

**Ball State University Counseling Center
Training Program**

**Yearly Internship Schedule
Sample**

Schedule Activity	Fall Hours/Week	Spring Hours/Week	Summer Hours/Week
Intakes	3-4 hours	3-4 hours	3-4 hours
Individual Sessions	16-17 hours	16-17 hours	16-17 hours
Crisis/On-Call	*	*	*
Individual Supervision	2 hours	2 hours	2 hours
Area of Focus Supervision	1 hour	1 hour	n/a
Group Supervision	1 hour	1 hour	1 hour
Group Supervision of Supervision	2 hours	2 hours	2 hours
Process Group Supervision	.5 hour	.5 hour	n/a
Peer Supervision	1 hour	1 hour	1 hour
Supervision of Trainee	1 hour	2 hours	1 hour
Seminars and Didactics	3 hours	3 hours	2 hours
Staff Meeting/Case Conference/Supervision Seminar	1.5 hours	1.5 hours	1.5 hours
Training Director Meeting	1 hour	as needed	as needed
Outreach/Consultation	varies**	varies**	varies**
Research	varies***	varies***	varies***
Administration	7 hours	6 hours	9 hours
Totals	40-42 hours	40-42 hours	40-42 hours

*Crisis/On-Call is coverage for either a 24-hour period of time or a weekend (with backup from senior staff) and entails managing urgent walk-in appointments during office hours or after-hours phone calls.

**Outreach/Consultation scheduling and development are scheduled on an as needed basis.