Ball State University
Counseling & Health Services
Master’s Internship Program

2021-2022 Academic Year
August 18, 2021 – May 6, 2022

Program Contact:
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Information for Prospective Applicants

Thank you for your interest in our Master’s Internship Program.

As part of the larger Counseling & Health Services, the Counseling Center provides a full range of services to the Ball State University community, including individual and group therapy, psychological assessment, outreach, and consultation. The staff at the Counseling Center are committed to both responding to the transitional and developmental issues of graduate students and supporting and mentoring trainees into the profession of psychology. Training is provided in a variety of areas, including but not limited to, diversity issues, traditional therapy, crisis intervention, suicide assessment and treatment, psycho-educational group, outreach and consultation, and diagnosis. Emphasis is placed on providing trainees with the opportunities to develop their own awareness of the integration between their personal and professional identities.

The environment in the Counseling Center is supportive and collaborative as well as professional. Core values of diversity and social justice are also embedded in each aspect of the Counseling Center. We view each trainee as a cultural being whose background and social locations closely influence their development as well as personal and professional identities. As a part of a trainee’s professional development, supervisors assist in increasing their sensitivity to, knowledge of, and competency in dealing with diversity issues, both their own and others’ in the counseling process. Self-reflection and self-examination of their own cultural and diverse backgrounds, their individual worldviews, and their interactions and relationships with clients and supervisees are emphasized. Integrating diversity, multiculturalism, and social justice into supervision is a significant part of our program. And while we emphasize self-reflection as a part of our training program, we respect a trainee’s right to choose not to disclose information they deem too personal.

We have positions available for the 2020-2021 academic year. If you have any inquiries regarding our internship positions and/or the training program, please feel free to contact the Training Committee at CCMASTERSINT@bsu.edu.

Description of Training Positions

The Master’s Internship is designed to fulfill the CACREP requirement of 600 clock hours with approximately 240 direct service hours. The program is designed to provide trainees with a quality supervision and training experience. Professional learning and growth are facilitated through intensive supervision, training seminars, and case presentations. We value trainees as an essential part of our team at the Counseling Center.
Requirements for Master’s Internship

The training program is designed to give trainees supervised training and experience in the practice of psychology in a University Counseling Center setting. Professional learning and growth are facilitated through intensive supervision, didactic seminars, and case presentations.

The Master’s internship is a two-semester commitment (fall and spring). Master’s Interns will average 20 hours per week at the Counseling Center. During their time on-site, trainees will participate in training opportunities that include individual therapy, group co-facilitation and/or process observing, outreach team meetings and programming, individual and group supervision, and administrative responsibilities.

Participation in orientation to the Counseling Center is a requirement for the internship position. Orientation will take place the Wednesday and Thursday prior to the beginning of the semester on August 18-19, 2021 from 8:00AM-5:00PM.

Detailed Description of Responsibilities

Individual Clinical Services: Master’s Interns are typically scheduled up to 10 clinical hours per week. However, with “no-shows,” cancellations, and rescheduling by clients, the number of direct services hours per week may vary. Master’s Interns are encouraged to supplement these direct service hours through required participation in outreach programming in order to meet the required direct service hours for completion of the internship placement.

Group Therapy: Each Master’s Intern will co-facilitate a Skills Groups each semester of their internship training. They may also participate in a Process Group based on individual interest and availability for placement. The group therapy is considered one of the weekly clinical contact hours.

Outreach Programming: Master’s Interns participate in outreach programs provided for various entities within the Ball State community, including classrooms, residence halls, student organizations, and faculty/staff. Outreach events sometimes occur outside of the trainee’s regularly scheduled hours in the Center.

Individual Supervision: Each Intern receives a minimum of 2 hours of individual supervision each week.

Group Supervision: Each Intern attends 1 hour of interdisciplinary group supervision on Thursday mornings from 8:00 to 9:00 and an additional hour from 9:00 to 10:00 of Intern only group supervision. This time includes the process of both personal and professional reflections.
regarding individual clinical work along with training on specific topics. The expectation for each trainee is the gradual development of competences as a professional.

**Administration:** This time can be utilized for activities such as documentation completion, professional reading, video review, training/workshops, and/or planning preparation for clinical work or supervision. Hours spent doing administrative tasks vary from week to week depending upon the needs of the trainee, their clients, and their supervisors.

**Policy on Receiving Services and Training in the Counseling Center**

**PURPOSE:** This policy arose from an aggregate of situations over many years that created ethical concerns about potential issues emerging from dual role relationships. In our program, trainees interact with numerous Counseling Center staff members and it is impossible to prevent dilemmas that occur as a result of these dual roles. This policy is intended to minimize the potential negative effect on the students we serve.

**POLICY:** No trainee may receive services at the Counseling Center while also in training at the Center. Further, staff involved in the provision of services to potential trainees do not participate in either the selection of an individual trainee, the provision of information regarding selection, or in supervision of the trainee.

**PROCEDURE:**

1. If a student from Ball State is considering applying to the training program at the Counseling Center, services of any kind must end by the end of the fall semester prior to applying to the program during the spring semester.
2. If a student from Ball State chooses to continue services past the fall semester of an academic year, they are not eligible to apply for placement at the Counseling Center for the following academic year.
3. Clients who are considering an application for training are encouraged to talk with their therapist about their training considerations.
4. Therapists with clients who are potential applicants to the training program discuss the issues that will arise from the dual role relationship with their client prior to their application.
5. Should an applicant not place with the Counseling Center, they are welcome to resume receiving services.

**ADDENDUM**

These policies do not exist to discourage anyone from obtaining the needed services. The Counseling Center staff members value the contribution therapy can make to the development
and growth of graduate students in training. Our staff provides a list of community referrals as an alternative source of services.

**Application Process**

1. Submit the following materials together electronically to CCMASTERSINT@bsu.edu:
   a. Cover letter
   b. Curriculum vitae
   c. Signed Trainee Application and Professional Conduct Certification (available below)

2. All application materials must be submitted in order to receive full consideration.

Applications will be accepted beginning **February 8, 2020**. Interviews with members of the Counseling Center Training Committee will begin **February 22, 2021**.
**Trainee Application and Professional Conduct Certification**

APPLICANT CERTIFICATION: I certify that all the information submitted by me in this application is true to the best of my knowledge and belief. I understand that any significant misstatement in, or omission from, this application may be cause for denial of selection as a trainee or dismissal from a trainee position. I authorize the Counseling Center to consult with persons and institutions with which I have been associated who may have information bearing on my professional competence, character, and ethical qualifications now or in the future. I release from liability all Counseling Center staff for acts performed in good faith and without malice in connection with evaluating my application and my credentials and qualifications. I also release from liability all individuals and organizations who provide information to the Counseling Center in good faith and without malice concerning my professional competence, ethics, character, and other qualifications now or in the future.

If I am accepted and become a trainee at the Counseling Center, I expressly agree to comply fully with the Ethical Principles of Behavioral Health Care Providers. I also agree to comply fully with both the Code of Conduct and the General Guidelines for Providers of Psychological Services within my discipline. I also agree to comply with all applicable state, provincial and federal laws, all the Rules and Code of Conduct of the State Licensing Board of Psychology, and the rules of the institution and the Counseling Center in which I am a trainee. I understand and agree that, as an applicant for the Counseling Center program, I have the burden of producing adequate information for proper evaluation of my professional competence, character, ethics, and other qualifications and for resolving any doubts about such qualifications.

Name: ________________________________________________

Preferred Name: _______________________________________________
BSU Master’s Internship Program

Please answer ALL the following questions with YES or NO. If yes, please elaborate.

1. Has disciplinary action, in writing, of any sort ever been taken against you by a supervisor, educational or training institution or place of employment?

   YES    NO

2. Are there any complaints currently pending against you before any of the above bodies?

   YES    NO

3. Has there ever been a decision in a civil suit rendered against you relative to your professional work, or is any such action pending?

   YES    NO

4. Have you ever been suspended and/or terminated or been asked to resign by a graduate or training program, practicum site, or employer?

   YES    NO

5. Have you ever, in your lifetime, been convicted of an offense against the law other than a minor traffic violation?

   YES    NO

6. Have you ever, in your lifetime, been convicted of a felony?

   YES    NO

Please provide any necessary explanatory information:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature: ___________________________    Date: ___________________________