

**350 Hour Credentialed Alcoholism
& Substance Abuse Counselor Program**



Clinical Internship

The clinical internship is by far the most exciting part of your study to become a substance abuse counselor. This is your opportunity to practice the knowledge you have acquired through the lessons you have completed thus far, while under the direction of a seasoned clinical professional. If you listen to your clinical supervisor, learn from your experiences, and work to bring out the best of your skills and competencies, you will make a positive impact on your clients and the substance abuse counseling field.

CLINICAL INTERNSHIP INTRODUCTION

What is a “clinical internship?” Clinical internships are offered as part of some academic programs in many different clinical settings and for many different reasons. A clinical internship is an opportunity for the student to gain valuable experience in their area of study outside a formal academic setting.

Sometimes the clinical internships are referred to as “field experience” or opportunities to “practice” your ultimate career goals while under the direct supervision of “seasoned” professionals. While participating in your clinical internship **all** students are expected to adhere to the ethical standards of NAADAC, the Association for Addiction Professionals, in all their professional activities (see Appendix A). Students should study and read independently in an effort to continuously expand their knowledge, skill, and competency base in counseling, theory, research and clinical practice. More importantly, students are expected to apply this knowledge to the development, implementation, and evaluation of counseling interventions and programs.

You cannot start your actual internship until you near the end of the program. It is important for you to have a good understanding of substance abuse counseling before you start the internship experience. However, it is recommended that you begin searching for an appropriate internship location as soon as possible to coordinate your internship experience with your studies.

Clinical Internship Goals:

The goal of this 300-hour clinical internship is to provide you with the hands-on experience necessary for you to learn the skill set you will need as you embark on a career in the addictions field.

Objectives:

The primary objective of the supervised clinical internship is to provide certificate students the opportunity to gain actual on-the-job experience in an approved agency. By participating in this 300-hour internship you will be able to:

1. Develop your specific skills and knowledge directly relating to the practice of substance abuse counseling under the direction of a clinical supervisor.
2. Transfer the skills and knowledge learned in an academic setting to a clinical setting while being supervised and mentored by a clinical supervisor.
3. Develop confidence in your ability to apply learning theory and techniques in counseling situations.
4. Develop case management and resource allocation skills.
5. Determine appropriate assessments of clients.
6. You will develop relationships by networking with supervisors, colleagues, and professionals from a variety of agencies.

The number of clinical hours you may need in order to prepare for your state exam varies from state to state. However, for the purpose of this program, 300-hours in a clinical setting under supervision is required. *Please note, some states require many more than 300-hours of clinical internship experience. In fact, some accrediting organizations want up to 6,000 hours (approximately three years) of supervised, full-time equivalent experience in an approved work setting as a provider or supervisor of direct patient services in order to sit for the credentialed counselor exam.

Why does this clinical internship require 300-hours? Most students ask that question and the simple answer is that most state certifications require a minimum of 300-hours of clinical experience in order to be eligible for the state exams; some states require many more than 300-hours. More importantly, because of the diversity of the client groups you will be working with, it is imperative to learn the skills you will be using every day from someone who has practiced them for many years. Most of us recognize a need to work and learn from someone who is more experienced than we are. This is your opportunity to learn and implement new skills under the careful guidance of a clinical supervisor. Everyone must meet their first “client/patient” and the time you spend working “in the trenches” will provide you with building blocks of critical education that will last for your entire career!

During this internship you will be required to complete a minimum of 300-hours of supervised practical training where you will demonstrate each of the **12 core functions** of an alcohol and/or drug counselor. These functions include: (a) screening, (b) intake, (c) orientation, (d) assessment, (e) treatment planning, (f) counseling, (g) case management, (h) crisis intervention, (i) client education, (j) referral, (k) reports and record keeping, and (l) consultation. By the completion of the clinical internship, students will have received instruction and demonstrated the ability to perform in each of the 12 core areas. **If students cannot show that they can demonstrate the 12 core functions of an alcohol and/or drug counselor, the 350-hour certificate of completion will not be given, despite completing all 350-hours of course work.**

In an effort for the student to have a positive and valuable experience during their clinical internship, it is critical that you are properly prepared to enter the workforce as a student. The following outlines the important planning steps necessary for securing a good clinical internship experience.

Students ready for clinical internships should correspond with the Center for Community Education and Training (CCET) for a brief orientation of expectations for the internship. CCET will be available to support and guide you through the clinical internship experience.

Finding an Internship Site

Start looking for an appropriate internship site now! Finding an appropriate site for you to conduct your clinical internship is a process. The site selection will require you to conduct some research and put some thought into what type of environment you might like to work in. Below you will find important information as you seek out an appropriate site. We encourage students to visit the agency and “interview them” as you seek out the best organization that holds the “best fit” for you to conduct your clinical internship.

1. Site selection

- a. The student should try to secure an internship experience in an organization similar to where they “think” they might want to work. For example, if you want to work in a hospital setting, you should research local hospitals or clinical settings who hire credentialed counselors.
- b. Students should seek an “approved work setting” which means:
 - i. It is operated by your respective state accrediting agency* or,
 - ii. It holds a certificate of approval or operating certificate to provide substance abuse or alcoholism services under the respective state’s mental hygiene law or,
 - iii. It is accredited by the Commission on Accreditation of Health Care Organizations (JCAHO) for the provision of alcoholism and/or substance abuse services or,

- iv. It is organized and operated by the Federal government to include the Indian Health Service and Veterans Administration or,
- v. It is a school or community-based prevention/intervention program which is designated for the provision of the full range of chemical dependence counseling services.

*Students must find the accrediting agency in their respective state and find locations that the accrediting agency in your state approves for work experience. Most state accrediting agencies have a list of accredited worksites on their respective websites.

Student preparation and planning

You will need to start preparing yourself to complete your clinical internship now. There are a number of things you need to prepare in order to secure your internship. Below outlines the preparation and planning activities you must do to help you as you prepare to conduct your clinical internship.

1. Student preparation and planning and successful program execution
 - a. Student preparation for a clinical internship will include the development of specific materials such as:
 1. A cover letter for the agency you wish to work at. A cover letter is a document that you send with your resume where you provide a narrative of your skills, competencies, and reason you are looking to work in a specific organization.
 2. Resume.
 - b. Research to acquire advanced knowledge of each clinical site
 1. Review their website, ask questions about them from employees, read their public pamphlets.

2. Prepare a statement of internship goals as they relate to final career goals.
3. Prepare a statement of proposed internship duties.
4. Prepare a statement of ultimate career goals.

2. Expected Learning Agreement

- a. A learning agreement/contract is an arrangement between the college and the field site to identify the activities that will be expected as part of your internship. This agreement should be completed between you, CCET, and the internship site representative **prior to** the commencement of your internship experience. This agreement is found on page 21 and outlines the expectations of the clinical internship.

3. Learning objectives, outcomes, and expected activities

- a. These are important so that you, the internship site, and CCET all understand and agree with the objectives, outcomes, and activities you will be working on during your clinical internship.

4. Supervision

- a. A clinical supervisor will help you monitor, develop, and improve your performance. You will meet regularly to reflect and review clinical situations.

5. Reports from the Internship

- a. You will gather and submit reports to your adviser regarding your progress throughout the internship.

6. Grading criteria

- a. You, your adviser, and your clinical supervisor will discuss your grade for the internship. You will be given one of the following:

1. Pass (highly recommended)

2. Fail (can't recommend)
3. Needs improvement – a plan will be developed for more time to pass the clinical internship.

7. Assessment

- a. All assessment forms must be completed and returned to the Center for Community Education and Training.

8. Follow-up

- a. Your adviser will provide follow-up on any clinical supervision.

It is suggested that the supervised clinical internship work be divided into three sections- orientation, observation, and participation. These sections will overlap to some extent but you should be well oriented to the organization, observe the process and operations of the organization, and finally participate in the process.

What to expect when seeking a clinical internship experience

A clinical internship should be approached like a job. You should take this opportunity very seriously as it is an opportunity for you to shine in the workforce. You will meet others in the field you wish to enter who have a lot of knowledge and experience they can share with you. This will provide you with critical networking opportunities that will help you as you search for a job later. Learning from experience is one of the most beneficial educational opportunities and allows you to demonstrate competencies that are critical for finding a job. Let's review how you can plan for your clinical internship!

- o Some students relate trying to find a clinical internship site to trying to find a job. In fact, this is a perfect opportunity for you to “network” and meet people who are currently in the field who may be beneficial to you when you start to seek actual employment.

- Work sites are under no obligation to accept you as an intern in their organization. Don't expect to be accepted at the first agency you approach. Similar to job searching you should be looking for a good "fit" for both you and the agency.
- You should treat your clinical internship opportunity as you would treat a professional job.
 - Act professional and always uphold the NAADAC ethical standards.
 - You will be required to sign the NAADAC ethical standards as a part of the internship verifying that you understand and will conform to them.
 - Be on-time for all scheduled internship experiences.
 - You will be expected to fulfill the agreed upon time commitments. Time lost will be expected to be made-up in a way which is agreeable to the internship supervisor.
 - Keep meticulous notes in your journal and ask for feedback on your strengths and areas you could improve.
 - They will and should be giving you feedback on your work. You should listen to what they are telling you and strive to improve in the areas they recommend. You should not take feedback personally as it is support for a professional career.
 - We encourage students to keep a journal of their experiences and track the progression of their learning, as well as their thoughts and feelings about their experiences. Be mindful to keep confidential client information out of the journal.

- Dress professionally and make sure you are aware of any dress code expectations prior to commencing your internship experience.
- Always treat others with honesty, dignity, and respect.
 - Remember you are a “guest” at their organization and you don’t want to make more work for them.
- **Attitude** is extremely important and will drive your success both in this career and outside of this career.
 - The most important asset you bring to the workforce is your attitude. We can train you for skills and competencies, but we can’t control your attitude. Your attitude will make a huge difference as you progress in your career.
- If you need to cancel a scheduled internship experience, treat it as if it was your job and make sure you call-in and alert the location that you will not be coming.
- Appreciate those who are teaching you.
- At the completion of your internship experience, send a follow-up letter thanking the organization and the individuals who supported you.

Most agencies will ask for identification and may require you to agree to background checks and fingerprinting. Remember, they work with fragile clientele and need to ensure that you are a good “fit” for their organization. This is a common and acceptable practice. They may require you to pay for the background check and fingerprinting and you should be prepared to do so.

Internship Evaluation

When participating in the internship it will be critically important that you evaluate your progress each and every time you attend the internship work site and participate. This is how you will learn, grow, and

change. You will be evaluated by your clinical supervisor and the college. The reason for the evaluation is to ensure that you can adequately perform the basic functions of a substance abuse counselor. You will also have the opportunity to evaluate the internship setting and your clinical supervisor. All of the evaluative tools are to provide you with constructive feedback to prepare you for the workforce and for you to provide feedback for the internship site and clinical supervisor to help them improve as well. Attached you will find all of the evaluative tools. Please take some time to read through them so you can see what you will be evaluated on.

Ethics

Throughout the courses there have been references made to the importance of “ethics.” Ethics and the NAADAC provide you with the blue print for the acceptable standard of conduct for addiction professionals. The code doesn’t cover every situation you might encounter, but if you read and abide by the code you will find your path to success as a substance abuse counselor. However, should you ever have any questions while you are participating in your internship, you should always ask your internship supervisor. The site where you are conducting your internship may have their own rules and guidelines and you should pay careful attention to those as well.

The following pages comprise the materials necessary for you to have a successful internship/practicum experience. It is up to YOU as the student to ensure all of the paper work is completed and returned to the college. It is recommended that students keep copies of all forms for their professional portfolio.

2. Student Internship Evaluation

- a. This evaluation is for the clinical supervisor to complete. This should be given to the clinical supervisor at the beginning of the clinical internship to review. At the end of the clinical internship, the clinical supervisor should review this evaluation with the student. It is important that this evaluation is used as a

learning tool and the evaluation is a collaborative process with the student involved. The clinical supervisor should sign the evaluation and give it to the student to submit to the college at the end of the clinical internship/practicum.

3. Internship Documentation Form

- a. This form is completed at the end of the clinical internship by the clinical supervisor. It confirms the clinical internship happened and is needed for some credentialing applications. At the end of the clinical internship/practicum, it should be submitted to the college for your student file.

4. Student Evaluation of Internship Experience

- a. Evaluations are a collaborative process and students should provide the internship site with constructive feedback regarding their experience. There is an evaluation of the site or the “organization” and an evaluation of the clinical internship supervisor. This will help the organization and clinical internship supervisor to understand the experience the student had at their agency and will provide constructive and professional feedback on how they can improve. It is recommended that these forms are completed as an interactive and collaborative process with dialogue.

5. Internship Contract

- a. This contract is the “blue print” for your internship. It describes the duties and responsibilities for the student and the clinical internship site supervisor and organization.

6. Weekly Report of Internship Activities

- a. Keeping track of your activities, opportunities, and progress is important for your growth. This form allows for continuous feedback and communication between you and the clinical supervisor.

Students should keep all of the paper work in a file (in your portfolio) in the event it is needed for verification in the future for credentialing purposes.

Grading Rubric- Substance Abuse Counselor Practicum

	Preparation of Career Portfolio	Application of Acquired Learning Counselor demonstrates a range of counseling skills including assessment, individual, and group counseling skills	Counseling Relationships Demonstrates potential to communicate with diverse client populations and engage in the counseling relationship with the client with respect to positive regard, non-judgmental attitude, respect, empathy, authenticity	Professional Standards Counselor adequately demonstrates an understanding of professional and ethical behaviors, responsibilities, relationships, and or demeanor
Grading Considerations	Points/Actual	Points/Actual	Points/Actual	Points/Actual
Student applies the skills they have learned in a work setting	N/A	5/	5/	5/
Student developed a portfolio to present to a credentialing body to show they have completed basic steps toward becoming a substance abuse counselor	10/	N/A	N/A	N/A
Implement a systematic approach to screening and assessment of individuals thought to have a substance use disorder and who are being considered for addiction-related services in a crisis situation. Use a collaborative process in which professionals and the client develop a written document that identifies important treatment goals within measurable, time-sensitive action steps toward achieving those goals with expected outcomes.	N/A	5/	5/	5/
Facilitate the client's progress toward mutually determined treatment, goals and objectives, including counseling	N/A	5/	5/	5/

methods that are sensitive to individual client needs and to the influence of significant others, as well as the client's cultural and social norms.				
Present clients, families, significant others, and community groups with information on risks related to psychoactive substance use, as well as available prevention, treatment, and recovery resources.	N/A	5/	5/	5/
Record the screening and intake process, assessment, treatment plan, clinical reports and progress notes, discharge summaries, and other client-related data.	N/A	5/	5/	5/
Adhere to the obligations of an addiction counselor within accepted ethical and behavioral standards of conduct and professional development.	N/A	5/	5/	5/
TOTAL POINTS POSSIBLE	10	30	30	30
Total Points Earned (each part)				
Sum of points from each part = project grade	Total Grade=			

The clinical supervisor/field supervisor will be responsible for ensuring that the student is graded on all competencies and those are reflected in the overall grade.

Intern Student Evaluation
Certificate in Alcohol and Drug Counseling

STUDENT INTERN: Provide the following information.

Student Intern Name:

Clinical Supervisor Name:

Agency:

Date of Evaluation: _____

*This evaluation is completed by the clinical supervisor **at the end** of the internship. It should be completed with the student where a dialogue and professional feedback can occur.

CLINICAL SUPERVISOR: Respond to the items listed below to evaluate your internship student. Use the descriptions below as a guide for your evaluation. A copy is given to the student and the student must submit a copy to the college.

Not Applicable: The student intern has not had a chance to perform this skill, task, or role

Unacceptable:

- Lacks the ability to perform this skill, task, or role
- Shows no understanding of the concepts that underlie this skill, task, or role
- Is not prepared to perform this skill, task, or role in the agency setting

Beginning:

- Demonstrates limited ability to perform this skill, task, or role, although not on a consistent basis
- Shows minimal understanding of the concepts needed to perform this skill, task, or role
- Is rarely prepared to perform this skill, task, or role

Emerging:

- Demonstrates some ability to perform this skill, task, or role
- Shows some understanding of the concepts needed to perform this skill, task, or role
- Is occasionally prepared to perform this skill, task, or role

Proficient:

- Demonstrates the ability to perform this skill, task, or role
- Shows an understanding of the concepts needed to perform this skill, task, or role
- Is usually prepared to perform this skill, task, or role

- Advanced:**
- Demonstrates the ability to consistently perform this skill, task, or role at a higher than expected level
 - Shows a strong understanding of the concepts needed to perform this skill, task, or role
 - Is consistently prepared to perform this skill, task, or role in the agency setting

Item Number	Skill or Ability	N/A	Unacceptable	Beginning	Emerging	Proficient	Advanced
FOUNDATIONS							
1	Demonstrates a commitment to professional development and continually makes efforts to increase skills and abilities relative to professional work						
2	Demonstrates an awareness of personal values, attitudes, and beliefs as they affect professional activities						
3	Makes efforts to become aware of issues of diversity and culture in the agency setting						
4	Demonstrates respect for and acceptance of clients, colleagues, and community members from diverse backgrounds						
5	Has necessary knowledge base to perform duties within the agency setting (e.g., counseling theory, child and adolescent development, counseling techniques)						
6	Is able to provide developmentally and culturally appropriate services to clients						
CONTEXTUAL DIMENSIONS							
7	Demonstrates and models effective stress management coping skills when dealing with emotional and physical demands of job duties						
8	Promotes, models, and maintains positive relationships with clients, colleagues, and members of the community						
9	Advocates for and protects the rights of clients as appropriate and necessary						

10	Models ethical, just, and fair behavior in all professional activities						
11	Has the ability to manage crisis situations when they arise						
Item Number	Skill or Ability	N/A	Unacceptable	Beginning	Emerging	Proficient	Advanced
SKILL REQUIREMENTS FOR ALCOHOL AND DRUG COUNSELORS							
12	Accesses the professional literature when designing interventions						
13	Demonstrates effective clinical skills in individual, group, and couple and family counseling sessions (or those treatments that the intern has had the opportunity to engage in)						
14	Evaluates the effectiveness of interventions before, during, and after implementation						
15	Utilizes technology when appropriate and is committed to improving skills in this area						
16	Demonstrates good time management skills including starting and ending appointments on time						
17	Develops and maintains effective therapeutic relationships with clients from all racial, ethnic, and cultural backgrounds						
18	Is open to input, feedback, and supervision from others						
19	Effectively coordinates services, collaborates with other professionals, and makes referrals to community resources when needed						
20	Provides valuable and meaningful input when asked to consult with colleagues on clinical issues						
21	Asks for consultation, collaboration, assistance, and advice from colleagues and supervisors when needed						

PROFESSIONAL BEHAVIOR							
Item Number	Skill or Ability	N/A	Unacceptable	Beginning	Emerging	Proficient	Advanced
22	Follows agency policies and procedures						
23	Maintains appropriate professional appearance (attire, grooming, etc.) while at the agency						
24	Maintains records in accordance with agency standards						
25	Performs duties with ethical standards for the profession according to NAADAC code of ethics						
26	Understands and maintains appropriate confidentiality of client information at appropriate times						

Comments (use the back of this sheet if needed):

Internship supervisor's signature: _____ Date: _____

Student signature: _____ Date: _____

Internship Documentation Form

Directions: This form is to be completed and submitted to the college for placement in your file at the end of the internship. Students should keep a copy of this for his/her records.

Student's Name:

Name of Internship Site:

Clinical Internship Supervisor:

Degree & Credentials of Clinical Supervisor:

Internship Supervisor:

Number of Direct Service Hours Completed:

Total Number of Internship/Internship Hours Completed

(Includes Direct Service Hours):

Total Hours of Supervision:

Signature of Clinical Supervisor

Date

Directions: This form is to be used for all non-taped client sessions, and any other hours that are to be counted as direct service hours to clients. If there is an agency progress note, attach it to this form and fill out the top of the form only. Make sure the name of your client does not appear on the agency progress note. The purpose of this form is to fully document any time you spend doing activities other than working with clients in a counseling manner. Example of work could be providing transportation or sitting in on a meeting on behalf of the client. It is necessary for the student to track their time but not necessary to hand into the college at the end of the clinical internship/practicum.

ADDITIONAL DIRECT SERVICES TO CLIENTS form. For tracking time spent on services other than counseling.

Group Name/Client Initials: _____

Agency: _____

Date of Service: _____

Date of Report: _____

Date reviewed by Supervisor: _____

Supervisor's Signature: _____

Counseling Goals or Issues Addresses:

Description of Services:

Outcome of Services:

Evaluation of Services:

Things to be Aware of for Future Services:

STUDENT EVALUATION OF
INTERNSHIP/INTERNSHIP ON-SITE SETTING

Directions: Complete this form and submit a copy of it to your site supervisor and to the college at the end of the internship.

NAME OF SITE: _____

ADDRESS OF SITE:

Name of Clinical Supervisor:

Name of Student Completing this Form:

PLEASE USE THE FOLLOWING INDICATORS TO EVALUATE YOUR INTERNSHIP/INTERNSHIP ON-SITE SETTING:

ITEMS	Unacceptable	Below Average	Adequate	Outstanding
Orientation and training provided				
Work space provided				
Equipment/supplies provided				
Audio/video/telecommunications equipment available				
Observation/interactive supervision available				
Privacy				
Group facilities				
Support services provided				
Support and protection of your rights				
Respect for the client's rights				
Ethical standards upheld				
Supervision/feedback				
Adequate client load				
Meaningful non-direct client contact services assigned				
Diversity in client diagnoses and presenting problems				
Diversity of environment				
Attractiveness of environment				
General conduciveness to counselor growth				

Use the back of this form for any comments you have.

**STUDENT EVALUATION OF
CLINICAL SUPERVISOR**

Directions: Complete this form and submit a copy of it to your clinical supervisor and to the college at the end of the internship.

NAME OF SITE: _____

ADDRESS OF SITE:

Name of Clinical Supervisor:

Name of Student Completing this Form:

PLEASE USE THE FOLLOWING INDICATORS TO EVALUATE YOUR INTERNSHIP/INTERNSHIP ON-SITE SETTING:

ITEMS	Unacceptable	Below Average	Adequate	Outstanding
Provides and explains information				
Provides opportunity for orientation and observation before duties are assigned				
Secures adequate supplies needed for your work				
Facilitates relationships with other site personnel				
Trains and teaches when necessary or appropriate				
Provides general support and encouragement				
Meets regularly with student				
Provides constructive feedback				
Provides guidance				
Models counseling and other professional skills				
Teaches and models ethical and legal practices				
Respects client's rights				
Values diversity in work setting and in clientele				
Overall supervision skills				
Adherence to course requirements				
Interest in my professional development				

Use the back of this form for any comments you have.

INTERNSHIP CONTRACT FORM

Directions: Using these guidelines, prepare **three copies** of a typewritten personal contract describing the objectives to which you are committing yourself during the internship. Submit a rough draft to the college for review before making your final draft. Once finalized, be sure to obtain all necessary signatures and submit a copy of this contract and your goals and objectives to the on-site supervisor and the college. Be sure to keep a copy for your files. A separate contract should be developed for each of your internship sites if you secure more than one location to complete your internship.

Name: _____

GOALS AND OBJECTIVES

- A. State your overall goal for the internship
- B. Provide specific objectives that you hope to accomplish (e.g., learning to use silence effectively, learning to administer and interpret a given test).

2. INTERNSHIP

Name of Agency:

Address:

Telephone:

Contact Person:

Degree and License and Years of On-site Supervisor:

3. On-site supervisor has received from the student the following forms: Onsite supervisor, please initial on each line to verify you've received each form:

On-site supervisor evaluation form: _____

On-site evaluation form: _____

- 4. Describe your specific duties and responsibilities and the projected time involved each week in these activities (estimate preparation and contact time).
- 5. Specify how supervision will be handled.
- 6. Include additional plans (workshops you plan to attend, extra reading to do, and other possible experiences related to the internship).

e. Readings:

f. Professional Development (workshops, seminars, etc.)

g. Self-care Activities:

2. Evaluate your experience as described (1) above. Include significant learning that you have acquired.
3. Give a brief outline of your objectives for the coming week.
4. Journal (thoughts and feelings).

Field Supervisor's Signature:

College Representative's Signature:

Internship Log

This log should be used as a tool for you to track what you have done and to help with documentation of work hours. It is important that you keep track of your time and functions for future credentialing opportunities. You should submit this to your clinical supervisor and a final copy should be submitted to the college with your evaluation tools in order to properly document your time and job functions.

Name: _____

Date	Individual Session	Group Session	Meetings (specify topic)	Other (specify)

TOTALS				
--------	--	--	--	--

Clinical Supervisor's Signature:

College Representative's Signature:

Appendix A.

Clinical internship students are required to read and abide by the NAADAC Code of Ethics.

NAADAC Code of Ethics

Principle 1: Non-discrimination

I shall affirm diversity among colleagues or clients regardless of age, gender, sexual orientation, ethnic/racial background, religious/spiritual beliefs, marital status, political beliefs, or mental/physical disability and veteran status.

- I shall strive to treat all individuals with impartiality and objectivity relating to all based solely on their personal merits and mindful of the dignity of all human persons. As such, I shall not impose my personal values on my clients.
- I shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, I shall guard the individual rights and personal dignity of my clients.
- I shall relate to all clients with empathy and understanding no matter what their diagnosis or personal history.

Principle 2: Client Welfare

I understand that the ability to do good is based on an underlying concern for the well-being of others. I shall act for the good of others and exercise respect, sensitivity, and insight. I understand that my primary professional responsibility and loyalty is to the welfare of my clients, and I shall work for the client irrespective of who actually pays his/her fees.

- I shall do everything possible to safeguard the privacy and confidentiality of client information except where the client has given specific, written, informed, and limited consent or when the client poses a risk to himself or others.

- I shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client of any areas likely to affect the client's confidentiality.
- I understand and support all that will assist clients to a better quality of life, greater freedom, and true independence.
- I shall not do for others what they can readily do for themselves but rather, facilitate and support the doing. Likewise, I shall not insist on doing what I perceive as good without reference to what the client perceives as good and necessary.
- I understand that suffering is unique to a specific individual and not of some generalized or abstract suffering, such as might be found in the understanding of the disorder. I also understand that the action taken to relieve suffering must be uniquely suited to the suffering individual and not simply some universal prescription.
- I shall provide services without regard to the compensation provided by the client or by a third party and shall render equally appropriate services to individuals whether they are paying a reduced fee or a full fee.

Principle 3: Client Relationship

I understand and respect the fundamental human right of all individuals to self-determination and to make decisions that they consider in their own best interest. I shall be open and clear about the nature, extent, probable effectiveness, and cost of those services to allow each individual to make an informed decision of their care.

- I shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship, such as the Code of Ethics and professional loyalties and responsibilities.
- I shall inform the client and obtain the client's participation including the recording of the interview, the use of interview material for training purposes, and/or observation of an interview by another person.

Principle 4: Trustworthiness

I understand that effectiveness in my profession is largely based on the ability to be worthy of trust, and I shall work to the best of my ability to act consistently within the bounds of a known moral universe, to faithfully fulfill the terms of both personal and professional commitments, to safeguard fiduciary relationships consistently, and to speak the truth as it is known to me.

- I shall never misrepresent my credentials or experience.
- I shall make no unsubstantiated claims for the efficacy of the services I provide and make no statements about the nature and course of addictive disorders that have not been verified by scientific inquiry.
- I shall constantly strive for a better understanding of addictive disorders and refuse to accept supposition and prejudice as if it were the truth.
- I understand that ignorance in those matters that should be known does not excuse me from the ethical fault of misinforming others.
- I understand the effect of impairment on professional performance and shall be willing to seek appropriate treatment for myself or for a colleague. I shall support peer assistance programs in this respect.
- I understand that most property in the healing professions is intellectual property and shall not present the ideas or formulations of others as if they were my own. Rather, I shall give appropriate credit to their originators both in written and spoken communication.
- I regard the use of any copyrighted material without permission or the payment of royalty to be theft.

Principle 5: Compliance with Law

I understand that laws and regulations exist for the good ordering of society and for the restraint of harm and evil, and I am aware of those laws and regulations that are relevant both personally and professionally and follow them, while reserving the right to commit civil disobedience.

- I understand that the determination that a law or regulation is unjust is not a matter of preference or opinion but a matter of rational investigation, deliberation, and dispute.
- I willingly accept that there may be a penalty for justified civil disobedience, and I must weigh the personal harm of that penalty against the good done by civil protest.

Principle 6: Rights and Duties

I understand that personal and professional commitments and relationships create a network of rights and corresponding duties. I shall work to the best of my ability to safeguard the natural and consensual rights of each individual and fulfill those duties required of me.

- I understand that justice extends beyond individual relationships to the community and society; therefore, I shall participate in activities that promote the health of my community and profession.
- I shall, to the best of my ability, actively engage in the legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.
- I understand that the right of confidentiality cannot always be maintained if it serves to protect abuse, neglect, or exploitation of any person or leaves another at risk of bodily harm.

Principle 7: Dual Relationships

I understand that I must seek to nurture and support the development of a relationship of equals rather than to take unfair advantage of individuals who are vulnerable and exploitable.

- I shall not engage in professional relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- Because a relationship begins with a power differential, I shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- I shall not under any circumstances engage in sexual behavior with current or former clients.

- I shall not accept substantial gifts from clients, other treatment organizations, or the providers of materials or services used in my practice.

Principle 8: Preventing Harm

I understand that every decision and action has ethical implication leading either to benefit or harm, and I shall carefully consider whether any of my decisions or actions has the potential to produce harm of a physical, psychological, financial, legal, or spiritual nature before implementing them.

- I shall refrain from using any methods that could be considered coercive such as threats, negative labeling, and attempts to provoke shame or humiliation.
- I shall make no requests of clients that are not necessary as part of the agreed treatment plan.
- I shall terminate a counseling or consulting relationship when it is reasonably clear that the client is not benefiting from the relationship.
- I understand an obligation to protect individuals, institutions, and the profession from harm that might be done by others. Consequently, I am aware that the conduct of another individual is an actual or likely source of harm to clients, colleagues, institutions, or the profession, and that I have an ethical obligation to report such conduct to competent authorities.

Principle 9: Duty of Care

I shall operate under the principle of Duty of Care and shall maintain a working/therapeutic environment in which clients, colleagues, and employees can be safe from the threat of physical, emotional, or intellectual harm.

- I respect the rights of others to hold spiritual opinions, beliefs, and values different from my own.
- I shall strive for understanding and the establishment of common ground rather than for the ascendancy of one opinion over another.
- I shall maintain competence in the area of my practice through continuing education, constantly improving my knowledge and skills in those approaches most effective with my specific clients.

- I shall scrupulously avoid practicing in any area outside of my competence.

I have read and I understand the NAADAC Code of Ethics. I agree to follow them as I enter into my clinical internship at: _____.

Name: _____ Date: _____

Witness: _____ Date: _____

Clinical Internship Required Tasks Sheet

1. Pick an appropriate site _____
2. Purchase a three-ring binder with section tabs for your clinical supervision materials_____
3. Get approval from the internship adviser to pursue the site you choose. _____
4. Write a cover letter to the site supervisor_____
5. Develop a resume_____
6. Research your site selection____
7. Write your internship goals as they relate to your final career goals____
8. Write a statement of your proposed internship goals____
9. Prepare your learning agreement with you, the internship adviser for utilization at the internship site____
10. Set well defined learning objectives with your internship site____
11. Complete all paperwork necessary for the clinical internship
 - a) Internship student evaluation____
 - b) University adviser evaluation of internship student_____
 - c) Internship documentation form____
 - d) Student evaluation of internship on-site setting_____
 - e) Student evaluation of on-site supervisor_____
 - f) Internship contract format_____
 - g) Weekly report of internship activities_____
 - h) Request a letter of recommendation upon completion of the internship for your three-ring binder_____

Your clinical internship is an opportunity for you to build your future career in substance abuse counseling. Good luck!