

**Ball State University Counseling Center
Training Program**

**Doctoral Internship Orientation and Training
Sample Schedule**

August 1

8:00		office and desk keys, diagnostic manual, etc. tour the Counseling Center meet the front office staff administrative responsibilities
9:00	Interns	group supervision
10:00		computer technology and software logins/passwords
10:30	Interns	technology set up
11:00		meet the Director
11:30		meet at your offices register for parking passes
12:00	Lunch	on your own
1:00		clinical policies and clinical handbook
4:00		end of the day

August 2

7:30		on your own
8:00	Interns	peer supervision (intern office)
9:00		training director meeting administration information review of schedules and supervisors review of trainee handbook information schedule supervision with individual and area of focus supervisor
10:30		outreach orientation and project
12:00	Lunch	on your own
1:00	Tim Hess	titanium policies and procedures
4:00		end of the day

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August 3

7:30		on your own
8:00		supervision of supervision
10:00		telehealth training
12:00	Lunch	on your own
1:00		risk assessment training
4:00		end of the day

August 4

7:30		on your own
8:30		supervision seminar
10:00	Interns	individual orientation activities clinical policy/training handbook review/training video review. etc
12:00	Lunch	on your own
1:00		training director meeting
2:00	Interns	individual orientation activities clinical policy/training handbook review/training video review. etc
4:00		end of the day

August 5

***begin individual and area of focus supervision this week**

7:30		on your own
8:00		absent report, comp time, out of office, travel policy
9:00		administration and scheduling
10:00	Interns	orientation activities clinical policy/training handbook review/training video review. etc
12:00	Lunch	on your own
1:00	Interns	orientation activities clinical policy/training handbook review/training video review. etc

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3:00	orientation questions and titanium debriefing
4:00	end of the day

August 6

7:30		on your own
8:00		group supervision
9:00	Interns	orientation activities clinical policy/training handbook review/training video review. etc
12:00	Lunch	on your own
1:00	Interns	orientation activities clinical policy/training handbook review/training video review
3:00		orientation questions and feedback
4:00		end of day

August 7

7:30		on your own
8:00	Interns	peer supervision
9:00	All Staff	risk assessment training
12:00		lunch on your own
1:00	All Staff	resilience intervention training
3:00		orientation questions
4:00		end of orientation/end of day

***Begin client services: all orientation activities must be completed prior to any client appointments.**