## Off-site Internship Supervisory Functions

<table>
<thead>
<tr>
<th><strong>Function</strong></th>
<th><strong>Examples</strong></th>
</tr>
</thead>
</table>
| Orienting           | • Introduce intern to staff  
• Provide policy manuals  
• Orient to space and procedures in the professional setting  
• Explain how professional mental health counseling services are organized |
| Involving           | • Allow to sit in on a team conference  
• Connect him/her with mentor in the counseling profession within the setting |
| Contracting         | • Agree to needs and goals for the semester  
• Agree to do something for a session prior to the next meeting |
| Observing           | • Observe intern directly working with a client (e.g., during an intake or a group session)  
• Co-lead with the intern (e.g., a group session) |
| Educating/Teaching  | • Share your knowledge about a policy, procedure, or issue  
• Train intern on computer program for scheduling or career exploration |
| Consulting          | • Process a counseling situation and help develop a course of action  
• Help prepare intern for coordination of treatment with third parties or referrals (e.g., with parents, psychiatrist, social services) |
| Evaluating          | • Provide feedback after direct observation  
• Provide written feedback at the end of the semester  
• Assist intern in skill development |
| Collaborating       | • Co-develop a written assessment or treatment plan  
• Co-develop a group |
| Processing          | • Help intern learn to think through situations and to plan effective action  
• Help intern conceptualize client dynamics and use of transference/countertransference  
• Help intern evaluate self as a helper as well as skills |
| Mentoring/Modeling  | • Demonstrate skills, provide emotional support, and encouragement  
• Model ethical and professional standards  
• Encourage professional development activities |