

**Course:** CO4530 Counseling Internship  
**Semester:** Spring 2025 Session #1 & #2 (January 7<sup>th</sup>-May 9<sup>th</sup>)  
**Credit:** 3 Semester Hours  
**Professor:** Dr. Luther Smith, MRS, MACP, PsyD  
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## I. DESCRIPTION

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course the student will apply academic concepts to practice. Permission of the department chair is required for enrollment in this course. **(Prerequisite: The student must have completed the junior year and have completed 15 hours in the Professional Education Division of their major. Fee \$250.00.)**

## II. OBJECTIVES

### A. General competencies to be achieved. The student will:

1. Synthesize counseling procedures in the Christian community by observing actual counseling sessions or by being involved in team counseling (PLO 2, 3, 4, 5).
2. Examine a variety of counseling dynamics between counselee and counselor (PLO 2, 3, 4, 5).
3. 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 2, 3, 4, 5).
4. Construct a personal method of counseling as the foundation for a future counseling ministry (PLO 2).
5. Formulate their own personal skills and approach to counseling for future ministry (PLO 2, 3, 4, 5).

### B. Specific competencies to be achieved. The student will:

1. Evaluate the procedures, styles, and methods of a specific counseling ministry in preparation for service in that ministry organization (PLO 2, 3).

2. Evaluate counseling sessions directed by counselors (i.e., pastors, camp counselors, youth workers, counselors, etc.) to better study counseling dynamics (PLO 1, 2, 3, 4, 5).
3. Observe how counseling in this ministry takes place—specifically by becoming involved in the hands-on daily aspects of the ministry such as (PLO 3, 4, 5, 6)
  - Scheduling appointments
  - Record keeping / data entry.
  - Preparing for sessions / research
  - Developing homework if needed
  - Observing staff meetings / evaluation with staff
  - Team counseling if acceptable by the ministry
  - Evaluate the methods and procedures of the ministry and compare them to biblical counseling.
4. The student will formulate developing relationships with staff and counselees (campers, clients, etc.) (PLO 3).

### 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.

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

**Note: It is your responsibility as a student at Calvary University to have your textbooks *before* class begins so that you are able to complete all of the readings assigned. Please make sure that you have all of your assigned textbooks prior to the start of class. Failure to have your assigned textbooks at the start of the class will result in a zero in every assignment that is not completed.**

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

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

## IV. REQUIREMENTS

### A. Proposal: Three to Five (3-5) pages (100 points) (GC 4, 5; SC 1)

**Due:** set due date with Program Director (usually before the internship begins), then upload your proposal on Canvas.

**Definition:** The three to five (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 upload your proposal on Canvas for approval.

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

***Introduction:***

***The Agency:***

Briefly describe the ministry you will be working for.

***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:***

Most 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?

***Conclusion***

**B. Reading and one (1) page paper (200 points) (GC 4, 5; SC 1)**

1. The student will read *Gospel-Centered Counseling* by Robert Kellemen.
2. The student will add a one (1) page, *single-spaced both sides* bullet-pointed list evaluation of the book.

**C. Counseling Observation (100 points) (GC 1, 2, 3, 5; SC 1, 2, 3)**

1. The student will observe or be involved in at least 10 sessions of counseling.
2. The student will write **10 pages single-spaced** one (1) page observation evaluations on the 10 counseling sessions which have been observed.

The observations should include:

- Brief background
- Problem dealt with
- Solutions presented
- Scripture used
- Counselee's response
- Student's evaluation: What the student would have done the same/differently, improved, etc.

3. Sample observations are available for student review in the Department chair's office.

**D. Descriptive Ministry Paper (2 pages double-spaced) (100 points) (GC 4, 5; SC 1)**

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. Internship Evaluation Form (GC 4, 5; SC 1)

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. **This needs to be included when you turn in your three-ring notebook.**
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.

### G. Personal Evaluation Paper (5 pages double-spaced) (100 points) (GC 4, 5; SC 1)

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 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.

### F. Accountability

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 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. Time Logs and Evaluations (300 points) (GC 5; SC 1, 2, 3, 4)

1. Internship Hours. Log all hours for your internship—time spent working at ministry, meetings, counseling observations, etc.
2. The total hours needed to complete the internship at the place of ministry is **130 hours**. This does not include the time spent writing the required papers for this course or travel.
3. Turn in the counseling agency supervisor evaluation.

### H. Appendix

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 pocket inside of the three-ring notebook in an addressed and stamped envelope—**do not seal**. Additionally, please provide a 3x5 card with the name of your supervisor, physical address, email address, and a phone number where we can reach your supervisor.

**Note:** The student understands that he or she **MUST complete all the work to receive credit (This also includes the thank you note)**. NO PARTIAL credit is issued for this course. Upon satisfactory completion of the internship the student receives three (3) semester hours of credit issued in the semester of completion. **The student does not register for this course until the semester in which it will be completed.** 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.

## 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>	100 points
Reading (and 1 page paper)	200 points
10 Counseling Observations (10 pages)	100 points
Descriptive Ministry Paper (2 pages)	100 points
Personal Evaluation Paper (5 pages)	100 points
Hours Logged	<u>300 points</u>
Total	900 points

### C. Class Participation

As an institution, Calvary University does not take attendance. However, for purposes of the Carnegie Unit Worksheet, in-class attendance may be classified as

an academic activity. If a professor considers in-class attendance as part of a course's grade structure, this policy should be clearly stated on the syllabus.

**NOTE:** When completing your Senior Project please make sure that submit the assignments that are designated on Canvas every week for course participation. Failure to consistently check-in with your assignments from your Senior Project may result in you being administratively dropped from the Senior Project course. Assignments that also may have a point value, if they are not submitted, may also affect our overall grade in the course.

### **Academic Dishonesty**

Plagiarism is defined as copying any content without identifying the source. This also includes taking another person's or AI entity's ideas or constructs and presenting them as your own. The use of AI generated content in student work is prohibited (even if cited) as it does not represent original work created by the student and is an unreliable aggregate of ideas from other sources. Plagiarism of any kind will not be tolerated.

### **A Secondary Statement Regarding Using AI For All Reports/Projects**

Artificial intelligence (AI) in academic use could be beneficial for you as the student. However, when misused it may limit your ability to think critically. As the professor *I cannot catch nor stop you in the act of using AI for your papers and research.* However, it is my expectation that you as the student will do your best by your ability and skill as a human being in the subject(s) that you desire to study. Below is the percentage threshold concerning the effort you place in your paper and the presence of AI within your paper.

0-10 percent of AI*	No points deducted from your paper/project.
11-20 percent of AI*	A third of your overall points are deducted from your paper/project.
21-30 percent of AI*	75% of your overall points will be deducted from your paper/project.
30+ Percent of AI	You will receive no points for the paper/project.

**\*Keep in mind this deduction is *added* to the points that you would lose due to other things (Improper writing style, grammar, etc.).**

### **Writing Style**

All class papers must follow the APA style according to the *Publication Manual of the American Psychological Association, 7<sup>th</sup> edition*. You can find APA resources under the **Getting Started Checklist** located in the *Senior Counseling Internship* Course on Canvas.

### **Late Work**

Due to the nature of this project, unless in an emergency or extreme situation, which will be under the discretion of the instructor, a late project **will not** be accepted. *The student will fail the project and must retake the course.*

### **Disabilities Statement**

Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support.

### **Learning Center**

The Clark Academic Center 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.



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

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 \_\_\_\_\_

### 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 that 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?



CO453 Counseling Internship (3 hours)  
Dr. Luther Smith  
Rubric for Grading

Student: \_\_\_\_\_

Semester: \_\_\_\_\_

Internship Due Date: \_\_\_\_\_

Date Turned In: \_\_\_\_\_

Requirements with maximum points  
**(These Items are to be in your  
three-ring notebook)**

Actual Number of points earned

Proposal (100 pts) \_\_\_\_\_

- Correct Form (25 pts)
- On Time (25 pts)
- Followed Instructions (50 pts)

Reading—13 chapters of Kellemen (100 pts) \_\_\_\_\_

Reading Review Paper—3 pgs. (100 pts) \_\_\_\_\_

10 Counseling Obs.—10 pgs. (100 pts) \_\_\_\_\_

Descriptive Ministry Paper—2 pgs. (100 pts) \_\_\_\_\_

Personal Evaluations Paper—5 pgs. (100 pts) \_\_\_\_\_

Hours Logged—130 hours (200 pts) \_\_\_\_\_

Maximum # of Points: 1000

Total # of Points Earned: \_\_\_\_\_