



Addiction Studies Program

ADS255 Field Practicum Education (7 credits)

Student Internship Field Placement Manual



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I. Introduction

According to NYS OASAS in order to qualify to be issued a CASAC-T certification and individual must have completed a 350-hour standardized curriculum approved by OASAS. The SCCC ADS program is the only OASAS approved 350-hour standardized curriculum at the community college level on Long Island.

Our Addiction Studies program offers fully transferable college credits, that leads to a college degree, and that allows students to transfer their credits directly to selected four-year colleges. If you are interested in a career in Addiction Studies or any other area of counseling, your A.A.S. degree or certificate of completion in Addiction Studies from SCCC will prepare you for immediate employment upon graduation. Many of our graduates are now working in the field, earning money, and gaining valuable experience while they continue their education.

To complete the ADS program all students must enroll in and complete ADS255 Field Practicum Education which is worth 7.0 college credits. ADS255 integrates theory with actual practice in a clinical setting. Students perform intake interviews and assessments; develop treatment plans, do counseling and present intervention and education approaches, all within the context of the legal, ethical and professional responsibilities of the addiction counselor. ADS255 involves off-campus fieldwork, a minimum of 240 hours of clinical experience under the supervision of a Qualified Health Professional (QHP). Internship placements must be in a NYS OASAS licensed treatment program that has been approved by the college. Students are also required to attend a 2.5 hour weekly on-campus in-class supervision seminar with an ADS Program Instructor.



II. ADS255 Learning Outcomes

Upon completion of ADS255, students will be able to:

- 1. Apply process of choosing OASAS licensed treatment programs from the approved list to which they wish to apply, writing and sending a resume to these programs, arranging for a placement interview with at least two sites, attending each interview, choosing a placement, and beginning the internship.**
2. Spend at least 240 hours in fieldwork, covering at least the minimum number of hours required by NYS OASAS in each of the 12 core function skill areas.
3. Attend 15 two- hour formal supervision sessions at the college where they will discuss the clinical problems that they are encountering and work out ways of resolving these problems through a group case conference process with fellow classmates and instructor.
4. Plan to participate in regular individual and group supervision sessions as required by their field placement site supervisor.
5. Reproduce a formal case presentation for review and discussion in on- campus supervision.
6. Summarize and comment on their daily in-clinic experience through a journal or diary which will be kept for the entire placement time.
7. Be able to demonstrate an understanding of the professional scope of practice for SUD counseling through the use of group supervision, process recordings and reflective journals.
8. Will demonstrate the importance of staying in the professional role and maintain boundaries to avoid potential conflicts of interest.
9. Demonstrate an ability to identify and address personal/professional and organizational strengths and limitations.
10. Demonstrate the ability to identify sources of supervision and consultation.
11. Develop time management strategies.
12. Identify what personal biases are and how to recognize them.
13. Develop professional goals and objectives through the use of self-evaluation techniques for personal and professional growth.
14. Demonstrate the ability to accept, the ability to accept, elicit, and use both constructive criticism and positive feedback from colleagues and supervisors.
15. Develop a self-care plan focusing on the relationship between a healthy body, healthy mind and counselor wellness.

III. ADS255 Field Placement Faculty Advisors

William Rule

Addiction Studies Program Coordinator

Email: rulew@sunysuffolk.edu

Office: 631-851-6927 (Let's talk)

Joseph Catalano, ADS255 Course Instructor

Email: catalaj@sunysuffolk.edu

Ginger Dammann

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Lynn Doris

Email: dorisl@sunysuffolk.edu

Louis Palasio

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IV. How to apply for and secure a field placement interview?

1. Consult with your assigned ADS field placement faculty advisor.
2. Select three treatment providers from the internship agency list posted on the ADS webpage.
[Suffolk County Community College ADS Internship Agency List](#)
3. Sample Cover Letter: See Appendix
4. Sample Resume: See Appendix
5. Email your Cover Letter and Resume to the contact person listed on the website.
6. If no response after 3-5 days call the program and ask to speak to the contact person. Take notes of the date and time and who you spoke with at the program. Get names!
7. If there is no response in 3-5 days alert your ADS field placement faculty adviser.
8. William Rule, ADS Coordinator, will personally call the program's executive director on your behalf to resolve the issue.



V. The Interview

- Dress Code: Casual Business (At all times while you are interning.)
- Men: Collared shirt, No T-shirts, No jeans
- Use OASAS approved “Patient First” language.

OASAS 12 Core Functions of Counseling

An interviewer may, and most likely will, ask you questions about the 12 Core Functions of addiction counseling. Be ready for this question.

1. Screening
2. Intake
3. Orientation
4. Assessment
5. Treatment Planning
6. Counseling
7. Case Management
8. Crisis Intervention
9. Patient education
10. Referral
11. Reports & Record Keeping
12. Consultation



VI. I was accepted! Now what do I do?

- Complete the Internship Acceptance Form (See Appendix)
- Hand it in to your ADS255 field placement faculty advisor
- Enroll in ADS255

You cannot start your internship work hours until the start of the Spring semester.

You must complete your 240 internship work hours before the end of the semester.

VII. How do I document my internship work hours and supervision?

- ADS255 Time Sheet (See Appendix)
- ADS255 Field Supervisor Mid-Point Evaluation (See Appendix)
- ADS255 Field Supervisor Final Evaluation (See Appendix)



VIII. Appendix

Sample Cover Letter

Name

Address

Date

RE: Internship Field Placement Interview Request

I am currently a student in the Suffolk County Community College Addiction Studies (ADS) program. I am scheduled to complete the program in June 2027.

It is my belief that the SCCC counselor training program is more than adequately preparing me to enter the workforce of substance use disorder counseling as a CASAC-T. The program curriculum is excellent and challenging. The professors are outstanding, well informed and professional. I am trained in the most relevant and up-to-date evidenced-based practices in the field. I have training on the twelve core functions of counseling. Additionally, I have been taught assessment and evaluation criteria and codes based on the DSM-5-TR and the web-based LOCADTR 3.0.

Upon my graduation in June I will have fulfilled all the educational requirements set forth by OASAS and can apply for the CASAC trainee credential. Having said that, I am highly motivated to seek out and begin my 240 hour internship field placement within an OASAS licensed treatment provider to complete my training.

I am including my educational resume with the correspondence for your consideration and requesting an interview. Please contact me at your convenience and I will look forward to hearing from you.

Sincerely,

Sample Resume

Name

Address

Contact info

Objective

Obtain an internship field placement in an OASAS licensed Treatment Program to complete my education and training.

Education

I am currently a student in the Suffolk County Community College, Health Careers, Addiction Studies CASAC training program. This is an OASAS approved 350-hour standardized curriculum college training program.

I have successfully completed the following Addiction Studies (ADS) college courses.

- ADS111: Addiction in American Society
- ADS115: Dynamics of Addiction
- ADS120: Family Systems and Addiction
- ADS225: Criminal Justice Systems and Addiction
- ADS230: Professional Documentation: Data Collection, Assessment, Treatment Planning
- ADS235: Techniques for Counseling in Addiction Services
- ADS242: Vocational Counseling and Addiction Prevention Programs
- ADS246: Advanced Techniques for Counseling Substance Use Disorder
- ADS252: Professional Ethics and Cultural Competence in Addiction Services

Other related employment

? if any goes here

Skills

- Excellent computer skills
- Proficient in MSWord, Excel, Access, Powerpoint
- Narcan overdose rescue trained
- Effective communication skills
- Ability to work as a member of a team
- Critical thinking skills

Internship Acceptance Form (See Downloads)

Suffolk Community College Addiction Studies Program Internship Acceptance Form

Student Name: _____ Student

ID# _____

Student Email _____ Student Phone _____

Major: Addiction Studies Program

Semester: Spring _____

- I am required to complete 270 hours before the completion of the spring semester.
- I will have supervised observation in each of the 12 Core Functions for a minimum of 8 hours. (Screening, Intake, Referral, Orientation, Treatment Planning, Case Management, Crisis Intervention, Counseling, Patient Education, Assessment and Intervention, Reporting and Record Keeping, Consultation and other Professionals)
- I will work under the supervision of a QHP for a total of 96.0 hours

Student Signature _____ Date _____

By signing you are attesting that you acknowledge the above requirements.

OASAS Licensed Agency Information for ADS Internship

Name of Institution or

Organization _____

Agency Address _____

Internship Contact Name: _____

Internship Contact Phone: _____ Email _____

Other Internship Contact Name: _____

Other Internship Contact Phone: _____ Email _____

Internship Supervisor Name (Please Print) _____

Signature of Internship Supervisor: _____

Internship Time Sheet (See Downloads)

Suffolk County Community College Addiction Studies Program

ADS 255 Student Intern Time Sheet

Student Name (print) _____

Field Placement Site/Location _____ Supervisor's Name _____

Instructions: Monthly Time Sheets are to be completed, signed and turned into the ADS 255 Instructor by the second week of the month for the time the student worked in the previous month. Final time sheets and the Field Supervisor's Student Evaluation of performance must be submitted to the ADS course instructor before the deadline for final grades to be posted for the Internship course.

Month/Year _____

Date	Time In	Time Out	Time In	Time Out	Total Hours Worked	Supervision hours
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total Hours						

Intern Signature _____ Date _____

Field Supervisor Signature _____ Date _____

Field Supervisor Midpoint Intern Evaluation

1 of 3 pages

(15% of student's final course grade)

Student Name _____ **Date** _____

Internship Supervisor Name: _____

Agency: _____

The supervisor and intern should formulate goals for the student. These goals should address the expectations for supervision, the intern's learning needs, procedures to be used to observe and assess the intern's competencies, and professional development goals.

Core Functions to be focused on at agency: _____

Present level of competence: (Indicate rating) _____

1 Understands	Comprehends the tasks and functions of counseling
2 Developing	Applies knowledge and skills inconsistently
3 Competent	Consistent performance in routine situations
4 Skilled	Effective counselor in most situations
5 Master	Skillful in complex counseling situations

Describe the intern's strengths and challenges for this rating:

Please rate the student intern in the following areas by circling the appropriate number.

1 Doesn't meet expectations;**2** Sometimes meets expectations;**3** meets expectations;**4** Exceeds expectations

1.	Personal Grooming	1	2	3	4
2.	Attendance – works hours as assigned/agreed	1	2	3	4
3.	Punctuality – shows up and leaves work as scheduled	1	2	3	4
4.	Starts/Ends counseling sessions with clients/patients on time.	1	2	3	4
5.	Client record documentation is timely and appropriate.	1	2	3	4
6.	Acceptance of assignments.	1	2	3	4
7.	Familiarizes self with agency policies & procedures.	1	2	3	4
8.	Demonstrates willingness/ability to work with the multi-disciplinary team.	1	2	3	4
9.	Demonstrates ability to work with clients without regard to race, socio-economic factors or religion. (values/belief system)	1	2	3	4
10.	Willingness to learn how to orient clients to the program, rules that govern retention or dismissal, obligations & rights of patients, laws of confidentiality	1	2	3	4
11.	Takes initiative appropriately – gathers information to evaluate individual's strengths, weaknesses, problems & needs.	1	2	3	4
12.	Identify & obtain from senior staff/clinical supervisor methods and procedures for gathering corroborative information.	1	2	3	4
13.	Seeks clinical supervision as needed beyond allotted time.	1	2	3	4
14.	Ranks problems with client/patient to identify and prioritize what problems need resolution, establish short term and long term (S/T and L/T) goals.	1	2	3	4
15.	Understands theory of Chemical Dependency (CD) Counseling – selects the counseling theory that applies. Explores, examines and addresses issues in an appropriate therapeutic manner.	1	2	3	4
16.	Willingness to accept new ideas – elicits solutions and decisions from clients. Indicates that the client participated in the treatment plan.	1	2	3	4
17.	Understands and accepts principles of confidentiality and implications of confidentiality issues relative to case management. (complicated areas)	1	2	3	4
18.	Informs client in a timely and appropriate manner regarding when and how others may become involved in their case (ie: Child Protective Services, parents, parole).	1	2	3	4
19.	Ability to solve problems – Crisis Intervention skills.	1	2	3	4
20.	Ability to incorporate Relapse Prevention tools/techniques into treatment.	1	2	3	4
21.	Record keeping skills – documentation is clear, concise and relevant to treatment plan, S/T & L/T goals and continuity of care.	1	2	3	4
22.	Interaction with clients – ability to engage with clients upon initial contact. Demonstrates skill in building a therapeutic alliance.	1	2	3	4
23.	Is at all times, professional, ethical and has clear boundaries.	1	2	3	4
24.	Remains teachable	1	2	3	4
25.	Open to theories/strategies from other perspectives	1	2	3	4
26.	Entertains approaches that may be helpful to client regardless of personal bias.	1	2	3	4
27.	Accepts supervision	1	2	3	4
28.	Shows good judgment; interaction with other professionals & interaction with clients	1	2	3	4
29.	Shows self-knowledge; demonstrates understanding of CASAC-T scope of practice and practices self-care.	1	2	3	4
30.	Preparedness to work as a CASAC- T at this time.	1	2	3	4

Expected level of competency to be achieved from this point to end of semester: (indicate rating) _____

1 Understands	Comprehends the tasks and functions of counseling			
2 Developing	Applies knowledge and skills inconsistently			
3 Competent	Consistent performance in routine situations			
4 Skilled	Effective counselor in most situations			
5 Master	Skillful in complex counseling situations			
1 = Understands	2 = Developing	3 = Competent	4 = Skilled	5 = Master

List the Knowledge, Skills, and Attitudes relevant to achieving the target competency.

Knowledge: _____

Skills: _____

Attitudes: _____

State the performance goal in specific behavioral terms:

What activities will the intern complete in order to achieve the stated goal?

How will progress be evaluated?

How will proficiency be demonstrated?

Supervisor Signature _____ Date _____

Counselor Signature _____ Date _____

Professor Signature _____ Date _____

Field Supervisor Final Evaluation

(15% of student's final course grade)

1 of 8 pages

Student Name _____ Date _____

Directions: Please use this scale for the evaluation on the following pages.

On a scale of 1-4, give the intern one overall rating for each of the following 17 areas:

Transdisciplinary Foundations

1. Understanding Substance Use Disorders
2. Treatment Knowledge
3. Application to Practice
4. Professional Readiness

Core Competencies

5. Screening
6. Assessment
7. Treatment Planning
8. Referral
9. Service Coordination: Implementation of Treatment Plan
10. Service Coordination: Consulting
11. Service Coordination: Continuing Assessment and Treatment Planning
12. Counseling: Individual
13. Counseling: Group
14. Counseling: Families, Couples and Significant Others
15. Client, Family and Community Education
16. Documentation
17. Professional and Ethical Responsibilities

The description for each core competency is listed under each title.

If the student has not utilized the core competency in the internship, please indicate N/A.

Thank you

Joseph Catalano

Please rate the student intern in the following areas by circling the appropriate number.

4: Needs Improvement; 3: Able to perform skill; 2: Proficient; 1: Consistent Mastery; N/A in this internship

Transdisciplinary Foundations					
1. Understanding Substance Use Disorders	1	2	3	4	N/A
* Understand a variety of models and theories of addiction and other problems related to substance use. * Recognize the social, political, economic, and cultural context within which addiction and substance abuse exist, including risk and resilience factors characterizing individuals and groups and their living environments. * Describe the behavioral, psychological, physical health, and social effects of psychoactive substances on the user and significant others. * Recognize the potential for substance use disorders to mimic a variety of medical and psychological disorders and the potential for medical and psychological disorders to co-exist with addiction and substance abuse.					
2. Treatment Knowledge	1	2	3	4	N/A
*Describe the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse-prevention, and continuing care for addiction and other substance-related problems. *Recognize the importance of family, social networks, and community systems in the treatment and recovery process. *Understand the importance of research and outcome data and their application in clinical practice. *Understand the value of an interdisciplinary approach to addictions treatment.					
3. Application to Practice	1	2	3	4	N/A
*Understand the established diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care. *Describe a variety of helping strategies for reducing the negative effects of substance use, abuse, and dependence. *Tailor helping strategies and treatment modalities to the client's stage of dependence, change, or recovery. *Provide treatment services appropriate to the personal and cultural identity and language of the client. *Adapt practice to the range of treatment settings and modalities. *Be familiar with medical and pharmacological resources in the treatment of substance use disorders. *Understand the variety of insurance and health maintenance options available and the importance of helping clients access those benefits. *Recognize a crisis may indicate an underlying substance use disorder and may be a window of opportunity for change. *Understand the need for and the use of methods for measuring treatment outcome.					
4. Professional Readiness	1	2	3	4	N/A
*Understand diverse cultures and incorporate the relevant needs of culturally diverse groups, including individuals with disabilities, into clinical practice. *Understand the importance of self-awareness. *Understand the addiction professional's obligations to adhere to ethical and behavioral standards of conduct in the helping relationship. *Understand the importance of ongoing supervision and continuing education in the delivery of client services. *Understand the obligation of the addiction professional to participate in prevention, as well as treatment. *Understand and apply setting-specific policies and procedures for handling crisis or dangerous situations, including safety measures for clients and staff.					

4: Needs Improvement; 3: Able to perform skill; 2: Proficient; 1: Consistent Mastery; N/A in this internship

Core Functions					
5. Screening	1	2	3	4	N/A
*Establish rapport, including management of crisis situation and determination of need for additional professional assistance. *Gather data systematically from the client and other available collateral sources, using screening instruments and other methods sensitive to age, developmental level, culture, and gender. At a minimum, data should include current and historical substance use; health, mental health, and substance-related treatment histories; mental and functional statuses; and current social, environmental, and or/economic constraints. *Screen for psychoactive substance toxicity, intoxication, and withdrawal symptoms; aggression or danger to others; potential for self-inflicted harm or suicide; and coexisting mental health problems. *Assist the client in identifying the impact of substance use on his or her current life problems and the effects of continued harmful use or abuse. *Determine the client's readiness for treatment and change, as well as the needs of others involved in the current situation. *Review the treatment options appropriate for the client needs, characteristics, goals, and financial resources. *Apply accepted criteria for diagnosis of substance use disorders in making treatment recommendations. *Construct with client and appropriate others an initial action plan based on client needs, preferences, and resources available. *Based on initial action plan, take specific steps to initiate an admission or referral and ensure follow-through.					
6. Assessment	1	2	3	4	N/A
*Select and use a comprehensive assessment process sensitive to age, gender, racial and ethnic cultural issues, and disabilities. *Analyze and interpret the data to determine treatment recommendations. *Seek appropriate supervision and consultation. *Document assessment findings and treatment recommendations.					

4: Needs Improvement; 3: Able to perform skill; 2: Proficient; 1 Consistent Mastery; N/A in this internship

7. Treatment Planning	1	2	3	4	N/A
*Select and use a comprehensive assessment process sensitive to age, gender, racial and ethnic cultural issues, and disabilities. *Analyze and interpret the data to determine treatment recommendations. *Seek appropriate supervision and consultation. *Examine treatment options in collaboration with the client and significant others. *Consider the readiness of the client and significant others to participate in treatment. *Prioritize client needs in the order they will be addressed in treatment. *Formulate mutually agreed upon and measurable treatment goals and objectives. *Identify appropriate strategies for each treatment goal. *Coordinate treatment activities and community resources in a manner consistent with the client's diagnosis and existing placement criteria. *Develop with the client a mutually acceptable treatment plan and method for monitoring and evaluating progress. *Inform the client of confidentiality rights, program procedures safeguarding them, and the exceptions imposed by regulations. *Reassess the treatment plan at regular intervals or when indicated by changing circumstances.					
8. Referral	1	2	3	4	N/A
*Establish and maintain relations with civic groups, agencies, other professionals, governmental entities, and the community-at large to ensure appropriate referrals, identify service gaps, expand community resources, and help to address unmet needs. *Continuously assess and evaluate referral resources to determine their appropriateness. *Differentiate between situations in which it is most appropriate for the client to self-refer to a resource and instances requiring counselor referral. *Arrange referrals to other professionals, agencies, community programs, or other appropriate resources to meet client needs. *Explain in clear and specific language the necessity for and process of referral to increase the likelihood of client understanding and follow through. *Exchange relevant information with the agency or professional to whom the referral is being made in a manner consistent with confidentiality regulations and generally accepted professional standards of care. *Evaluate the outcome of the referral.					

4: Needs Improvement; 3: Able to perform skill; 2: Proficient; 1: Consistent Mastery; N/A in this internship

9. Service Coordination: Implementing the Treatment Plan	1	2	3	4	N/A
*Initiate collaboration with a referral source. *Obtain, review, and interpret all relevant screening, assessment, and initial treatment-planning information. *Confirm the client's eligibility for admission and continued readiness for treatment and change. *Complete necessary administrative procedures for admission to treatment. *Establish accurate treatment and recovery expectations with the client and involved significant others. *Coordinate all treatment activities with services provided to the client by other resources.					
10. Service Coordination: Consulting	1	2	3	4	N/A
*Summarize client's personal and cultural background, treatment plan, recovery progress, and problems inhibiting progress to ensure quality of care, gaining feedback, and planning changes in the course of treatment. *Understand terminology, procedures, and roles of other disciplines related to the treatment of substance use disorders. *Contribute as part of a multidisciplinary treatment team. *Apply confidentiality regulations appropriately. *Demonstrate respect and non-judgmental attitudes toward clients in all contacts with community professionals and agencies.					
11. Service Coordination: Continuing Assessment & Treatment Planning	1	2	3	4	N/A
*Maintain ongoing contact with client and involved significant others to ensure adherence to the treatment plan. *Understand and recognize stages of change and other signs of treatment progress. *Assess treatment and recovery progress and, in consultation with the client and significant others, make appropriate changes to the treatment plan to ensure progress toward treatment goals. *Describe and document treatment process, progress, and outcome. *Use accepted treatment outcome measures. *Conduct continuing care, relapse prevention, and discharge planning with the client and involved significant others. *Document service coordination activities throughout the continuum of care. *Apply placement, continued stay, and discharge criteria for each modality on the continuum of care.					

12. Counseling: Individual	1	2	3	4	N/A
*Establish a helping relationship with the client characterized by warmth, respect, genuineness, concreteness, and empathy. *Facilitate the client's engagement in the treatment and recovery process. *Work with the client to establish realistic, achievable goals consistent with achieving and maintaining recovery. *Promote client knowledge, skills, and attitudes contributing to a positive change in substance use behaviors. *Encourage and reinforce client actions determined to be beneficial in progressing toward treatment goals. *Work appropriately with the client to recognize and discourage all behaviors inconsistent with progress toward treatment goals. *Recognize how, when, and why to involve the client's significant others in enhancing or supporting the treatment plan. *Promote client knowledge, skills, and attitudes consistent with the maintenance of health and prevention of HIV/AIDS, tuberculosis (tB), sexually transmitted diseases (stds), and other infectious diseases. *Facilitate the development of basic and life skills associated with recovery. *Adapt counseling strategies to the individual characteristics of the client, including but not limited to disability, gender, sexual orientation, developmental level, ethnicity, age, and health status. *Make constructive therapeutic responses when client's behavior is inconsistent with stated recovery goals. *Apply crisis, prevention, and management skills. *Facilitate the client's identification, selection, and practice of strategies which help sustain the knowledge, skills, and attitudes needed for maintaining treatment progress and preventing relapse.					
13. Counseling: Group	1	2	3	4	N/A
*Describe, select, and appropriately use strategies from accepted and culturally appropriate models for group counseling with clients with substance use disorders. *Carry out the actions necessary to form a group, including, but not limited to: determining group type, purpose, size, and leadership; recruiting and selecting members; establishing group goals and clarifying behavioral ground rules for participating; identifying outcomes; and determining criteria and methods for termination or graduation from the group. *Facilitate the entry of new members and the transition of exiting members. *Facilitate group growth within the established ground rules and movement toward group and individual goals by using methods consistent with group type. *Understand the concepts of process and content, and shift the focus of the group when such an intervention will help the group move toward its goals. *Describe and summarize client behavior within the group for the purpose of documenting the client's progress and identifying needs and issues that may require a modification in the treatment plan.					

4: Needs Improvement; 3: Able to perform skill; 2: Proficient; 1: Consistent Mastery; N/A in this internship

14. Counseling: Families, Couples, and Significant Others	1	2	3	4	N/A
*Understand the characteristics and dynamics of families, couples, and significant others affected by substance use. *Be familiar with and appropriately use models of diagnosis and intervention for families, couples, and significant others, including extended, kinship, or tribal family structures. *Facilitate the engagement of selected members of the family, couple, or significant others in the treatment and recovery process. *Assist families, couples, and significant others to understand the interaction between the system and substance use behaviors. *Assist families, couples, and significant others to adopt strategies and behaviors sustaining recovery and maintain healthy relationships.					
15. Client, Family and Community Education	1	2	3	4	N/A
*Provide culturally relevant formal and informal education programs that raise awareness and support substance abuse prevention and/or the recovery process. *Describe factors increasing the likelihood for an individual, community, or group to be at-risk for, or resilient to, psychoactive substance use disorders. *Sensitize others to issues of cultural identity, ethnic background, age, and gender in prevention, treatment, and recovery. *Describe warning signs, symptoms, and the course of substance use disorders. *Describe how substance use disorders affect families and concerned others. *Describe the continuum of care and resources available to family and concerned others. *Describe principles and philosophy of prevention, treatment, and recovery. *Understand and describe the health and behavior problems related to substance use, including transmission and prevention of HIV/AIDS, tuberculosis, sexually transmitted diseases, hepatitis c, and other infectious diseases. *Teach life skills, including but not limited to, stress management, relaxation, communication, assertiveness, and refusal skills.					
16. Documentation	1	2	3	4	N/A
*Demonstrate knowledge of accepted principles of client record management. *Protect client rights to privacy and confidentiality in the preparation and handling of records, especially in relation to the communication of client information with third parties. *Prepare accurate and concise screening, intake, and assessment reports. *Record treatment and continuing care plans consistent with agency standards and comply with applicable administrative rules. *Record progress of client in relation to treatment goals and objectives. *Prepare accurate and concise discharge summaries. *Document treatment outcome using accepted methods and instruments.					

4: Needs Improvement; 3: Able to perform skill; 2: Proficient; 1: Consistent Mastery; N/A in this internship

17. Professional and Ethical Responsibilities	1	2	3	4	N/A
*Adhere to established professional codes of ethics defining the professional context within which the counselor works, in order to maintain professional standards and safeguard the client. *Adhere to federal and state laws and agency regulations regarding the treatment of substance use disorders. *Interpret and apply information from current counseling and psychoactive substance use research literature to improve client care and enhance professional growth. *Recognize the importance of individual differences influencing client behavior and apply this understanding to clinical practice. *Utilize a range of supervisory options to process personal feelings and concerns about clients. *Conduct self-evaluations of professional performance applying ethical, legal, and professional standards to enhance self-awareness and performance. *Obtain appropriate continuing professional education. *Participate in ongoing supervision and consultation. *Develop and utilize strategies to maintain one's own physical and mental health.					

Comments:

THIS STUDENT HAS SATISFACTORILY COMPLETED _____ CLOCK HOURS OF PRACTICE AND SUPERVISION IN THIS AGENCY.

Intern Supervisor: _____

Date: _____

Student: _____

Date: _____

Downloads (Required Forms)

- ❖ [ADS255 Internship Acceptance Form](#)
- ❖ [ADS255 Internship Timesheet](#)
- ❖ [ADS255 Field Supervisor Midpoint Evaluation](#)
- ❖ [ADS255 Field Supervisor Final Evaluation](#)

