

15800 Calvary Road
Kansas City, MO 64147-1341

Course: CO690 Counseling Internship I
Semester: Available Every Semester
Credit: 3 Semester Hours
Instructor: Doug Geiger, MA, LPC, NCC (douglas.geiger@calvary.edu)

I. DESCRIPTION

This course is designed to allow the student to work under the supervision of an established counselor and/or counseling-related agency or ministry. The time requirement involves a minimum of 150 total hours over the course of a semester. Fifty of these hours must be face-to-face with counselees (with or without a co-counselor). The remaining 100 hours are administrative in nature and will be negotiated with the professor and site supervisor. The student shall be supervised by the agency's/ministry's director, who shall submit evaluation reports to the department chair at Calvary. (Fee: \$250; Prerequisite: CO601)

II. OBJECTIVES

Upon successful completion of the course, students will be able to:

- A. Practice the elements of biblical counseling (PLO 1, 3, 4, 5).
- B. Explain their rationale for the counseling decisions used in a given case (PLO 1, 3, 4, 5).
- C. Demonstrate the basic skills needed to counsel others biblically (PLO 1, 3, 4, 5).
- D. Determine an appropriate biblical agenda and carry it out in counseling (PLO 1, 3, 4, 5).
- E. Examine their counseling experience and note areas of strength and weakness (PLO 1, 3, 4, 5).
- F. Demonstrate the process of biblical counseling under supervision and mentoring (PLO 1, 3, 4, 5).
- G. Practice basic interviewing and assessment skills (PLO 1, 3, 4, 5).
- H. Practice interpersonal skills required in effective counseling (PLO 1, 3, 4, 5).
- I. Plan counseling-related procedures in the areas of preparation, record keeping, materials used, homework assigned, follow-up, evaluation, referrals, etc.

(depending on the kind of ministry) (PLO 1, 3, 4, 5).

- J. Produce a personal method of counseling as the foundation for a future counseling ministry (PLO 1, 3, 4, 5).

III. REQUIREMENTS

A. Proposal 3-5 pages (50 points) (Obj. A, C, H)

Due: Set due date with Program Director (usually before the internship actually begins), then turn in an electronic copy to the professor via email.

Definition: The 3-5 page proposal will outline steps to be taken within the internship to bring it to its completion and to outline the direction and the plan for the internship. The proposal will be evaluated and scored according to the criteria listed below:

PUNCTUALITY

The proposal should be submitted to the professor on the date agreed upon by the professor and student. The professor will review the proposal and make suggestions. After final approval, the student should send a copy of the proposal to the host agency and inform the department chair by email that this has been done.

CONTENT

The proposal must cover the following areas (Hint: In addition to Introduction and Conclusion headings, these are the headings for your paper):

Introduction:

Objectives: Provide a succinct and clear overview of what you hope to accomplish during the internship. This should cover approximately 1-2 paragraphs of the total paper.

Specific Plan: The majority of the paper should detail the specific plan. How are you going to demonstrate a knowledgeable and workable counseling approach in your field of interest? How are you going to assess, examine, and evaluate your personal skills and approach to counseling? Where will you be contributing in this ministry? What will you be doing?

Special Project: Will you be working on a special project during your internship for the ministry?

The Agency: Briefly describe the ministry you will be working for.

Conclusion:

B. Reading and 2 page papers (200 points) (Obj. A, B, D, E)

1. The student will read 800 pages as described above;
2. The student will turn in a reading log containing books read, and number of pages read per book;
3. The student will add a two-page, bullet-pointed list evaluation of each book read.

C. 30 Counseling Hours (300 points) (Obj. A, B, C, D, F, G, H, I)

1. The student will observe or be involved in at least 30 hours of counseling.
2. The student will turn in a log containing the dates and length of each session. See *Counseling Hours Log* enclosed.
3. The student will write **10 pages double-spaced**: A case study (please do not include any identifiable information about the counselee, such as name or address) based on a counselee the student worked with during the internship. The case study should include:
 - Brief background
 - Problem dealt with
 - Solutions presented
 - Scripture used
 - Counselee's responses, struggles, growth during the course of counseling
 - Student's evaluation: What the student would have done the same/differently, improved, etc.

D. Descriptive Ministry Paper (2 pages double-spaced) (50 points) (Obj. E, F, G, H, I)

The student will write a paper describing the ministry they interned for and observed. This paper will tell about the ministry itself: goals and/or mission statement, objectives, focus, financial support, what they do, and their biblical focus.

E. Personal Evaluation Paper (5 pages double-spaced) (50 points) (Obj. E, F, G, H, I).

Three steps to follow *in order*:

- 1) Give the internship supervisor the evaluation form (pg. 9-10) at the beginning of your internship. Ask them to evaluate you on the form at the conclusion of the internship.
- 2) At the conclusion of the internship give them a second copy of the form and schedule a meeting with them and go over the evaluation form with you.
- 3) Write your personal evaluation paper after you meet with your internship supervisor, including reference to and reaction to the supervisor's evaluation of the student's ministry is **essential** in this section.

The student will provide details on specific personal lessons learned. Typical lessons to discuss are concepts, principles, or applications of biblical principles in counseling sessions. Lessons learned could also include practical methods which did not work.

A conclusion should summarize the ministry experience, pointing out those things the student will definitely use in future ministry opportunities and those things experienced which the student plans to avoid. Include how Biblical Counseling classes prepared or helped you for this internship.

Personal Evaluation Questions

Directions: Answer questions 1-16. The questions should be in bold font, with the answers in regular font below (5 pages double-spaced). This is to be done **after** your Internship Evaluation Form by your supervisor is complete.

1. I was satisfied with my total internship performance.

Yes_____ No_____ Somewhat_____

2. As a result of this internship, what concerns do you now have about your future career opportunities, abilities, attitudes, awareness, and relationships with others?

3. List areas you would have liked to have become involved in during your internship but were not able to:

4. What did you discover about your abilities and gifts?

5. What did you discover were difficulties in the internship?

6. What did you learn about relating to people?

7. What were the most fulfilling and joyful aspects of the internship?

8. List areas you need to review and rebuild.

9. Describe the relationship you had with the supervisor and/or team.

10. Do you feel more or less inclined to this career? Explain briefly why or why not.

11. Did you receive adequate supervision at the internship?

Yes_____ No_____

12. How could the experiences (responsibilities and supervision) be more effective and useful?

13. What did the supervisor and people with whom you worked appreciate most about you?

14. What did the supervisor and people with whom you worked appreciate least about you?

15. What do you think are your strengths?

16. What areas in your life need improvement?

F. Weekly accountability (50 points)

Because this class is independent, we must show student involvement for attendance purposes. The student must check in each week and state what work was accomplished that week. After the internship has been confirmed, the Biblical Counseling Graduate Program Director will set dates for accountability. Work needs to be turned in by midnight on the day assigned in Canvas each week. You are free to work ahead – just be sure to identify all work.

G. Administrative Hours (300 points) (Obj. F, G, H, I)

1. Turn in a log at the end of the semester containing all administrative hours for your internship—time spent working at ministry, meetings, completing tasks (100 hours required) – See *Administrative Hours Log*
2. The total administrative hours needed to complete the internship at the place of ministry is 100 hours (see course description above). This does not include the time spent on the assignments listed on this syllabus or travel to/from counseling site.

H. Appendix (Obj. F, G, H, I)

The appendix should contain the following:

- Internship agency counseling manual or operating procedures.
- PDI forms from the ministry or ministry brochures.
- Other counseling agency printed material pertinent to the ministry performed.
- Copies of any work the student did for the agency (homework, forms designed, PowerPoint presentations, teaching material, etc.).

I. Thank You

A final grade will not be given until the student has turned in a personal handwritten note to the supervisor. Put this in the front pocket of the notebook in an addressed and stamped envelope—do not seal.

Note: The student understands that he or she **MUST** complete all of the work to receive credit. **NO PARTIAL** credit is issued for this course. Upon satisfactory completion of the internship, the student receives 3 semester hours of credit issued in the semester of completion. **The student must register for this course the semester in which he/she is working on the internship.** The student then pays for **all three hours** of credit. The counseling agency is to be approved by the instructor **PRIOR** to agreeing to do an internship for them.

III. MATERIALS

A. Required Textbooks:

The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

The student will read a minimum of 800 pages from one or more of the following textbooks. The student may read these books in their entirety or select chapters/sections of their own choosing. Other books may be read to fulfill this requirement with prior permission from the professor. This reading may not include materials/books read by the student prior to this course. The student will turn in at the end of the semester a reading log containing the names of books read and the number of pages per book.

Bridge, Jerry. 2017. *Respectable Sins*. Grand Rapids, MI: NavPress (288 pages). ISBN: 1631468332. Price: \$10.87

Keller, Timothy. *Counterfeit Gods: The Empty Promises of Money, Sex, and Power, and the Only Hope that Matters*. Penguin Books (256 pages). ISBN: B002TNGBJ0. Price: \$12.80

Keller, Timothy. 2012. *The Freedom of Self-Forgetfulness: The Path to True Christian Joy*. (48 pages). 10Publishing. ISBN: 1906173419. Price: \$4.15

Kellemen, Robert W. 2014. *Gospel-Centered Counseling: How Christ Changes Lives*. Grand Rapids, MI: Zondervan (320 pages). ISBN: 9780310516132 Price: \$14.28

Kellemen, Robert W. and Brian Croft. 2015. *Gospel Conversations: How to Care Like Christ (Equipping Biblical Counselors)*. Grand Rapids, MI: Zondervan (400 pages). ISBN: 0310516153. Price: \$16.07

Lane, Timothy S. Lane and Paul David Tripp. *How People Change*. New Growth Press (230 pages). ISBN: 1934885533. Price: \$17.99

Tripp, Paul David. *Parenting: 14 Gospel Principles that Can Radically Change Your Family*. Crossway (224 pages). ISBN: 1433551934. Price: \$20.24

B. Research data: journals, notes, etc., developed during the ministry

C. Supervisor evaluation, ministry printed literature, job description, manuals, etc.

IV. METHODS

A. The internship will consist of counseling, observing, and hands-on practical experience under careful supervision.

B. Grading

Proposal (3-5 pages) <i>following syllabus instructions</i>	50 points
Reading (and 1 page paper)	200 points
30 Counseling Hours (with 10 pages paper)	300 points
Descriptive Ministry Paper (2 pages)	50 points
Personal Evaluation Paper (5 pages)	50 points
Weekly accountability	50 points
Administrative Hours	<u>300 points</u>
Total	= 1000 points

Academic Dishonesty

Plagiarism is defined as copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own.

Writing Style

All class papers *must* follow the APA style according to the revised 6th edition. For questions please consult the *Publication Manual of the American Psychological Association*, (6th ed., 2nd printing) or <http://owl.purdue.edu>.

Late Work

Papers, projects, etc. are due at the class period assigned. Late work will be accepted up to 1 week after the assignment is due. **HOWEVER**, there is a 1 letter grade reduction for each day the work is late. No late work will be accepted after 1 week.

Disabilities Statement

Students with disabilities have the responsibility of informing the DSS Director (dss@calvary.edu) of any disabling condition that may require support.

Learning Center

The Clark Academic Center (learning@calvary.edu), located in the library building, is dedicated to providing free academic assistance for all students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams and facilitate tests. Please take advantage of this service.

CO690 Counseling Internship (3 hours)
Rubric for Grading

Student: _____

Semester: _____

Internship Due Date: _____

Date Turned In: _____

Requirements with maximum points

Actual Number of points earned

3-5 Page Proposal (50 pts)

Correct Form (10 pts)

On Time (10 pts)

Followed Instructions (30 pts)

Reading (800 pages) (100 pts)

Reading 2 Page Papers per book (100 pts)

50 Counseling Hours and 10 page Case
Study (300 pts)

Descriptive Ministry Paper—2 pgs (50 pts)

Personal Evaluations Paper—5 pgs (50 pts)

Weekly Accountability (50 pts)

150 Administrative Hours (300 pts)

Maximum # of Points: 1000

Total # of Points Earned: _____

CALVARY UNIVERSITY
Supervisor Evaluation for Senior Internship—Field Education

Student _____

Church or Agency _____

Supervisor _____

Date student began this position _____

I. Describe the responsibilities assigned to this student this semester:

Please rank this student by circling the number which is representative of your honest evaluation of his/her performance this semester.

5 = Excellent, 4 = Good, 3 = Acceptable, 2 = Fair, 1 = Unsatisfactory, 0 = Not Applicable.

II. Personal Work Habits

Punctuality	5	4	3	2	1	0
Keeping appointments	5	4	3	2	1	0
Handles absences responsibly	5	4	3	2	1	0
Preparation for assignments	5	4	3	2	1	0
Personal appearance	5	4	3	2	1	0
Flexibility	5	4	3	2	1	0
Goes beyond minimal requirements	5	4	3	2	1	0

Remarks: _____

III. Relation to Church or Agency

Accepts setting limitations	5	4	3	2	1	0
Meets agency obligations	5	4	3	2	1	0
Understands agency goals and objectives	5	4	3	2	1	0
Committed to goals and objectives	5	4	3	2	1	0

Follows proper channels in functioning	5	4	3	2	1	0
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Remarks: _____

IV. Relationships with People

Able to relate with warmth and interest	5	4	3	2	1	0
Works comfortably with staff	5	4	3	2	1	0
Relates to individuals on a one-to-one basis	5	4	3	2	1	0
Relates to individuals as a group	5	4	3	2	1	0
Relates to groups as a whole	5	4	3	2	1	0
Honest in feelings toward others	5	4	3	2	1	0
Assumes responsibility for his/her part in relationships	5	4	3	2	1	0

Remarks: _____

V. Functioning within Expected Role

Exercises initiative in fulfilling assignments	5	4	3	2	1	0
Protects confidentiality	5	4	3	2	1	0
Demonstrates ability to integrate classroom knowledge with field assignment	5	4	3	2	1	0
Understands the Christian ministry aspect of the program	5	4	3	2	1	0
Shows creativity in completion of tasks	5	4	3	2	1	0
Displays good leadership qualities	5	4	3	2	1	0

Remarks: _____

Signed _____

Position _____

Date _____

Signature of Student _____

Date _____

Student _____

Church or Agency _____

Supervisor _____

Date student began this position _____

I. Describe the responsibilities assigned to this student this semester:

Please rank this student by circling the number which is representative of your honest evaluation of his/her performance this semester.

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Personal appearance	5	4	3	2	1	0
Flexibility	5	4	3	2	1	0
Goes beyond minimal requirements	5	4	3	2	1	0

Remarks: _____

III. Relation to Church or Agency

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Meets agency obligations	5	4	3	2	1	0
Understands agency goals and objectives	5	4	3	2	1	0
Committed to goals and objectives	5	4	3	2	1	0
Follows proper channels in functioning	5	4	3	2	1	0

Remarks: _____

IV. Relationships with People

Able to relate with warmth and interest	5	4	3	2	1	0
Works comfortably with staff	5	4	3	2	1	0
Relates to individuals on a one-to-one basis	5	4	3	2	1	0
Relates to individuals as a group	5	4	3	2	1	0
Relates to groups as a whole	5	4	3	2	1	0
Honest in feelings toward others	5	4	3	2	1	0
Assumes responsibility for his/her part in relationships	5	4	3	2	1	0

Remarks: _____

V. Functioning within Expected Role

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Protects confidentiality	5	4	3	2	1	0
Demonstrates ability to integrate classroom knowledge with field assignment	5	4	3	2	1	0
Understands the Christian ministry aspect of the program	5	4	3	2	1	0
Shows creativity in completion of tasks	5	4	3	2	1	0
Displays good leadership qualities	5	4	3	2	1	0

Remarks: _____

Signed _____
 Position _____
 Date _____
 Signature of Student _____

INTERNSHIP LOG



Weekly Summary of Internship Hours

Name of BC Intern: Last	First	Middle
Supervisor Name		
Name of work setting	Address of Work Setting	
Indicate Your Status when the hours below are logged:		
<input type="checkbox"/> Undergraduate Internship <input type="checkbox"/> Graduate Internship		

Year _____	Week Of:										Total Hours
A. Individual Counseling											
B. Counseling of Couples, families, Children.											
C. Group Counseling											
D. Workshops, Seminars, Training, Conferences											
E. Notes (Progress/Process)											
F. Advocacy											
G. Supervision, Individual											
H. Supervision, Group											
Total Hours Per Week											
Supervisor Signature											

16-Week Accountability

After the internship has been confirmed by the agency, the Biblical Counseling Department Chair will set dates for accountability. The student must turn in assignments via Canvas at each checkpoint. Work needs to be turned in by midnight on Monday each week. A new week begins Tuesday morning. **You are free to work ahead—just be sure to identify all work.**

September 2— Check in for Internship (Set up an online meeting with Professor Doug Geiger for questions)

September 9 — Proposal Completed and turned in

September 16 — Begin To Log Hours

September 23 — Log Hours

September 30 — Log Hours

October 7 — Log Hours

October 14 – Log Hours

October 21 – Log Hours

October 28 – Log Hours

November 4 —Log Hours

November 11 — Log Hours

November 18— Finish reading and paper on *Gospel Centered Counseling*/Log Hours

November 25 — Observations 1-5 completed/Log Hours

December 2—Descriptive Ministry Paper/Log Hours

December 9 — Observations 6-10 completed/Log Hours

December 16 — Meet with internship supervisor. Write personal evaluation paper

December 20 – Assemble and turn in notebook.