Washburn University  
Human Services Department  
Addiction Counseling Internship Log of Hours and Clinical Supervision

Student: _______________________________________  Semester/Year: ____________________  
Course #: ______________  Agency: ____________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Daily Hours</th>
<th>Cumulative Hours (running total)</th>
<th>Clinical Supervision Hours*</th>
</tr>
</thead>
<tbody>
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<td>If any of your daily hours included supervision, itemize them below:</td>
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<td></td>
<td></td>
<td># of supervision hours</td>
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<td></td>
<td></td>
<td></td>
<td>cumulative supervision hours (running total)</td>
</tr>
</tbody>
</table>

Use additional pages as needed.  
* See next page for supervision requirements

Total Hours Completed: ___________  Total Clinical Supervision Hours: _____________

Student Signature: ___________________________  Date: __________    
Site Supervisor Signature: ___________________________  Date: __________  License Type/# ______________
Instructor Signature: ___________________________  Date: __________  License Type/# ______________

Seminar Professor: This form must be filed in the student's internship folder in the HS Department Office.
Clinical Supervision Requirements for Addiction Counseling Students

- You must receive one hour of supervision for every ten hours of internship (that means a minimum of 20 hours of clinical supervision for a 200 hour internship BUT the hours must be spread across the entire internship in a one-in-ten fashion).
- Clinical supervision must be provided by the agency site supervisor and university internship seminar instructor, one of whom must be licensed as a BSRB helping professional at the same level of license the student is seeking or above.
- Students may count up to one hour per week (maximum) for internship seminar supervision from faculty, but only if they participated in internship seminar that week.
- If your site supervisor does not have a professional license, you must discuss your supervision needs with your advisor before the start of your internship. If you fail to complete this step, your internship may not count as a BSRB-approved internship for the LAC.
- Your log of hours must be signed and returned to your internship seminar instructor in order for you to pass the internship. A record of your clock hours and clinical supervision hours is essential to your eligibility for licensure.