



Internship Counselling Guidelines Master of Education (Guidance and Counselling)

**Universiti Pendidikan Sultan Idris
(UPI)**

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1.0 Introduction

Bachelor's Degree of Education (Guidance and Counselling) programme is offered by the Department of Guidance and Counselling, Faculty of Human Development, Universiti Pendidikan Sultan Idris. Specifically, this programme aims to produce graduates with competence in counselling knowledge and practice, enabling them to contribute to individuals and groups in need.

2.0 Purpose of Internship

The internship is designed to provide trainee counsellors with practical training experience by offering high-quality supervised professional counselling exposure in field placements. This experience aims to help trainee counsellors refine, enhance, and strengthen their application of counselling knowledge, skills, and ethics under the supervision of experienced and qualified professionals.

3.0 Objectives of Internship Counselling

During the internship, trainee counsellors are expected to:

- i. Apply guidance and counselling knowledge and skills in a practical setting at the designated institution.
- ii. Conduct face-to-face service activities, including effective individual and group counselling sessions at the institution.
- iii. Perform professional counsellor service activities, such as planning, implementing, and evaluating guidance and counselling programmes, conducting psycho-educational activities, psychological testing, consultation, referrals, professional development, and case analysis.
- iv. Demonstrate a professional identity as a competent trainee counsellor.

4.0 List of Internship Counselling Course

KKP60206 - Internship Counselling for Master of Education (Guidance and Counselling)

5.0 Internship Counselling Regulations

5.1 Eligibility Criteria for Internship Counselling

- i. Student has registered for the internship course.
- ii. Student enrolling in the internship course must pass:
 - a) All counselling courses, practicum, and all core focus courses required in their degree program.

- b) The Research Project Paper (KKR59906; Project Paper) may be registered concurrently with the Internship.
- iii. Students are fully supervised (from the initial stage to the completion of the session) by both the Academic Supervisor and the Field Supervisor, with a minimum of five (5) supervision sessions.
- iv. Students must undergo their Internship at a location that meets the required criteria.
- v. The management, administration, and supervision must comply with the standards and regulations outlined in the **Counsellor Training Standards and Qualifications (Malaysia)**.

5.2 Requirement for Passing the Internship Counselling

1. There are several conditions that trainee counsellors must meet before being certified as having passed the internship by the Academic Supervisor. The following are the conditions that must be complied with:
 - i. Trainee counsellors must achieve 100% attendance during the internship counselling at the designated location.
 - ii. Fulfil all required components and hours at the placement.
 - a) Completing at least 192 hours of face-to-face counsellor-client interaction.
 - b) Completing a total of at least 504 hours of internship.
 - iii. Submitting the final internship report by the specified deadline.
 - iv. Attending at least five supervision sessions as stipulated.
 - v. Achieving at least a grade B in the final internship evaluation as table below:

MARKS	GRADE	POINTER
80 - 100	A	4.00
75 - 79	A-	3.75
70 - 74	B+	3.45
65 - 69	B	3.00
64 and below	F	0.00

5.3 Duration of Internship Counselling

1. The estimated duration of the Internship is based on Section 2.6 of the Guide lines for the Implementation of Practicum and Internship, Malaysian Counselling Board, page 19.

i. Guidelines for Calculating Duration Based on Credit Hours (Full Time Students)

The value of internship credit hours is calculated according to the following formula:

1 Credit Hour

1 credit hour x 6 hours per day x 14 weeks (minimum) at the training site = 84 hours

6 Credit Hours

6 credit hours x 6 hours per day x 14 weeks (minimum) at the training site = 504 hours

KKP60206 Internship counselling estimates the duration for full-time mode to be approximately 16-18 weeks.

ii. Guidelines for Calculating Duration Based on Credit Hours (Part-Time Students)

The value of internship credit hours is calculated according to the following formula:

1 Credit Hour

1 credit hour x 6 hours per day x 14 weeks (minimum) at the training site = 84 hours

6 Credit Hours

6 credit hours x 3 hours per day x 28 weeks (minimum) at the training site = 504 hours

KKP60206 Internship Counselling estimates the duration for part-time mode to be approximately 24-28 weeks.

5.4 Placement for Internship Counselling

1. The Internship must be conducted in an organisation or institution that provides professional counselling services, such as:
 - i. Counselling service centres in higher education institutions, schools, community centres, rehabilitation centres, prisons, social welfare institutions, diagnostic centres, human resource departments, religious affairs departments, corporate bodies, and other suitable institutions/organisations.
 - ii. The placement should offer extensive opportunities for trainee counsellors to familiarise themselves with various professional activities related to their role as counsellors.

5.5 Reporting to the Institution

1. Students must report to the institution on the date specified in the placement letter provided by PULAMI. Students must comply with the requirements set by UPSI and the institution.

5.6 Internship Counselling Teaching Hours

1. Trainee counsellors must be present at their internship placement according to the duration of their study mode, either part-time or full-time, as follows:
 - i. **Full-Time Mode:** A duration of at least 16–18 weeks
 - ii. **Part-Time Mode:** A duration of at least 24–28 weeks (depending on the suitability of the academic calendar).
 - iii. Trainee counsellors must attend internship supervision at least five (5) times with the Academic Supervisor and Field Supervisor.

5.7 Attendance for Internship Counselling

1. Trainee counsellors must attend the internship for the duration specified by the Internship Coordinator. Attendance must be recorded on the Attendance Form and signed by the institution.

5.8 Suspension of Internship Counselling and Ongoing Status

1. Trainee counsellors may suspend their internship if they have a reasonable reason as stipulated in the university regulations.

2. Trainee counsellors may continue their internship for two semesters if they cannot complete the required internship hours within the specified period, in which case they will be given an “In Progress” status.

5.9 Failure Cases in Internship Counselling

1. Students may fail if they do not meet one of the following:
 - i. Fail to achieve 100% attendance during the internship counselling at the designated location.
 - ii. Fail to meet the internship components as specified:
 - a) Fail to complete at least 192 hours of face-to-face counsellor client interaction.
 - b) Fail to complete at least 504 hours of the internship in total.
 - iii. Fail to submit the final internship report by the specified deadline.
 - iv. Fail to achieve at least grade B in the final internship assessment.
 - v. Found guilty of misconduct under the AUKU or a breach of professional counselling ethics.

5.10 Leave

1. Students are permitted to take leave from their internship if:
 - i. There is a public holiday in the state where the internship is being conducted.
 - ii. They obtain a medical certificate from a government hospital (not exceeding three days). If exceeding three days, a replacement is required.
 - iii. They are on official duty as instructed by the faculty/employer.
 - iv. They have a reasonable reason (e.g., court case, summons, etc.).
2. All leave must be notified to the Academic Supervisor and Field Supervisor along with supporting documents.

6.0 Implementation of Internship Counselling

6.1 Pre-Internship Counselling Preparation

1. Students have attended the Internship briefing either physically or online, conducted by the Internship Coordinator.
2. Students have prepared all necessary requirements for the Internship as briefed.

6.2 Teaching and Learning of Internship Counselling

1. Teaching and learning occur through the following methods:
 - i. Experience-based learning for students at the Internship site:
 - a) Conducting individual and group counselling sessions,
 - b) Undertaking activities related to the professional development tasks of a counsellor,
 - c) Managing and administering documents,
 - d) Conducting case study analyses,
 - e) Demonstrating professional identity as a counsellor.
 - ii. Supervision by the Academic Supervisor and Field Supervisor.

6.3 Supervision

6.3.1 Aspects of Internship Supervision

- i. Direct supervision (live supervision) for individual and group counselling sessions; or
- ii. Internship supervision involves the following:
 - a) Individual supervision is conducted face-to-face with a ratio of 5 trainee counsellors to 1 supervisor (1:5).
 - b) Supervision must be conducted at least five times by the Academic Supervisor and Field Supervisor.

6.3.2 Aspects of Internship Evaluation

Internship evaluation should be based on the following criteria:

- i. Individual and group counselling.
- ii. Case analysis.
- iii. Activities related to the professional tasks of a counsellor.
- iv. Management and administration.
- v. Professional identity.

6.3.3 Aspects of Record Management

Record management includes the following:

- i. Storage of daily activity records in a logbook.
- ii. Counselling session reports.
- iii. Records of test usage and administration.

- iv. Other related documents.

6.3.4 Activities Related to Counselling

- i. Guidance and psycho-educational activities.
- ii. Programs.
- iii. Psychological tests.
- iv. Consultation and referral.
- v. Professional development of trainee counsellors.

7.0 Eligibility Criteria for Internship Counselling

7.1 Internship Coordinator

Internship Coordinator should be appointed by the faculty and have at least a master's degree in the field of counselling. The coordinator must be a Registered Counsellor with a valid Practising Certificate.

7.2 Academic Supervisor

Academic Supervisor should be appointed as a supervisor and have at least a master's degree in the field of counselling. The supervisor must be a Registered Counsellor with a valid Practising Certificate.

7.3 Field Supervisor

Field Supervisor should be jointly appointed by the faculty and the organisation where the trainee counsellor is conducting the internship. The Field Supervisor should have at least a Bachelor's degree in the field of counselling. The supervisor must be a registered counsellor.

8.0 Responsibilities and Ethics of Internship Counselling

8.1 Responsibilities of Faculty/Centre

To appoint an Internship Coordinator and ensure that all internship-related tasks are carried out.

8.2 Responsibilities of Internship Coordinator

The role and responsibilities of the Internship Coordinator include the following

- i. Assisting in the selection of suitable internship locations.
- ii. Sending a list of internship locations to PuLaMI for the

- preparation of placement letters.
- iii. Sending placement letters prepared by PuLaMI (via email) to the internship locations along with required documents.
- iv. Providing briefings on internship requirements to trainee counsellors.
- v. Providing briefings to Field Supervisors/agencies involved.
- vi. Determining the eligibility of trainee counsellors to register for the internship course.
- vii. Providing briefings to Academic Supervisors.
- viii. Managing the appointment of Academic Supervisors and supervision schedules.
- ix. Managing internship evaluation documents.

8.3 Responsibilities of Academic Supervisor

The role and responsibilities of Academic Supervisors include the following:

- i. Encouraging the personal and professional development of trainee counsellors under their supervision.
- ii. Ensuring the rights and welfare of clients are protected.
- iii. Providing the best support system to ensure the well-being of trainee counsellors under their supervision.
- iv. Ensuring compliance with counselling ethics.
- v. Meeting the requirements of the internship as specified.

8.4 Responsibilities of Field Supervisor

1. The role and responsibilities of Field Supervisors include the following:

- i. Assisting trainee counsellors in understanding and adapting to the organisation's systems and culture.
- ii. Fostering the personal and professional development of trainee counsellors under their supervision
- iii. Ensuring the rights and welfare of clients are protected.
- iv. Providing the best support system to ensure the well-being of trainee counsellors under their supervision.
- v. Ensuring compliance with counselling ethics.

2. Field Supervisors must conduct supervision with their supervisees at least twice for face-to-face individual or group counselling sessions from the beginning to the end of the session.

8.5 Responsibilities of the Institution

1. The role and responsibilities of the institution include the following:
 - i. Assisting trainee counsellors in gaining clinical experience to refine, enhance, and consolidate the application of knowledge, skills, and counselling ethics in providing counselling services.
 - ii. Providing space/places for trainee counsellors to conduct individual and group practices as stated in the internship placement letter.

8.6 Responsibilities of Trainee Counsellors/Students

To comply and adhere to the internship as stated in Section 5.0 Internship Regulations and Section 6.0 Implementation Internship Counselling, including:

- i. Attending the Internship counselling briefing conducted by the Internship Coordinator.
- ii. Understanding and appreciating the objectives and regulations of the Internship.
- iii. Discussing with Academic Supervisors and institutional staff/Field Supervisors to achieve an understanding of roles and responsibilities during the Internship.
- iv. Building professional relationships with all staff and students at the institution.
- v. Notifying Academic Supervisors about leave or any institutional activities during the internship to ensure smooth supervision.
- vi. Adhering to and practising teaching ethics, university regulations, and institutional regulations throughout the internship period.
- vii. Being present and performing duties at the institution throughout the internship period.
- viii. Recording attendance at the institution on each working day and complying with all regulations under the Universities and University Colleges Act (AUKU) at the institution where the internship is conducted.
- ix. Complying with the Universiti Pendidikan Sultan Idris (Academic Matters) 2008 Guidelines.
- x. Obtaining written permission from the institution for activities organised by other parties.

8.7 Ethics of Academic and Field Supervisors

All Academic and Field Supervisors are subject to the Code of Ethics of the Malaysian Counselling Board, Section F: Supervision, Training, and Teaching.

9.0 Evaluation of Internship Counselling

Marking Criteria for Internship Counselling, as below:

NO.	ASPECTS OF SUPERVISION	PERCENTAGE Marks (%)
1.	INDIVIDUAL AND GROUP COUNSELLING	
	a. Individual Counselling	25
	b. Group Counselling	15
2.	CASE ANALYSIS	10
3.	ACTIVITIES RELATED TO COUNSELLING PROFESSIONAL TASKS	
	a. Guidance and Psycho-Educational Activities	8
	b. Programme	
	c. Psychological Tests	4
	d. Consultation and Referral	4
	e. Professional Development of Trainee Counsellors	4
4.	MANAGEMENT AND ADMINISTRATION	
	a. File and record management	5
	b. Logbook	5
	c. Final Report	5
	d. Reflection	5
5.	PROFESSIONAL IDENTITY	10
	TOTAL	100