



CED 751-753 Community Mental Health Counseling Internship Weekly Time Log

Name: _____ Week of: ____/____/____ Site: _____

	[Direct Contact Hours]					[Indirect Contact Hours]			
	Individual Counseling	Group Counseling	Intake Interviews	Consultation	Assessments	Case Management & Planning	Other	Individual Supervision	Group Supervision
	Counseling individual clients	Small group counseling – psychoeducational or process	Initial screenings for counseling and related client services	Parents, families, teachers, other helping professionals	Administration and interpretation of formal diagnostic assessment tools	Progress notes; treatment plans; monitoring cases; designing activities and interventions	Counselor meetings; Staff meetings; Professional development activities etc.	Faculty supervision; On-site supervisor supervision	Group supervision by faculty supervisor
Monday __/__/__									
Tuesday __/__/__									
Wednesday __/__/__									
Thursday __/__/__									
Friday __/__/__									
Saturday __/__/__									
Sunday __/__/__									
	Individual Counseling	Group Counseling	Intake Interviews	Consultation	Assessments	Case Management & Planning	Other	Individual Supervision	Group Supervision
Weekly Totals									

On-site Supervisor: _____ Date: ____/____/____