Ball State University Counseling Center
Training Program

Social Work Master's Internship
Spring Orientation and Training

Day, January XX

8:00		meet office assignments, storage keys, diagnostic manual, etc. tour the Counseling Center, meet the front office staff parking decals for students as needed
9:00		computer technology and software
9:30		clinical policies and clinical handbook
12:00	Trainees	lunch (on your own)
1:00		telehealth training
3:00	Trainees	technology setup
4:00		administration information, confidentiality titanium timekeeping, leave email, folder structure review of schedules, supervisors, supervision contracts review of trainee handbook information evaluations, grievance, and due process technology questions
5:00		end of the day

Day, January XX

8:00		titanium policies and procedures (zoom) duress (all trainees) (zoom)
12:00	Trainees	lunch (on your own)
1:00		risk assessment
4:00		orientation questions
5:00		end of the day

Week 1

complete individual orientation assignments orientation activities (see listing)
clinical policy/training handbook review/training video review, etc.
schedule and potentially complete practice interview with assigned partner - video recording of role-play for initial appointment and completion of corresponding paperwork

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Week 2
complete practice interview with assigned partner
schedule time with program coordinator for review of documentation.

***To begin client services: all orientation activities must be completed prior to any client appointments.**
Please schedule time with your program coordinator to review paperwork and address questions.
Social Work Master's Interns