DRUG AND ALCOHOL STUDIES
CITY COLLEGE OF SAN FRANCISCO
HEALTH EDUCATION DEPARTMENT

DRUG & ALCOHOL CERTIFICATE PROGRAM

SUPERVISOR INTERNSHIP MANUAL

HEALTH 79A: BEGINNING FIELDWORK

HEALTH 79B: ADVANCED FIELDWORK

STUDENT’S NAME ____________________________________________

SEMESTER __________________________________________________

COURSE ____________________________________________________
Dear Internship Site Supervisor:

Thank you for partnering with our program to provide an internship experience for our students who are studying in the Drug and Alcohol Certificate Program at City College of San Francisco. Most students cite their experience as an intern as the most helpful component of their course of studies. It also gives you the chance to help shape this dynamic and growing field, since the feedback you provide will be carried into the students’ future professional practice. We hope that the following pages will provide you with the information you need about internship requirements, also with assistance in structuring the intern experience and making it as meaningful as possible to our students.

Sincerely,

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INTRODUCTION

Drug & Alcohol Certificate students are responsible for completing 250 hours of internship over two semesters (125 hours each semester) at a facility that is licensed by the State of California to provide AOD treatment services. (See Craig or Tandy for a current list of approved agencies).

Students must first take Health 79A (Beginning Fieldwork) before enrolling in Health 79B (Advanced Fieldwork). Classes cannot be taken concurrently.

The internship site may be your current state-licensed employment site in drug and alcohol treatment, under the condition that during your internship hours, you take on different responsibilities from those of your usual employment. Please consult with Drug & Alcohol Studies staff beforehand for approval.

The following are the Core Competencies (also referred to as Practice Dimensions) as outlined by the Center for Substance Abuse Treatment. These are basic substance abuse counseling skills that should be explored during the internship:

1. Clinical Evaluation
   a. Screening
   b. Assessment
2. Treatment Planning
3. Referral Process
4. Service Coordination
   a. Implementing the Treatment Plan
   b. Consulting
   c. Continuing Assessment and Treatment Planning
5. Counseling
   a. Individual
   b. Group
   c. Families/Couples/Significant Others
6. Education (Client/Family/Community)
7. Documentation
8. Professional and Ethical Responsibilities

We recommend students choose sites that specialize in targeted areas of treatment or specific populations as follows. Your agency has been chosen because it fits into one or more of the following categories:

1. HIV/STI/HCV
2. Women Specific
3. Domestic Violence
4. Culture Specific
5. Homelessness
6. Alcohol Specific
7. Criminal Justice System
8. Residential
9. Hospital
10. Methadone (or other drug replacement therapy)
11. Adolescents/Children
12. Research
13. Gay/Lesbian/Bisexual/Transgender
14. Trauma Specific
15. Veterans
16. Dual and Multi-Diagnosed
17. Seniors
SUPERVISION REQUIREMENTS

It is the commitment of the agency to provide an opportunity for interns to learn through experience in order to solidify their academic studies. It is also the agency’s commitment to provide proper supervision to these student interns. Below are guidelines and requirements for supervisors for the CCSF Drug & Alcohol Certificate Interns.

**Basic Supervisory Goals:**

1. Task Manager/Mentor:
   - Provide daily task supervision to the intern
   - Evaluate student at end of semester
2. Clinical Supervisor:
   - Assist student in writing learning objectives
   - Provide a one-hour individual or two-hour group supervision session each week
   - Evaluate student at end of semester

**Supervisor Qualifications:**

- Drug & Alcohol Counselor Certification PLUS a minimum of two years supervisory experience (minimum) **AND/OR**
- Masters or Doctorate in Behavioral Sciences

**Requirements for Internship Clinical Supervisors:**

1. The site may designate additional staff to provide task supervision and mentoring. However, these task supervisors or mentors are not permitted to provide the required one-hour weekly individual supervision or two-hour group supervision.
2. Clinical Supervisors should have the time to supervise students weekly, including the following:
   a. Review records, process evaluations, and chart documentation and give feedback in supervision sessions.
   b. Observation time in counseling sessions.
   c. Assist student in completing learning objectives.
   d. Evaluate student progress.
   e. Confer with the CCSF Internship Coordinator.
   f. Sign required internship documents and forms.
3. Clinical Supervisors should be able to:
   a. Select content and techniques for teaching clinical skills and the core competencies to students.
   b. Evaluate the student’s progress in relation to his/her learning objectives.
   c. Provide support (information, learning opportunities, etc.) appropriate to the student’s educational needs.
RESPONSIBILITIES OF THE INTERNSHIP SITE SUPERVISOR, STUDENT INTERN, AND CCSF STAFF

The Responsibilities of the Internship Site Supervisor:
- To work with the student to develop learning objectives.
- To provide a safe and accepting atmosphere to enable the student to make a comfortable transition into preparation for further training in alcohol/drug counseling (including ample introductions and explanation of intern’s responsibilities and position to other employees upon start of the internship).
- To provide exposure to a wide variety of Chemical Dependency experiences and acquaint the student with as many phases of your agency services as possible.
- To provide exposure to a wide variety of Chemical Dependency experiences and acquaint the student with as many phases of your agency services as possible.
- To have at least one phone meeting or one in-person meeting per semester with the CCSF Internship Coordinator.
- To communicate any questions or problems to the CCSF Internship Coordinator in a timely manner.
- To evaluate the student upon internship completion.
- To complete all necessary forms.
- To designate a secondary supervisor at the agency who can sign the student’s forms in the absence of the primary supervisor.

The Responsibilities of the Student:
- To work with the internship site supervisor to develop learning objectives.
- To maintain a professional attitude and work ethic.
- To follow all procedures and protocols of the internship site.
- To arrive on time.
- To complete and turn in all required forms.

The Responsibilities of the CCSF Faculty and Internship Coordinator:
- To provide one site visit or telephone interview with each internship site per semester.
- To track the student’s learning process via classroom activities and homework assignments.
- To track the student’s time commitment to the agency of 125 hours per semester.
- To provide reasonable availability to the internship agency for questions, comments or concerns arising out of the internship.
- To provide reasonable availability to the student for questions, comments or concerns arising out of the internship.
WRITTEN DOCUMENTATION AND FORMS

The following forms are to be completed by the Internship Site Supervisor:

- Agency Profile (Form 4)
- Contract Between Student and Agency (Form 5)
- Weekly Internship Report (Form 6)
  *Must be signed weekly
- Internship Evaluation of Student (Form 10)
- CWEE: Training Agreement

The following forms are to be completed by the student:

- Code of Ethics for Addiction Counselors (Form 1)
- Confidentiality Agreement (Form 2)
- Internship Learning Objectives (Form 3)
- Weekly Internship Report (Form 6)
- Student Hourly Recording Form (Form 7)
- Student Evaluation of Agency (Form 8)
- Student Self Evaluation (Form 9)
- CWEE: Application for Cooperative Work Experience
- Work Summary

*** AT THE STUDENT’S INTERNSHIP SITE, A SECOND PERSON MUST BE DESIGNATED AS AUTHORIZED TO SIGN ANY REQUIRED PAPERWORK IN CASE THE SUPERVISOR IS ABSENT AND TO PROVIDE TEMPORARY SUPERVISION TO THE STUDENT (TO BE DESIGNATED ON FORM 4, AGENCY PROFILE).

*** THE STUDENT INTERN’S GRADE DEPENDS ON TIMELY SUBMISSION OF SIGNED PAPERWORK FROM THE SITE SUPERVISOR. PLEASE RESPECT THE DEADLINES FOR THIS DOCUMENTATION.
CITY COLLEGE OF SAN FRANCISCO DRUG & ALCOHOL CERTIFICATE
FIELD PLACEMENT SITE INFORMATION FORM
(AGENCY PROFILE)

Name of Person Completing this Form: ____________________________________
Student Name: __________________ Date: ________________________________
Site Name (The correct, legal name of your agency in its entirety):
____________________________________________________________________
Site Administrator or Director: ____________________________________________
Site Address: __________________________________________________________
Site Telephone: __________________ Fax: __________________________
Agency Website Address: ________________________________________________
Will your site accept Certificate students in field placements?  □ Yes  □ No
If YES, indicate the maximum number of students your site would accept for any
given semester?  ______
Name of individual who will be responsible for supervising the student in clinical
supervision one time per week:
Name/Credential: ___________________________________ Phone _______________
Names of additional staff who are designated as mentors and may provide some
supervision:
Name/Credential: ___________________________________ Phone _______________
Name/Credential: ___________________________________ Phone _______________
Treatment Modalities Used: _______________________________________________
_______________________________________________________________________
List of Services Offered by Your Agency: ____________________________________
_______________________________________________________________________
_______________________________________________________________________
Population(s) Served by Your Agency: ______________________________________
_______________________________________________________________________
Agency Expectations of Student Role: ______________________________________
_______________________________________________________________________
_______________________________________________________________________
AGENCY PROFILE (continued)

The Addiction Counseling Practice Dimensions (Core Competencies) are learned in classes and reinforced as a required component of field experience. Please comment on how this training or experience will be provided to the student intern:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Indicate the types of addiction service responsibilities and specific tasks to be performed by the student within the agency for the duration of the field placement:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Explain in detail the methods and frequency of supervision provided in your agency:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Identify currently available shift times for student placement (i.e. weekdays, weekends, night shift, etc.):

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

*** Please forward any brochures and written material describing your agency and specific programs to City College of San Francisco, Drug & Alcohol Studies Program, 50 Phelan Avenue MU-353, San Francisco, CA 94112
CONTRACT BETWEEN STUDENT AND AGENCY

I. Agency Commitment to Student:
   a. Provide 125 hours of internship work per student for the term of the semester.
   b. Provide the student with an orientation to the agency (including providing ample introductions and explanation of intern’s responsibilities and position to other employees upon start of internship).
   c. Work with the student intern to develop learning objectives.
   d. Provide overall supervision to the intern and one hour per week of individual supervision/consultation or two hours of group supervision to review the internship process.
   e. Provide exposure to a wide variety of chemical dependency experiences and acquaint the intern with as many phases of your agency’s services as possible.
   f. Provide a safe and accepting atmosphere to enable students to make a comfortable transition into preparation for further training in Alcohol/Drug Counseling.
   g. Evaluate the student intern upon completion of the internship.

II. Student’s Commitment to Agency:
   a. Demonstrate a working knowledge of services and treatment provided by this agency.
   b. Keep time commitment to agency. (125 hours per semester)
   c. I will accept my responsibilities in the learning process.
   d. I will abide by the policies of the agency, will be open to direction, and will abide by the CAADE Code of Ethics.
   e. I will inform my supervisor whenever I will be late or absent.
   f. I will keep the lines of communication open and honest with my supervisor including relaying important information, problems, and/or feedback.

Student’s Signature_____________________________   Date______________
Supervisor’s Signature__________________________    Date______________
Instructor’s Signature___________________________    Date______________
INTERNSHIP EVALUATION OF STUDENT
(To be completed by Internship Site Supervisor)

Student’s Name: ________________________________________________________

Agency: ________________________________________________________________

Fieldwork Dates: ________________________ to _____________________________

Number of Hours: _______________________________________________________

1. Please describe the job responsibilities of this internship.
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

2. Did the student show up on time as scheduled? Please describe any
discrepancies.
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

3. Did the student meet the Learning Objectives as outlined at the beginning of
this internship? Please explain.
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

4. How much supervision did the student require?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
5. Was the student self-motivated? Please explain.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
6. What were the strengths of the student?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
7. What were the challenges, improvements and growth opportunities faced by the student? How did the student respond to these?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________