

## **Clinical Mental Health Counseling: Graduate Internship Training Program**

### **Site Description: Saint Martin's University**

Saint Martin's University (SMU), in Lacey, Washington, is a small, non-profit, Catholic Benedictine institution of higher education that empowers students to pursue a lifetime of learning and accomplishment in all arenas of human endeavor. Students learn to make a positive difference in their lives and in the lives of others through the interaction of community, faith, reason, and service. Benedictine values remind us to listen with our hearts, care for ourselves and others, nurture and develop our communities, and stand for those underserved.

### **Counseling and Wellness Center**

The Counseling and Wellness Center (CWC) is committed to helping students meet challenges of life they may experience during their college experience at SMU. The CWC promotes the health, safety and well-being of students. We empower students to build positive relationships, develop self-awareness, knowledge, and skills necessary to flourish in a diverse world.

Students seek counseling services for various reasons; these may include depression, anxiety, adjustment, relationships, grief and other life transitions, gender identity, sexual identity, academic challenges, alcohol or drug use, bias and oppression, and trauma. Counseling services are provided with respect and sensitivity, within a brief-therapy, strength-based model, that values the uniqueness of the individual and the significance of community, in the ongoing journey of becoming.

An internship at the CWC is an opportunity to develop and practice clinical and professional skills within a university-setting. Our professional team of licensed mental health professionals and graduate interns provide clinical counseling services, crisis intervention, assessment, consultation, psycho-education, wellness workshops, resource development, and support to the SMU student body.

Knowledge and experience are advanced through direct clinical work with individuals and groups of students, and through multidisciplinary collaboration with the Student Health Center, Disabilities Support Services, Residence Life, Campus Life, Public Safety, Academic Advising and other departments as needed. Community resources and care coordination is provided for students requiring specialized or longer-term treatment. All services are confidential and free to students enrolled at SMU.

### **Duration**

The internship placement is for the full academic year July 15 – May 15<sup>th</sup> (10-month, part-time, no less than 20 hrs./wk). Accrual of direct contact hours occurs when school is open and classes are in session. The needs of the graduate trainee for additional hours, based upon the degree requirements and structure of their academic institution, may be negotiated, any adjustments must be contracted prior to the onset of the internship.

**CWC Office Hours:** The CWC is open Monday – Friday, 8:00 AM – 5:00 PM. It is closed on university holidays, winter break, and is open for counseling services part-time over the summer. Occasional sessions and campus outreach/workshop programs are provided evenings and weekends as negotiated with the intern and CWC Director.

## **Internship Hours**

Intern training and orientation will take place within a two-week period in July or August, prior to engaging with students. Interns may have the opportunity to co-facilitate presentations for SMU student leaders and new-student orientation sessions that begin in August. Direct care services begin at the start of fall semester. Interns are expected to establish and follow a schedule for consistent participation at the CWC throughout the entire academic year. Interns participate in 20 hours weekly, the number of direct service hours are commensurate with the intern's professional development and will be discussed in supervision.

## **Institutional Support**

The CWC is located in the Saint Raphael Center which houses the Saint Martin's Abbey Administration and Guesthouse. The CWC is an ADA accessible building and has a reception area, five furnished offices equipped with desktop computers and phones. There is a small kitchen/break area, two bathrooms, easy access to campus facilities and free parking.

**Stipend:** The internship is unpaid. However, graduate students from the Saint Martin's University Master's in Counseling program may qualify for the SOWEP grant program which allows students to earn up to \$10,000 per 600 hours of completed internship work. See SMU Department of Social Work webpage for more information.

## **Supervision and other Professional Interactions**

Interns receive supervision and support from the CWC professional team and each other, when there is more than one intern present. Supervision is a dedicated time to discuss elements such as, case conceptualization, treatment methods and techniques, clinical competencies, biases, strengths and challenges, ethics, self-care, and training issues.

Interns are assigned a primary supervisor and receive regular weekly supervision on site. Depending upon degree requirements, supervision may be individual and/or group. Interns are responsible to track and monitor their direct, in-direct, and supervision hours throughout their internship. Interns are responsible to ensure all documentation is completed and submitted to their academic program in a timely manner and in accordance with their University and degree requirements.

## **Counseling and Psychotherapy, Assessment, Care Coordination**

Interns engage directly with enrolled undergraduate and graduate students. Counseling services and treatment are provided in the following ways: triage, consultation, screenings and assessment, individual sessions, group sessions, crisis response, care coordination, and multidisciplinary care plan meetings. *Family and couple, long-term, and some types of counseling for trauma and PTSD are not provided at the CWC and therefore unavailable for clinical training.*

## **Administrative and Professional Activities**

Dedicated time is scheduled daily to complete all documentation and clinical progress notes using Titanium ©, an electronic records system. Interns participate in CWC team meetings and multidisciplinary campus events.

## **Program development, Research and Program Evaluation**

Interns may participate in the development and implementation of groups, workshops and psychoeducational

interactive events, as well as assess and evaluate outcomes for delivered services and programs at CWC.

### **Staff Meetings, Seminars and Educational Training Opportunities**

Trainees attend weekly team meetings, and participate in occasional webinars and educational trainings related to current psychological practices and mental health topics.

## **Graduate Trainee Internship Position: Mental Health Counselor**

### **Requirements**

- Required to be enrolled in a graduate-level counseling, social work, or psychology program, and in good standing with all academic and institutional requirements to ensure readiness for placement at the CWC.
- Available to work 20 hours regularly scheduled per week, July – May, during CWC hours (9am-5pm, M-F).
  - Required training: before the first week of the Fall semester, intern(s) are required to attend a mandatory training covering suicide assessment, safety planning, clinical interviewing, and brief-therapy treatment planning. Clinic orientation and training in policy, procedure, and electronic medical record keeping will also be provided prior to the start of Fall semester.
- Ensure there is a completed Agency Affiliation Agreement, if required, between the intern's academic institution and Saint Martin's University.
- Willingness to work in-person as well as virtually, if needed.
- While *not required*, because the CWC offers in-person services, we strongly support interns in getting a COVID-19 vaccine prior to the start of their internship year (as essential healthcare workers, interns will qualify for the vaccine in phase 1A in WA state).

### **Essential Skills and Knowledge**

- Ability to work respectfully and engage effectively with a diverse student population and multicultural community.
- Strong interest in navigating and collaborating with systems of higher education, and in collaborating with staff and faculty, as well as other members of the campus community.
- Demonstrate effective interpersonal and intrapersonal communication and social skills.
- Have an understanding of ethical and legal issues related to the delivery of counseling services.
- Willingness to develop and facilitate psychoeducation and outreach services related to mental health and wellness in a variety of platforms: such as telehealth, classroom presentations, orientation sessions, wellness workshops, campus events, informal consults, and groups.
- Ability to learn and adhere to all CWC and SMU protocols and procedures.
- Completion of the following courses is preferred: Psychopathology/Assessment, Human Growth and Development, Individual Counseling, Group Counseling, Ethics, and Social & Cultural Diversity.
- Previous counseling experience is desirable.

## Graduate Internship Placement Application: Due on or before May 1st

Thank you for your interest in applying for an internship at the Counseling and Wellness Center at Saint Martin's University. Please complete this application and include all supplemental materials at the time of submission:

**Cover letter, resume, one reference letter, current unofficial transcript, and the supplemental questions.**

Email all Application documents to [CounselingCWC@stmartin.edu](mailto:CounselingCWC@stmartin.edu). Please send questions to CWC Director, Lindsay Meyer, Ph.D., LCP, [lmeyer@stmartin.edu](mailto:lmeyer@stmartin.edu)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

### Education

Please list undergraduate and graduate schools that you have attended. Attach additional paper if necessary.

School	Dates Attended	Major/Degree Earned
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Course Checklist: X – with date if completed. Enter course title equivalent under title listed, as needed.**

- Individual Counseling, Date: \_\_\_\_\_  Group Counseling, Date: \_\_\_\_\_
- Multicultural Competency, Date: \_\_\_\_\_  Assessment/Psychopathology, Date: \_\_\_\_\_
- Clinical Interviewing Fundamentals, Date: \_\_\_\_\_  Ethics, Date: \_\_\_\_\_
- (circle those taken, as applicable): CBT, DBT, Motivational interviewing, Addictions counseling, Date(s): \_\_\_\_\_

### References

Please provide two academic/professional references in addition to one letter of reference:

Name	Relationship	Phone Number AND Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please concisely respond to the following questions; use additional space as needed.**

1. Please describe how an internship with the CWC aligns with your professional goals.
2. What are three strengths and three weaknesses you perceive may impact your work at the CWC?
3. Catholic Benedictine values form the foundation of Saint Martin's University and community. Please review this information <https://www.stmartin.edu/spiritual-community/our-catholic-benedictine-tradition> and <https://www.stmartin.edu/spiritual-community/our-catholic-benedictine-tradition/benedictine-values>. And briefly describe how you will engage and interact with students and other members of the SMU community and uphold the Benedictine traditions as a trainee at the CWC.