

**Marriage and Family Health Services  
Internship Policy and Procedures  
2012**

MFHS invites students in marriage and family therapy, mental health counseling, and social work to apply for practica and internships. This document describes the process of application, selection, and completion of practica and internships. Due to the high volume of applications, we are streamlining our process and making it more competitive. Applicants are urged to read this document carefully to make sure that what is offered fits within the guidelines of their degree-granting institution. Post-degree residencies are not offered for unlicensed graduates.

1. **The Internship Cycle**--We define the internship year as September to August of the following year. Students may apply for any period of service within that time frame (e.g., fall, spring or summer terms).
  
2. **Competition for limited number of positions**--MFHS can only take a limited number of interns. Currently we take 2 BSW students in Eau Claire. One additional student at each location is possible, with priority given to MFT and MHC students from UW-Stout. Students from other resident degree programs and from online university programs will be considered as well.
  
3. **Application Process**
  - a. The forms listed below (Section 4) must be completed in their entirety. If you have questions, please contact the Internship Application Coordinator by email **ONLY**.
  - b. Up-to-date application materials will become available in January on the MFHS website and must be **FULLY** completed and returned by the first Monday in March. Incomplete applications will not be considered.
  - c. Applications will be processed and reviewed by the Internship Application Coordinator. Invitations for an initial interview will be sent by April 1.
  - d. Interviews will be scheduled during the month of April.
  - e. Certain candidates will be selected for a second interview during the month of May with one of more of the following interviewers: the Director, Assistant Directors, Lead Therapists or Internship Application Coordinator.
  - f. Offers will be sent out by June 1.
  - g. Selected applicants must confirm by July 1.
  - h. An internship orientation will be held in conjunction with the August All-Staff meeting. Attendance is mandatory. Interns are expected to review MFHS Policies and Procedures, DHS Statutes, and Day Treatment Manual before they begin. Field site agreements should be completed with anticipated field supervisor and filed with Internship Coordinator. Proof of liability insurance and signed staff orientation forms are also due before initial start date.

- i. Subsequent questions re. scheduling, hours, assignments, expectations, and performance will be handled by our Assistant Directors (Jennifer Schultz-Johnston and Shanna Krueger).
4. **Required Application Materials** (items marked with \* are MFHS forms which may be downloaded on website)
  - Cover letter describing your interest in working with MFHS and your available time
  - Resume
  - Unofficial Transcript
  - Verification of Good Standing from your University Registrar
  - Two Personal Letters of Reference
  - Application for Employment\*
  - Clinical Experience Form\*
  - University background check (sent directly to MFHS by your Program Chair)
    - a. **OR** Criminal History/Caregiver Background Check Form (if university background check not available)—please request form from Internship Coordinator; a \$15 processing fee is payable by the applicant
    - b. **AND** Crime checks from other states as needed— please request form from Internship Coordinator
  - Background Disclosure Form\*
  - Prospective Employee Reference Check\* form(s), one for each employer in past 5 years
5. **Available Sites**—MFHS reserves the right to reassign interns as needed based on numbers of clients and available staff. Availability of internship positions varies from year to year. Students who are flexible and willing to travel to various site locations are more likely to find a placement with MFHS.
  - a. Eau Claire Muckwa (7:45 to 11:45 am) or Migisi (12:45-4:45 pm)
  - b. Chippewa Mikan (12:30-4:30 pm)
  - c. Hudson Mikan (7:45 to 11:45 am) or Muckwa (1-5 pm)
  - d. Ladysmith (7:45 am-11:45 am)
  - e. Marshfield morning Mikan, afternoon Mikan, or Migisi (12:30-4:45 pm)
  - f. Mondovi Mikan (7:45 to 11:45 am)
  - g. Rice Lake Mikan (7:45 to 11:45 am) or Muckwa (1-5 pm)
6. **Supervisors**
  - a. Supervisors are licensed providers (LPC, LMFT, or LP)
  - b. Available supervisors will vary
  - c. If you need to complete site agreements, please ask the Internship Coordinator or an Assistant Director who is likely to be available as your supervisor **AFTER** you have received a formal letter of offer.
  - d. Internships are not arranged through the individual sites or through individual supervisors.

- e. Supervision is provided in segments of 15-minute debriefing sessions after each day treatment session. Additional supervision is available on a prorated basis—if an intern provides 20 hours of service per week, they are eligible for ½ hour of individual face-to-face supervision; if an intern provides 30 or more hours of service per week they are eligible for one hour of individual face-to-face supervision. If this supervision arrangement is not acceptable to your program, the school or intern may pay for additional supervision at the posted hourly rates of their supervisors.
7. **Documenting hours**—each intern is responsible for documenting their hours per their degree program requirements; supervisors will sign off on documentation as prepared by the student.
8. **Evaluations**—each intern should advise their supervisors when evaluations are due, prepare the forms, and be prepared to review completely.
9. **Expectations**
- a. All incoming practicum students and interns will be aware of MFHS Policy and Procedure, State Statute, DHFS requirements, and Day Treatment Manual, plus additional background materials pertaining to group process.
  - b. Interns may attend regularly scheduled full-day and half-day staff meetings and count time spent toward their internship hours.
  - c. Interns may have different start and end dates for their work per their programs, but priority will be given to those who schedule their work to match the terms of day treatment: Fall term begins after the August Staff Meeting, Spring Term begins after the Christmas/New Year break, and Summer term begins after the June Staff meeting (exact dates will be determined in each calendar year).
  - d. Students are responsible for their own degree requirements and need to plan in advance to meet requirements including observations, recording sessions, writing reports, etc.