services
Ball State University
Muncie, Indiana, 47306-0895

August 12, 2019 – May 1, 2020

Application Deadline is March 1, 2019
Interviews will be conducted from March 11 to March 22.

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Information for Prospective Applicants

The staff at Counseling & Health Services welcomes your interest in applying to our Master’s Internship program. The staff values training and counselor development. We are committed to providing a high-quality internship experience that facilitates your development both professionally and personally.

Goals for Internship

The internship program is designed to give master’s interns supervised training and experience in the practice of psychology in a university counseling center. Professional learning and personal growth are facilitated through intensive supervision, didactic seminars, and case presentations. Interns are regarded as essential service-providing professionals and have frequent and significant contact with individual staff and working teams.

Counseling & Health Services provides free and confidential psychological services for Ball State University students, including individual therapy, group therapy, skill-based workshop, and psychological assessment. We also provide consultation and outreach programming, crisis intervention, and psychiatric services. Clients present with a variety of difficulties ranging from relatively serious mental and behavioral disorders to normal developmental adjustment problems. Although the majority of clients are Caucasian and of traditional college age, there are frequent opportunities to work with clients from different ethnic and cultural backgrounds, races, and gay, lesbian, bisexual, transgender, and questioning clients. We place a strong emphasis on valuing the diversity of clients and staff alike.

Counseling & Health Services uses a time-limited approach to counseling in order to efficiently and effectively meet the needs of Ball State students. Our group therapy program is strongly emphasized. We also value a preventative approach to service delivery and maintain active outreach and consultation services to university students, staff and faculty.

As master's interns, we anticipate that you will be involved in many of our programs and services to further your training needs and to broaden our existing services.

Requirements for Master's Internship

The Master's Internship is designed to fulfill the CACREP requirement of 600 total hours including 240 direct service hours, as well as to provide you with a high-quality supervision and training experience.
The internship is a two-semester commitment. The following outline describes the activities you will participate in at the Counseling Center during your internship with us.

**Orientation and Training Schedule for 2019-2020**

All trainees accepted for the Master’s Internship in Counseling & Health Services must attend a full week of orientation to working in the center. This orientation will be held from **8:00 a.m. to 5:00 p.m. August 12-16, 2019** during the week before classes begin.

During the 2019-2020 academic year the master’s group supervision will be held from 10 a.m. to noon on Thursdays and the diversity training from 8:30 a.m.-10 a.m. on Thursdays. If accepted for the internship you will be required to attend both meetings on Thursday mornings during the academic year.

**Hours during Internship:**

Interns average 20 hours per week at the center

<table>
<thead>
<tr>
<th>Hours</th>
<th>Activity</th>
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<tbody>
<tr>
<td>2-3</td>
<td>Group Supervision (Clinical Team)</td>
</tr>
<tr>
<td>1.5</td>
<td>Diversity Training</td>
</tr>
<tr>
<td>2</td>
<td>Individual Supervision</td>
</tr>
<tr>
<td>10</td>
<td>Individual Counseling (11 hours without a clinical team)</td>
</tr>
<tr>
<td>1</td>
<td>Outreach Team Meeting</td>
</tr>
<tr>
<td>2.5+</td>
<td>Outreach, Case Notes, Reviewing Tapes, Paperwork</td>
</tr>
</tbody>
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These hours are averages and vary over the course of the semester. The beginning of the semester tends to be slow, while interns build their caseloads. Caseloads typically fill by the end of the first full month of the semester (September and February). In order to balance this, and ensure that interns earn enough direct service hours, opportunities for outreach and an immersion experience through the diversity seminar are required.
Individual Supervision: Each intern receives a minimum of 2 hours of individual supervision with their assigned staff and/or psychology intern supervisor.

Group Supervision: Each intern receives 2 hours of group supervision on Thursday mornings from 10:00 to 12:00. Those interns who are assigned to a clinical team have 1 additional hour of group supervision, which is scheduled with the clinical team.

Diversity Training: Each intern attends 1.5 hours of Diversity Training at the Center on Thursday mornings from 8:30 to 10:00. As part of the Diversity Training, interns will participate in an immersion experience for 10 hours in the fall semester and 10 hours in the spring semester.

Outreach: Each intern participates as a member of 1 outreach team. Each team meets for 1 hour per week of regular business hours. Assignment to an outreach team is determined during orientation week in August. Decisions regarding outreach teams are dependent on interests of the interns, needs of the center, and availability of staff. We provide programming for classrooms, workshops for students, staff, and faculty, discussion groups in the residence halls, and many other outreach services for the Ball State community. Outreach events often occur outside of the interns’ typical schedule at Lucina.

Individual Counseling: Each intern schedules 10 individual client times per week (11 hours without a clinical team). Due to “no-shows,” cancellations, and rescheduling by clients, interns typically see 5-6 individual clients per week. Interns supplement these hours through required participation in outreach programming and immersion hours (20 hours) through the Diversity Training in order to allow them to meet their required direct service hours for the internship.

Administrative: These hours include activities such as paperwork, professional reading, video review, training/workshops, and planning and preparation. These hours will vary depending on the needs of the intern, the clients, and supervisors.

Group Counseling (optional): We offer many therapy groups and skills workshops each semester; some groups have a specialized area of focus and others are general therapy groups or workshops. Interns have the option to participate in group counseling training, which will be decided during orientation week in August. Groups are typically 1.5 hours with a ½ hour of supervision; this varies depending on the focus of the group and supervisors’ styles. If an intern chooses to participate in group counseling, 1 individual
client hour per week is removed from their schedule. If an intern chooses to do a skill-based workshop, 1 individual client hour per week will be subtracted from their schedule.

(If the internship period spans over the summer session, the breakdown of hours for the activities listed above may vary).

Application Procedures

1. Fill out and submit an online Professional Conduct and Applicant Certification Form
2. Download the Doctoral/Master Student Application form and fill out the form
3. Submit the Doctoral/Master Student Application form and your vita electronically to Dr. Pei-Yi Lin, at plin@bsu.edu
4. Arrange to have one recent clinical evaluation (you could submit the eval later if you don’t have it by 3/1) and one letter of recommendation submitted electronically to Dr. Pei-Yi Lin, at plin@bsu.edu
5. Applicants will be interviewed by members of the training team at Counseling & Health Services. There are two interviews, individual and group interviews. Interviews will be held as soon as possible after the application deadline.

Deadline: All application forms, including one recommendation letter, must be returned by 5:00PM, Friday, March 1, 2019, in order to receive full consideration.

Group interviews will be held on Wednesday, March 13 and Friday, March 15

Applicants must attend one of the two group interviews. Your group interview will be either 10:00-11:30pm on Wednesday, March 13 or 8:00-9:30am on Friday, March 15 in Counseling & Health Services at Lucina Hall. One-half hour individual interview times will be scheduled for candidates during the period from March 11 to March 22. Once you have received verification that your application is complete, you can contact Counseling & Health Services reception desk at 765-285-1736 and schedule your group interview and individual interview.
Diversity Policy

Counseling & Health Services is sensitive to and committed to the value of diversity and the richness of human differences. Our service and training mission requires that people of all backgrounds be able to use our resources with the expectation of respectful, non-prejudicial treatment and service. In particular, the center recognizes that stereotypes, prejudice, and discrimination based on gender, ethnicity, race, culture, sexual orientation, age, religious beliefs, socioeconomic class, and differing abilities have affected counseling, training and programming practices in the mental health field. Thus, our policies and procedures, as well as its activities, associations, and interactions with the campus community, reflect and promote the dignity and worth of the individual and the value and strength of diversity in the community. As staff, we are committed to addressing issues of prejudice, discrimination and oppression and the impact of those issues on the lives of the people we serve and train. We are considered a "safe" environment on the campus, and we expect staff and trainees to contribute to and be affirmative in support of that safety.

Trainees and staff are expected to be committed to the social values of respect for diversity, inclusion, and equity. Further, interns and staff are expected to be committed to critical thinking and the process of self-examination so that prejudices or biases (and the assumptions on which they are based) may be evaluated in the light of available scientific data, standards of the profession, and traditions of cooperation and mutual respect. Thus, trainees and staff are expected to demonstrate a genuine desire to examine one's own attitudes, assumptions, behaviors, and values and to learn to work effectively within a diverse context. We expect to engage trainees in a manner inclusive and respectful of their multiple cultural identities. We expect trainees to examine their own biases and prejudices in the course of their interactions. Trainees are expected to engage in appropriate self-disclosure and introspection. This can include discussions about personal life experiences, attitudes, beliefs, opinions, feelings, and personal histories. Assuming no one is free from biases and prejudices, trainees will remain open to appropriate challenges from trainers to their held biases and prejudices. Trainers are also expected to be committed to lifelong learning relative to multicultural competence. We expect the same from staff trainers as we do from trainees.

Policy on Disclosure of Personal Information in training

In order to be in compliance with the 2002 APA Ethics Code (Ethical Standard 7.04), we want current and future trainees to be aware of our approach to the disclosure of personal information in the course of training.

An important component of our training program is the intersection between the personal and professional. Therefore, our training model incorporates a strong emphasis on self-exploration, and reflection. We believe that effectiveness in all aspects of professional functioning is related to one's ability to reflect on oneself, one's interpersonal and personal dynamics and the history from which these dynamics emerge. Thus professional functioning can be either enhanced or hindered by one's development, or lack thereof, in these essential areas. Consequently, an objective of our training program is to assist trainees at all levels within our training program to explore the qualities and dynamics he or she brings to interpersonal encounters as well as how these dynamics impact their various interactions. We intend that practicum students and other trainees will engage in the process of recognizing, improving and employing those personal qualities that will assist in forming effective working relationships with clients, peers, other staff and other members of the university community.
With the above in mind, supervisors and trainers are expected to assist trainees in exploring their personal impact, qualities, and histories and how these may either facilitate or hinder any psychological intervention or professional relationship. This will require trainees to reflect on and disclose personal information that may be informative about their interpersonal dynamics in such relationships. It is our aim that such disclosure will be done within a supervisory or training relationship characterized by trust, safety, and respect. Also, the exploration of personal qualities or histories will be carried out with a focus on enhancing the trainee's effectiveness in a professional relationship with clients, peers, supervisees, staff or members of the university community. The purpose of such exploration will neither be for doing "quasi-therapy" nor any other inappropriate purpose.

If the trainee feels there is insufficient safety, trust or respect in the supervisory or training relationship, he or she has the right to refuse to disclose personal information. Should this occur, the supervisor or trainer is expected to respect such refusal and then explore ways in which the relationship can be improved so that personal disclosures can occur more effectively. Our hope is that the trainee can express their concerns to the supervisor or training staff. If not they should bring their concerns to the training leadership. Furthermore, the supervisor or trainer is expected to carry out all such exploration with the trainee in a manner that is perceived as collegial and growth-enhancing versus coercive.

**Policy on Receiving Counseling and Training in Counseling & Health Services**

**PURPOSE:** This policy has arisen from an aggregate of situations over many years that have created ethical concerns about potential issues emerging from dual role relationships. In our program, trainees have contact with numerous staff members, and it may be impossible to prevent difficulties that can arise from dual roles. However, this policy is intended to minimize the potential negative impact on the students we served.

**POLICY:** No trainee at any level may receive counseling at Counseling & Health Services while in training at the Center. Further, no therapist who has worked with a student who is applying for training in our program will provide any information to staff involved in selection. Therapists will not function in the role of clinical supervisor or another supervisor should their former client become a trainee in the Center. The following procedures are in place for maintaining this policy

**PROCEDURE:**

1. Students in the Counseling or Clinical Psychology Master’s Programs must end counseling of any kind on the Friday before Spring break during the semester in which application for MA internship is made.
2. If a student remains in therapy past the Friday before Spring break of the application year and then decides to apply, their application will not be considered that year.
3. Students in the Counseling Psychology Doctoral Program must end counseling of any kind on the Friday before Spring break during the semester in which application for Doctoral Practicum is made.
4. Doctoral students in Counseling Psychology cannot receive therapy at the Counseling Center during the application year (beginning August 1) if they are applying for a Pre-doctoral internship at Counseling & Health Services.
5. Following Matchday, any doctoral student not matched at the Center as a Pre-doctoral intern may receive therapy.
6. Therapists working with potential trainees as clients—students who indicate they may be applying for training in our program—will talk with their client about the issues that may arise from the dual role relationship.

7. Clients who may be applying for training are encouraged to talk with their therapist about their training considerations.

8. This policy will be provided by the receptionists in our main office to any Master’s or Doctoral student seeking treatment at Counseling & Health Services.

9. This policy will also be posted on Counseling & Health Services website.

**ADDENDUM**

These policies have not been put into place to discourage anyone from obtaining therapy that they need. Counseling & Health Services staff values the contribution therapy can make to the development and growth of graduate students in training. Our staff will provide a list of practitioners and will try to work with community agencies and individual therapists to provide no-cost or low-cost therapy for graduate students, though our staff cannot promise this will occur.