

MENDOCINO COLLEGE ALCOHOL AND OTHER DRUG STUDIES PROGRAM

Pre-internship Instructions: Getting Started

The following information is for students in the AODS Program who are required to complete an internship as part of the AODS certificate and/or AS degree program.

Mendocino College's AODS Internship provides students with an opportunity to apply knowledge and skills learned in academic classes to real-world treatment settings at approved internship sites.

The AODS internship involves **2 courses: a seminar class (AOD 164) and a practicum class (AOD 197a)**. You must enroll in both of these courses. Check [WebAdvisor](#) for course section numbers.

AOD 164 is a 1.5 unit seminar course held on campus; **AOD 197a** is an “occupational work experience” course (practicum) where student learning occurs on-the-job at a Substance Use Disorder (SUD) treatment agency. AOD 164 meets in a classroom on campus, and is intended to provide students with support and guidance as they complete their practicum experience. AOD 197a is a variable-unit course (you need to enroll in a minimum of 2 units). Each unit of AOD 197a requires 60 hours of documented work time over the course of the semester, or 120 hours over the course of the semester for 2 units (about 8 hours per week, if you are unpaid). Paid employees must complete 75 hours per unit (about 10 hours per week).

Students must secure an internship BEFORE the beginning of the semester!

Students must contact an [approved practicum site](#) and arrange to be interviewed by the field site supervisor **before the end of this semester**. Plan to bring a résumé and cover letter describing your interest in interning with that particular employer. You should also provide the employer with a copy of the [Internship Employer Evaluation of Intern](#) document, outlining the specific learning objectives associated with the internship. Not all students will be accepted at all sites, so you should plan on interviewing at more than one site. It is important that you establish the site for the practicum as soon as possible and before the internship class begins.

Once you have been accepted at an internship site, you must complete the documents listed below. These must be completed online and printed for signatures, in preparation for turning in to your internship instructor on the first day of the AOD 164 class. **Do not handwrite these**. The document titles, below, are hyperlinked to the fillable documents on the web. They can also be found by going to <https://www.mendocino.edu/department/AODS>; click on “Internship Information”.

ALL FORMS MUST BE WORD-PROCESSED AND SIGNED BY BOTH THE STUDENT AND THE PRACTICUM SUPERVISOR AND SUBMITTED TO THE AOD 164 INSTRUCTOR BY THE SECOND WEEK OF THE SEMESTER.

1. [Contact Information Form](#)
2. [Learning Objective Agreement](#)
3. [Job Description](#)

Questions? Contact Dan Jenkins at djenkins@mendocino.edu; visit the website: www.mendocino.edu/AOD.

ALCOHOL AND OTHER DRUG STUDIES INTERNSHIP OVERVIEW

Mendocino College's Alcohol and Other Drug Studies (AODS) Internship provides students with an opportunity to apply knowledge and skills learned in academic classes to real-world human service settings at approved internship sites.

Students who successfully complete the AODS internship will be able to:

1. Effectively use clinical supervision and other appropriate feedback and support systems to develop and improve knowledge, skills and attitudes needed to be effective as a counselor and employee.
2. Use motivational enhancement techniques and strategies to perform core substance abuse counselor functions accurately, effectively and efficiently and in a manner consistent with ethical, professional standards of conduct.
3. Complete documentation and record keeping tasks accurately, effectively and efficiently, and in keeping with the legal implications of written documentation.

Students must contact a desired practicum site and arrange to be interviewed by the field site supervisor by the end of the semester prior to the internship.

The AODS internship combines classroom education with supervised training at field placement (practicum) sites, **involving 2 courses: a seminar class (AOD 164) and a practicum class (AOD 197a)**. AOD 164 is a regular face-to-face on-campus class that meets weekly, for the purpose of supporting students, providing supplemental instruction, and sharing workplace information. AOD 197a is an "occupational work experience" course in which the learning occurs at the workplace.

Interns will receive guidance from the AOD 164 *seminar class instructor* and the AOD 197a *practicum instructor/coordinator* (these may be the same person) as well as supervision from the *work site supervisor*, which means that there will be obligations students need to meet for both the college and the practicum agency, as follows:

Student's commitment to the AOD 164 Seminar instructor:

- * Attend all classes prepared to discuss practicum experiences;
- * Engage in a full, active and pertinent dialogue with the instructor and other students;
- * Provide appropriate feedback to other students;
- * Participate in skills building/demonstration activities as directed by the instructor;
- * Complete all homework assignments (student will need to log on to an online Canvas classroom for this purpose);
- * Post to the weekly discussion board comments related to the practicum experience;

Student's commitment to AOD 197a Practicum Instructor/coordinator:

- * Consult the instructor *immediately* whenever questions or problems arise;
- * Complete and submit the following documents (found on the AOD 197a Canvas site) by the second week of the semester (all documents must be signed by both the student and the site supervisor):
 - o Contact Information Form;
 - o Internship Job Description
 - o Learning Objective Agreement
- * Submit monthly time sheets;
- * Complete a Self-Evaluation at the end of the semester

Student's commitment to field placement practicum (work site) supervisor:

- * Establish and maintain schedule of hours (a minimum of 8 hours weekly);
- * Become familiar with and follow agency policies and procedures;
- * Attend regular supervision meetings;
- * Communicate concerns and seek clarification whenever necessary;
- * Read all materials as directed by the supervisor;
- * Perform duties within one's scope of practice in a manner consistent with the agency's standards and in keeping with the highest level of professional ethics

AOD 164 Assignments: The Internship seminar class (AOD 164) is supported by an online course management system, called Canvas. You will be using this site to access resources, communicate with your instructor and fellow students between classes, post discussions, and upload homework assignments. The discussion posting is a guided discussion of your experience with practicum activities; full instructions on what you need to post will be provided in the Canvas site.

Field Supervisor's Evaluation of Intern form: This will be completed by the practicum (work site) supervisor. Study this document carefully, as it outlines the specific objectives students are expected to achieve as an intern. The AOD 197a instructor will review this evaluation form with the work site supervisor, and will collect the completed form when it is due. However, it is helpful if the intern reminds the work site supervisor to complete the evaluation before the end of the semester. A significant percentage of the AOD 197a grade is based on this evaluation.

FREQUENTLY ASKED QUESTIONS

Q. What if I want to do my internship at a site that is not on the "approved sites" list?

A. Submit the name, address and phone number of the site you are interested in to Dan Jenkins (djenkins@mendocino.edu), and the name and phone number of the person who would be the practicum (work site) supervisor. If the site meets the minimal requirements for an internship site; the site supervisor has a state-approved AOD counselor certification and is willing to provide you with supervision; and the agency is willing to sign a Memorandum of Agreement with Mendocino College, then the site should be approved.

Q. What if the site supervisor doesn't have or can't make time to supervise me on a regular basis?

A. Supervision is a vital aspect of the practicum experience. It is through the feedback you receive from your supervisor and other experienced human service providers that you will learn most about yourself and your role as a human service worker. Ask your supervisor to schedule regular supervision meeting with you. If you don't get a response, write a memo to the supervisor requesting meetings, and keep a copy. If that doesn't get a response, contact your AOD 197a instructor and send him or her a copy of the memo. The instructor will then contact the supervisor and discuss the need for regular supervision meetings. If the site supervisor is unable to meet with you on a regular basis, then you may have to find an alternative practicum site.

Q. What do I do if I believe I'm being used as an "office assistance" and not getting enough opportunities to develop human service worker skills?

- A. Communication is essential to a successful practicum. If you think you are not getting opportunities to practice human service skills, discuss this with your practicum supervisor. Show your supervisor the “Student Evaluation Form” that identifies the skills you should be observing and practicing. If your supervisor raises concerns or identifies barriers to you working with clients (the supervisor feels you’re not ready; staff are too busy right now to provide supervision or mentoring, etc.) inform you AOD 197a instructor immediately so these barriers can be resolved.

Remember, the Internship instructor(s) are there to help you successfully complete the Internship. The Internship experience can be confusing and stressful, especially in the beginning, but will be rewarding and satisfying in the end. If you have any question, concerns or suggestion, be sure to consult with the instructor(s) as soon as possible.

Mendocino College
Human Services/Alcohol and Other Drug Studies Programs; 12-12-16

Approved HUS and AODS Program Internship Sites

AODS Interns MUST choose one of these 6; other options may be available upon instructor approval

County of Mendocino Health and Human Services/Substance Use Disorder Treatment Programs Pauline Rantala; 463-7742; rantalap@co.mendocino.ca.us	Hilltop Recovery Services 10155 Socrates Mine Road, Middletown, CA 95461 Lori Runyon: 274-5610; hilltoprecovery@yahoo.com
Ford St. Project/Residential Outpatient 139 Ford St, Ukiah, CA 95482 Clover Martin: 462-1934; clover@fordstreet.org	Lake County AODS – Lucerne Office 991-B Parallel Dr, Lakeport, CA 95453 Neil Miller: 274-9101; Neil.miller@lakecountyca.gov
Hilltop Recovery for Men and Intensive out Patient 3937 Foothill Drive, Lucerne Lori Runyon: 274-5610; hilltoprecovery@yahoo.com	Round Valley Indian Health Center/Yuki Trails Human Service Program: PO Box 247, Covelo, CA 95428 Otis Brotherton; 983-6648 x 205; Otis.Brotherton@rvihc.com

Approved HUS Program Internship Sites (in addition to those above)¹

Big Valley Rancheria Band of Pomo Indians 2726 Mission Rancheria Rd, Lakeport, CA 65453 Nancy Hernandez: 263-3924; nhernandez@big-valley.net	Multiplicity Therapeutic Services (Bi-Lingual Female) 172 Washington Ave, Suite B Ukiah, CA 95482 Terri Mathews: 463-0400; terri@multiplicityinc.com
Community Care Management 201 S. State Street, Ukiah; Rachel Robison; 468-9347; rrobison@ccmc1.org	Pinoleville Native American Head Start 500 A Pinoleville Dr. Ukiah, CA 95482 Jennifer McGowan: 463-1454x132; jenniferm@pinoleville-nsn.us
First 5 Mendocino (Spanish-speaking only) 166 E Gobbi St, Ukiah, CA 95482 Carol Mordhorst; 462-4453; director@mendochildren.org	Pinoleville Vocational Rehabilitation 776 S State St, Ukiah, CA 95482 Trilby Kerrigan: 462-7801x 11; kerrigan@pinoleville-nsn.us
Manzanita Services 270 North Pine Street Ukiah, CA 95482 Susan Novotny: 972-9040 director@manzanitaservices.org	Redwood Community Services 780 S Dora St, Ukiah, CA 95482 Pamela Lucas – Human Resources: 467-2010 x 107; lucasp@rcs4kids.org
Mendocino Coast Clinics 205 South Street, Fort Bragg, CA 95437 Kianna Zielesch,PHD 961-3492; kzielesch@mccinc.org	Tapestry Family Service 290 East Gobbi Street, Ukiah, CA 95482 Amanda Pantaleón; 463-3300; AmandaP@tapestryfs.org
Mendocino Coast Hospitality Center P.O. Box 2168, Fort Bragg CA 95437 Anna Shaw: 961 0172; anna@mendocinochc.org	Ukiah Community Center/Ford Street Housing 888 North State St., Ukiah, CA 95482 Drew Iacomini: 462-1934; drew@fordstreet.org
Mendocino County Youth Project 776 S State St, Ukiah, CA 95482 Joanna Olson: 463-4915; jolson@mcyp.org	Willits Senior Center 1501 Baechtel Road, Willits, CA 95490 Priscilla Tarver: 459-6826; outreachone@willitsseniorcenter.com

¹ These programs are approved for Human Services students, but not for AOD students who intend to qualify for state-level AOD counselor certification.

Mendocino College
AOD 197a: Alcohol and Other Drug Studies Practicum

Supervisor Evaluation of Intern

Intern: _____ Evaluator: _____

Agency: _____ Date: _____

PLEASE PLACE A ✓ MARK IN THE APPROPRIATE COLUMNS, BELOW:

GENERAL WORK CHARACTERISTICS	Always 10	9	w/few exceptions 8	Usually 7	6	Sometimes 5	Rarely 2	Never 0	N/A
Human Relations:									
Works cooperatively and effectively as a team member									
Is courteous and helpful to staff and clients									
Establishes rapport effectively									
Demonstrates empathy									
Establishes and maintains appropriate boundaries									
Manages conflict effectively									
Demonstrates an understanding and acceptance of client diversity									
Maintains confidentiality									
Attitude:									
Uses mature judgment									
Takes responsibility for own actions									
Shows initiative									
Arrives for work prepared for work assignments									
Solicits feedback to improve performance									
Discusses differences of opinion without arguing									
Accepts feedback non-defensively									
Applies recommendations and helpful suggestions									
Provides constructive criticism in a respectful manner									
Dress and appearance are appropriate for the job									
Behavior is consistent with the level of professionalism expected in the workplace									
Workmanship:									
Understands job requirements									
Demonstrates effective time/task management skills									
Does a complete and thorough job									
Effectively works independently, when required									
Expresses self appropriately and clearly orally									
Expresses self appropriately and clearly in writing									
Practices active listening skills									
Responds to client questions in a direct and objective manner									
Uses professional terminology as appropriate with clients and staff									
Dependability:									
Arrives at work and leaves when scheduled									
Works all scheduled shifts									
Meets deadlines									

COUNSELING SKILLS	Always 10	9	w/few exceptions 8	Usually 7	6	Sometimes 5	Rarely 2	Never 0	N/A
Screening									
Establishes rapport with clients									
Systematically gathers data									
Accurately screens for withdrawal symptoms									
Accurately screens for danger to self or others									
Effectively determines client readiness for treatment									
Able to match client treatment needs with treatment options									
Takes appropriate steps to initiate admission or referral									
Complies with agency protocol to document actions taken									
Intake									
Communicates to client the purpose of intake procedure									
Makes accurate judgments regarding intake criteria									
Completes required paperwork accurately, in timely manner									
Appropriately applies the principles of "informed consent"									
Orientation of Clients to Agency's Services									
Describes the general nature and goals of the program(s) in a concise and accurate manner									
Articulates clients' rights, including confidentiality, in a concise and accurate manner									
Informs clients of the agency/program rules and participation requirements in a concise and accurate manner									
Clearly and accurately informs clients of mandated reporting requirements									
Responds to client questions in a direct and objective manner									
Establish accurate treatment expectations for clients									
Assessment									
Accurately uses a comprehensive assessment instrument									
Appropriately keeps clients focused during assessment									
Reflects client statements back in clarifying manner									
Analyzes and interprets information to summarize for client									
Explains assessment findings to client and significant others									
Documents assessment findings/treatment recommendations									
Seek appropriate supervision/consultation when needed									
Treatment Planning									
Identifies client problem areas as indicated in the assessment									
Prioritizes client needs									
Formulates mutually agreed-upon goals									
Identify action steps needed to achieve goals									
Matches tx needs with resources appropriate for client									
Reassesses and renews treatment plan as necessary									
Crisis Management									
Accurately determines key issues in a given crisis									
Determines client's level of danger to self or others									

COUNSELING SKILLS	Always 10	9	w/few exceptions 8	Usually 7	6	Sometimes 5	Rarely 2	Never 0	N/A
Establishes desired outcomes and necessary action steps									
Makes appropriate referrals									
Seeks consultation and supervision as needed									
Referrals									
Establishes professional relationships with service providers									
Evaluates providers to determine suitability for referral									
Differentiates between circumstances in which it is appropriate for client to refer self, and those requiring counselor referral									
Clearly explains the need for, and process of, referral									
Accurately evaluates the outcome of the referral									
Client Education									
Effectively organizes and presents key information relevant to the topic in a manner appropriate for the group participants									
Presents information in a way that encourages participation									
Accurately describes concepts and dynamics of treatment, relapse, and recovery									
Capably assist clients in developing relapse prevention plans									
Is able to teach the following basic life skills with minimal assistance:									
• Relapse Prevention									
• Communication									
• Stress Reduction									
• Communicable Disease Prevention									
• Other:									
Case Management									
Interprets screening, assessment, and initial treatment plan information to identify clients' needs for additional services									
Identifies and initiates collaboration with referral sources									
Facilitates clients' access and use of resources needed to achieve recovery goals									
Coordinates treatment activities with other service providers									
Accurately documents interactions with clients and other providers									
Maintains constructive relationship with service providers									
Counseling: Group									
Establishes and maintains, through modeling and technique, group goals, ground rules and behavioral boundaries									
Understands criteria and methods for entering/exiting group									
Capably facilitates entry and exit of clients to maintain healthy group culture									
Able to differentiate between "process" and "content"									
Facilitates group process and achievement of group and individual goals by using methods consistent with group type									

COUNSELING SKILLS	Always		w/few exceptions	Usually		Sometimes	Rarely	Never	N/A
	10	9	8	7	6	5	2	0	
Accurately documents individuals' participation in groups									
Counseling: Individual									
Establish a helping relationship characterized by warmth, respect, genuineness, concreteness and empathy									
Ably facilitates clients' motivation to engage in recovery									
Effectively helps clients set and achieve realistic goals									
Maintains professional boundaries with client									
Adapts counseling strategies to characteristics of clients									
Uses confrontation in a therapeutic manner when client behavior is inconsistent with recovery goals									
Identifies issues that may require modification of tx plan									
Accurately documents individual counseling sessions									
Documentation and Record Keeping									
Demonstrates knowledge and accepted principles of accurate and effective documentation and record management									
Maintains confidentiality in preparing and handling records									
Writes accurate and concise reports (screening, intake, etc.)									
Records progress of the client in relation to treatment goals									
Prepares accurate, concise, informative discharge summaries									
Submits MIS and other data in an accurate and timely manner									
Documents relevant communication with clients, co-workers, and service providers in a concise and professional manner									
Consultation									
Understands terminology, procedures, and roles of other disciplines related to the intervention and treatment of substance use disorders									
Applies confidentiality-related legal restrictions appropriately									
Demonstrates respect and non-judgmental attitudes toward the client in all contacts with other professionals									
Accurately summarizes clients' backgrounds, treatment plans, progress and problem areas for the purpose of assuring quality of care, gaining feedback from providers and planning changes in course of treatment									
Makes useful contributions as a member of a multi-disciplinary treatment team									

ADDITIONAL LEARNING OBJECTIVES (if required, see attached addition LO form):

of Learning Objectives completed: _____ **out of** _____ **attempted**

Excellent: 9-10 Met all expectations, exceeded most key expectations	Very Good: 8-8.5 Met all expectations; exceeded some key expectations	Acceptable: 7-7.5 Met most expectations; met all key expectations	Below Standard: 6-6.5 Met many expectations but only a few key expectations	Unacceptable: 0-5 Met few expectations; met no key expectations
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LO #1	LO #2	LO #3	LO #4
LO #5	LO #6	LO #7	LO #8

Additional comments (use back of sheet, if necessary):

SIGNATURES

Name of Supervisor (Print) _____ Supervisor Signature _____ Date _____

Student Signature _____ Date _____

I have had the opportunity to discuss this evaluation with my site supervisor: YES NO

If NO, explain: _____

Supervisor: Please return the completed, signed evaluation to Professor Dan Jenkins, Mendocino College, 1000 Hensley Creek Rd., Ukiah, CA 95482. A self-addressed stamped envelope has been provided for your convenience.
