

# Internship Handbook

HDAL 5880

Fall/Spring/Summer

Master's in Counseling

Department of Human Development  
and Learning

East Tennessee State University

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## HDAL 5880 Counseling Internship Fall/Spring/Summer

### Introduction

As a culminating experience to the master's program in counseling at East Tennessee State University each student is required to complete a practicum and an internship where counseling skills are applied in a variety of settings and with a variety of clients. The purpose of this manual is to provide students a comprehensive source for the guidelines for successful completion of internship. Students should refer to this manual for general information concerning internship as well as hour requirements, assignments, clinic procedures, evaluation forms, sites, supervisors, contracts, procedures, etc.

### Catalog Description

This internship is designed to provide students with on-the-job experience under the supervision of a fully trained professional. The intern will be placed in an appropriate setting for a minimum of one semester. This experience is considered a full-time activity and will occur after completion of an approved sequence of major courses as stated in the program handbook and university catalog. Students interested in an internship should sign up with their choice of professors by the end of the second week of the semester prior to beginning their placement. Internships are subject to the availability of an appropriate setting and resources available.

### Course Objectives

The purpose of this course is to apply the skills, competencies, ethics, etc. of counseling to a diverse population of clients in both individual and group therapy in an approved work setting while under the supervision of a qualified professional on site and a faculty supervisor.

### Prerequisites

Completion of an approved sequence of major courses, successful completion of practica, and approval of the option coordinator. Students must also maintain malpractice insurance through the American Counseling Association (ACA).

### Registration Procedures

Because of large enrollments and accreditation faculty-student ratios, students must sign up with their professor of choice by the end of the second week of the semester prior to beginning their placement. Internships are subject to the availability of an appropriate setting and resources available. Admission into internship will be offered on a first come, first served basis.

### Courses activities and requirements -- Community Agency and School Counseling

The total completed internship consists of 600 clock hours of supervised work in a setting appropriate to the student's program option. A minimum of 240 of the clock hours are to be of direct service to clients. Students are also required to have a minimum of one hour per week of individual supervision on site, and 1.5 hours per week of supervision in a group at ETSU. Internship group supervision will be conducted by program faculty and at the times listed in the class schedule. The internship consists of approximately one semester of full-time work (600 hrs / 40 hrs per week = 15 weeks); however, the internship can be completed working half-time for two semesters. Students

receive 6 credit hours (1 hour for each 100 hours of on site work) for completion of internship. An internship time log for tracking hours is provided in this handbook and can be photo copied as needed. Students will not receive grades until time logs are handed in.

Individual faculty supervisors may require various assignments unique to their teaching style in order to maximize the learning experience. In addition, the university requires a written project which must be completed during internship. Currently, projects can be either a major case study, a complete program design, or a complete portfolio.

### Special Notes

1) Occasionally, students request to begin their internship early, prior to the internship class officially starting. Because students are not officially registered in a class, beginning early may result in liability problems. Therefore, it is our policy that students may begin internship early after a discussion with their supervisor and only if all of the requirements of one of the following are met: A) They have insurance, are informed of the liability issues, and they have an incomplete in their practicum which will make them be legally covered by the university; or B) They have insurance, are informed of the liability issues, and do not see clients alone. In this instance, the time before the class officially starts will be used for orientation, etc., and sitting in with a supervisor seeing clients.

2) Because of the difficulties that arise and concerns regarding the quality of work, graduate students who have 20 hour assistantships within HDAL will not be permitted to take 6 hours of internship (40 hours per week) within one semester.

### Site and Licensure Information

Students have a number of locations from which to choose to complete their supervised internship experiences. Such sites include public schools, mental health agencies, alcohol and other drug centers, personnel offices, hospices, half-way houses, churches, government agencies, prisons, and parole or corrections offices. All internship sites must be approved by the student's professor who will establish contact with the on-site supervisor who provides weekly supervision. However, LPC and LPE licenses require that the internship or a major portion of the internship be completed in a community mental health setting. These licenses also have stipulations regarding the qualifications of the on site supervisor. School counselors are likewise required to complete half (300 hours) of their internship in elementary and half in a high school settings. In addition, CACREP standards require that community agency students complete their entire 600 hours in a "community setting." **It is the student's responsibility to make certain that their internship setting(s) meet(s) the standards of the license they are ultimately seeking.**

Occasionally students may desire to use their current job or work site for their internship. Employment sites can be used for internship sites if 1) the work is of an appropriate type for the student's program option, 2) there is an adequate amount of option-appropriate work at the site; that is, the specific requirements of the internship can be completed at that setting 3) there is appropriate on-site supervision, 4) new experiences will be available, and 5) the site has been approved by the program faculty.

### Evaluation Procedures

Grades will be determined by the university supervisor based on the degree to which the student displays the skills, professional behaviors, and ethics appropriate for a graduating master's counseling student. Grades will not be given until internship time logs are completed and handed in.

### Professional and Ethical Conduct

Students are expected to conduct themselves in a professional manner and to follow the ethical codes of the American Counseling Association (ACA), American Psychological Association (APA), and/or the American Association of Marriage and Family Therapists (AAMFT) throughout internship. Issues of professional conduct or concerns about ethical violations should be brought to the attention of your supervisor immediately.

## Emergency Services and Contacts

The counseling clinic does not offer emergency services for clients on nights and weekends and clients should be informed of this if it appears that they may be in need of crisis services. Clients should be instructed to go to a local hospital or campus emergency room if a crisis arises which warrants immediate attention. In addition, the "help" lines listed below might be provided if it is judged the client might need them.

Child Abuse .....	929-0171
CONTACT Ministries .....	926-0144
Drug and Alcohol Center .....	928-HELP(4357)
Hotline Family Violence/Victim Assistance .....	926-8910
Narcotics Anonymous .....	800-838-3733
National Center for Missing or Exploited Children .....	800-843-5678
Watauga Area Mental Health Center .....	232-2600
Woodridge Mental Hospital .....	928-7111

If circumstances arise where a student needs to contact a professor/supervisor and for some reason no one is available on campus, we can be reached at the following numbers.

**Students are not to provide clients with professor's home phone numbers.**

Dr. Graham Disque .....	439-7691 work 232-7281 home
Dr. Brent Morrow .....	439-4187 work 928-2180 home
Dr. Clifton Mitchell .....	439-4197 work 854-9211 home
Dr. Pat Robertson .....	439-7693 work 915-1188 home
Dr. Harold "Doc" Whitmore .....	439-4191 work 282-9089 home
Dr. Jim Bitter.....	439-4194 work 434-9251 home
Clinic Phone .....	439-4201

## **Internship Site Selection**

Selecting an internship site is an important component of your internship experience. At your internship site you will be offered a unique opportunity to obtain experience in the type of setting in which you will eventually be employed. The internship site will offer you opportunities to work with clients; interact with other professionals; attend team meetings; and learn much about the day-to-day workings of an agency or institution. This section offers guidelines for you to use when selecting an internship site.

### **Commonly asked questions**

#### **When do I select an internship site?**

It is recommended that you select and arrange for a internship site several months before you begin your internship. A general guideline is to begin the selection process during the preceding semester. So, if you plan to enroll in internship during the Spring of 1997, make arrangements for your site during the Fall 1996 semester.

#### **How do I select an internship site?**

Selecting a internship site consists of the following basic steps which are discussed in more detail below.

- \* Arrange to meet your faculty supervisor to discuss how he or she prefers that you select a site.
- \* Identify the names of one or more internship sites along with the name and phone number of the contact person.
- \* After making contact with your faculty supervisor, call the contact person at the site for an appointment and meet with him or her to discuss a possible placement.
- \* Decide if the internship site meets your expectations. See **Internship site selection criteria**.
- \* If you receive an offer from the site, check with your faculty supervisor before accepting.
- \* Inform your faculty supervisor of your site selection when it is confirmed.

### **Internship sites and contact persons**

If no specific recommendation is given to you by your faculty supervisor, you can select a site from the list at the back of this handbook. You may select a site that is not included in the internship sites and supervisors list, however, check first with your faculty supervisor before contacting the site.

### **Contacting the site**

Once you have selected possible sites, you will need to call the internship site contact person to arrange a meeting to see if the placement will be a good “fit” for you as well as for them. The meeting will either be with the contact person at the site or with the person who will be supervising you (internship site supervisor).

### **Interviewing at the site**

The following are guidelines to assist you in interviewing with the internship site contact person or site supervisor:

- \* Treat your contact with the internship site supervisor/contact person as though you were approaching them about a job interview. When you meet with the contact person or internship site supervisor, follow the general rules for job interviewing.
- \* Obtain as much information as you can about the internship site, so that you are able to ask intelligent questions.
- \* Prepare to answer questions about yourself, your background, and your reasons for selecting the internship site for internship.
- \* Prepare questions to ask the contact person or internship site supervisor regarding the site.
- \* Obtain a list of Site Coordinator/Supervisor expectations from your faculty supervisor to be given to the contact person.
- \* Dress appropriately for the type of setting and position for which you are applying.
- \* Arrive at the meeting early.

If you have any other questions regarding internship site selection, please discuss them with your faculty supervisor or your advisor.

### **After the interview**

It is a good idea to follow job search protocol by sending a thank you note to the people with whom you interviewed. In the note indicate a date on which you will contact them if you have not heard from them. Then follow up with a phone call. It is also a good idea to accept or reject the placement offer in writing, outlining what specifically you have agreed upon regarding days, hours, expectations, etc.

### **Informing your faculty supervisor**

As soon as you have selected a internship site, notify you faculty supervisor of your choice, and let him or her know any specifics. Now is a good time to ask questions about internship that have come up as well.

### **Internship site selection criteria**

When choosing an internship site, it is important for you to keep in mind your own needs and interests, as well as the requirements of the department and the requirements of the licensing or certification body that you will eventually need to satisfy. Consider the following:

- \* What is your preferred work setting?
  - Elementary, Middle, or High School
  - Large or small community agency
  - Agency with a wide variety of experiences or one that is more specialized
  - Inner city, suburb, or rural
  - Inpatient, outpatient, or long-term, residential care facility
  - University, two-year college, technical college
  - Career Counseling agency, such as Job Services

- \* What is your preferred clientele?
  - What age group? Young children, older children, young teens, older teens, young adults, middle-aged adults, older adults
  - With what type of socio-economic group do you want?
  - With what type of cultural group do you want to work?
  - Do you want to work mostly with females or males, or both?
  - Do you want to work with people with specific presenting issues such as eating disorders, grief, survivors of sexual abuse, abusers, career or lifestyle changes, etc.?
  - Do you want to work with clients with special needs?
  
- \* What type of counseling do you want to practice?
  - Work mostly with individuals, groups, families, or combinations
  - Have opportunities for a wide variety of exposure to various aspects of the site
  - Developmental counseling group work

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**Site Coordinators**

On-Site Coordinators are asked to:

- interview prospective internship students and indicate preferences for agency/school placement, without discrimination in relation to race, religion, gender, sexual orientation, national origin or disability
- orient the intern to the mission, goals and objectives of the agency/school, as well as to internal operating procedures
- meet with the intern for one hour weekly to discuss progress, evaluate tapes, discuss cases and plan future experiences
- allow the intern to obtain audio and/or video tapes for use in supervision by site coordinator and University faculty supervisor
- provide the opportunity for intern to participate in individual and group counseling experiences (and classroom experiences in a school setting)
- provide the opportunity for the intern to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media and professional literature and research
- facilitate the intern's meeting her/his objectives as outlined in the prospectus and assist the intern in setting the objectives and filling out the prospectus
- participate in evaluation of the intern by providing feedback to the University faculty supervisor
- inform intern of procedures for obtaining tapes from clients within the agency/school.

Counseling Internship  
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**PROSPECTUS**

This prospectus is designed to give you the opportunity to set your objectives for your Internship experience on site.

Internship Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Supervisor's Position: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Supervisor's Educational Credentials: \_\_\_\_\_

Objectives of the Internship Placement:

Activities on site in which you will participate in order to meet these objectives:

Objectives for one-hour meeting with on-site supervisor each week:

Signatures:

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

University Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

### Internship Time Log

Intern's Name \_\_\_\_\_ Semester Completed \_\_\_\_\_ 20.

Site(s) \_\_\_\_\_

week from - to	client contact hours	individual supervision	group supervision	other hours	week's total
<b>TOTALS</b>					

Student's Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_



**The Internship Site Agrees:**

1. to assign a internship supervisor who has appropriate credentials, time, and interest for working with the internship student;
2. to provide training activities (checked below) for the student in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity;
3. to provide the student with adequate work space to conduct professional activities;
4. to provide one (1) hour of supervision each week which involves case conferencing, review of audio/visual tapes, live observation, co-counseling, and/or role-playing;
5. to provide a written evaluation of the student based on criteria established by the Counseling Program.

**Internship Activities**

- 1. Individual Counseling - Personal/Social
- 2. Group Counseling (minimum of one group) - Co-leading, Leading
- 3. Intake Interviewing
- 4. Career Counseling
- 5. Consultation
- 6. Testing - Administration, Analysis, Interpretation of Results
- 7. Counseling/Educational Activities - Parent Conferences, Outreach Client Orientation, Contact with Other Agencies, In-services, etc.
- 8. Report Writing - Case notes, Treatment Plans, Counseling Goals, and Summaries
- 9. Individual Supervision
- 10. Group or Peer Supervision
- 11. Case Conferences of Staff Meetings
- 12. Classroom Guidance (School Interns)
- 13. Other (Please list)

Internship Site Supervisor: \_\_\_\_\_ License (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Students' Contract with the Counseling Program at  
East Tennessee State University

As a practicum or intern student placed at \_\_\_\_\_  
Agency\School

I understand the following to be my rights and responsibilities:

A. To be in attendance at \_\_\_\_\_  
Agency\School

for \_\_\_\_\_ hours; \_\_\_\_\_ days during each week of internship.

B. To report my absence at least 48 hours in advance, disregarding emergencies, to  
the \_\_\_\_\_.  
Agency\School

Absence of more than two (2) days may result in removal from practicum/intern experience.

C. To abide by the Professional Standards of Ethics as outlined by the American Counseling Association (ACA), American Psychological Association (APA) and/or the American Association of Marriage and Family Therapists (AAMFT).

D. To receive evaluation upon completion of the internship.

E. To have identified \_\_\_\_\_ as my supervisor on site.  
On-site Supervisor

F. To have identified \_\_\_\_\_ as my supervising professor during the  
E.T.S.U. Counseling Faculty  
internship.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern\Practicum Student

## EVALUATION FOR INTERNSHIP - HDAL 5880

Counseling Student \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Site: \_\_\_\_\_ Date \_\_\_\_\_

As the counseling student's supervisor, please rate the student counselor on the following scale.

1	2	3	4	5	NA
Very weak	Below average	Average	Strong	Very strong	Not applicable

### General work skills

- |   |   |   |   |   |   |    |
|---|---|---|---|---|---|----|
| 1. Dependability, personal responsibility: (on time, completes assignments on time) | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Appearance appropriate for work setting and clientele                            | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Plans effectively, is organized and considers priorities appropriately           | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Works within organizational standards  | 1 | 2 | 3 | 4 | 5 | NA |
| 5. Displays interest in work  | 1 | 2 | 3 | 4 | 5 | NA |

### Personal characteristics and psychological and emotional stability

- |   |   |   |   |   |   |    |
|---|---|---|---|---|---|----|
| 1. Consistently maintains poise and control even under stress and crisis situations   | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Appropriately assertive and not aggressive   |   |   |   |   |   |    |
| with clients  | 1 | 2 | 3 | 4 | 5 | NA |
| with supervisors  | 1 | 2 | 3 | 4 | 5 | NA |
| with colleagues   | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Promotes teamwork, is cooperative, handles delicate situations tactfully; peers seek for counsel or friendship, relates well to colleagues | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Assumes responsibility for & is eager to learn, interested in personal development   | 1 | 2 | 3 | 4 | 5 | NA |
| 5. Accepts and responds to feedback and supervision appropriately   | 1 | 2 | 3 | 4 | 5 | NA |
| 6. Takes initiative   | 1 | 2 | 3 | 4 | 5 | NA |
| 7. Overall self-confidence  | 1 | 2 | 3 | 4 | 5 | NA |

**Referrals**

Refers appropriately, can identify referral sources, seeks out and develops resources through own initiative when referring client 1 2 3 4 5 NA

**Ethical Behavior**

Follows ethical standards established by state and national professional organizations 1 2 3 4 5 NA

**Counseling and therapeutic skills**

1. Has the counseling knowledge and skills to develop a relationship and connect with individuals or groups 1 2 3 4 5 NA

2. Can apply the individual counseling skills of empathy, respect, warmth, genuineness, self-disclosure, concreteness, confrontation, immediacy, etc. 1 2 3 4 5 NA

3. Can work through critical incidents with individuals e.g. resistance, story telling, intellectualizing, transference, etc. 1 2 3 4 5 NA

4. Develops & maintains professional relationships with clients from various backgrounds with respect for their culture, sexual orientation, ethnicity & gender. 1 2 3 4 5 NA

5. Is aware of his/her own issues in counseling, deals with countertransference 1 2 3 4 5 NA

6. Is aware of and works to improve his/her own weaknesses 1 2 3 4 5 NA

7. Counsels effectively with groups 1 2 3 4 5 NA

**Diagnosis and assessment** (when applicable) 1 2 3 4 5 NA

1. Is able to conduct and write-up intake interviews 1 2 3 4 5 NA

2. Accurately conceptualizes and diagnoses problems 1 2 3 4 5 NA

3. Effectively selects, administers, & interprets instruments used in diagnosis & therapy 1 2 3 4 5 NA

4. Effectively selects, administers, & interprets career counseling instruments 1 2 3 4 5 NA

Please provide any additional comments about the intern's performance:

**Supervisor Evaluation**  
East Tennessee State University  
Counseling Program

Supervisor: \_\_\_\_\_  
Counselor-in-Training: \_\_\_\_\_  
Site: \_\_\_\_\_  
Semester: \_\_\_\_\_

Please respond to each question regarding your supervision experience. Look at the overall experience and circle the response that most often indicates your feelings and thoughts about your on-site supervision process.

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. Provides me with useful feedback regarding counseling behavior.	1	2	3	4
2. Helps me feel at ease with the supervision process.	1	2	3	4
3. Helps me learn new alternative counseling strategies.	1	2	3	4
4. Processes with me how my counseling influences clients.	1	2	3	4
5. Structures supervision sessions in a way that is helpful to me.	1	2	3	4
6. Adequately emphasizes my strengths and capabilities.	1	2	3	4
7. Enables me to brainstorm responses and techniques that would be helpful in future counseling sessions.	1	2	3	4
8. Enables me to become actively involved in the supervision process.	1	2	3	4
9. Treats me with respect.	1	2	3	4
10. Motivates me to assess my own counseling behavior.	1	2	3	4
11. Appropriately addresses interpersonal dynamics between counselor and client.	1	2	3	4
12. Appropriately addresses interpersonal dynamics between supervisor and counselor-in-training.	1	2	3	4
13. Is open to feedback from counselors-in-training.	1	2	3	4
14. Helps reduce defensiveness in supervision.	1	2	3	4
15. Enables me to express concerns about my counseling.	1	2	3	4
16. Helps me in understanding and appreciating the diversity of the clients with whom I work.	1	2	3	4
17. Helps me develop multicultural competencies.	1	2	3	4
18. Challenges me to accurately perceive the feelings, thoughts, and goals of the client and myself during counseling.	1	2	3	4
19. Motivates me and encourages me.	1	2	3	4
20. Helps me develop increased skill in critiquing and gaining insight from counseling tapes.	1	2	3	4
21. Allows and encourages me to evaluate myself.	1	2	3	4
22. Keeps the supervision process on track.	1	2	3	4
23. Treats me like a colleague.	1	2	3	4
24. Encourages me to talk freely and honestly during supervision.	1	2	3	4

How would you rate the overall quality of the supervision you have received?

1	2	3	4
Ineffective	Fair	Good	Excellent

**Please Provide Us With Your Comments**

This handbook was written in an effort to provide counseling graduate students with information which will help providing guidance for a successful internship. However, it is a dynamic document which will be in need of continuous updating. In order for the counseling faculty to serve the informational needs of our students we welcome your comments about the internship handbook and additional information which it might provide. Please give us your feedback on the lines below and drop in the mail box of one of counseling faculty. Thanks in advance for your help.

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## Internship Sites and Supervisors

Below are listed a large portion of the sites which have been used in the past for internship training by ETSU graduate students. When possible we have attempted to include the primary work duties and any additional information which may be helpful in choosing a site. Just because a site is listed does not guarantee that it is currently available for internship placement. On the other hand, there are other suitable sites which are not listed below and we are always seeking good internship sites. Consult with your advisor about the suitability of the site you are seeking. Also, be aware that people leave jobs, addresses change, phone numbers change, titles change, etc. So, as you seek and learn about a site you may find that much information has changed, this is to be expected and, in our rapidly changing systems, it may be the rule. In other words, inevitably, some of this information is wrong. As you learn of changes we would appreciate it if you would write us a note so we can attempt to keep things updated.

### Elementary and Middle Schools

Andrew Johnson Elementary School  
1001 Ormond Drive  
Kingsport, TN 37664  
378-2300

Principal: Lenore Kilgore  
Contact: Ann Trask  
Individual counseling, small groups, classroom (423) guidance, parent and teacher consultation, parenting meetings, attend limited number of m-teams

Lake Ridge Elementary School  
1001 Lake Ridge Square  
Johnson City, TN 37601  
(423) 610-6030

Principal: John Phillips  
Contact: Ann Mettetal  
Groups, classroom guidance, consultation with other agencies

Asbury Family Resource Center (At-Risk School)  
2002 Indian Ridge Road  
Johnson City, TN 37604  
(423) 434-4900

Director: Sandra Fair  
Contact:  
Alternative high school, GED classes  
Pre-school, parenting classes, Head Start, special needs (developmental delays) and day care.

Blountville Elementary School  
155 School Avenue  
Blountville, TN 37617  
(423) 354-1650

Principal: Evangeline Montgomery  
Contact: Andy Malcolm, M.Ed.  
Small groups, individual counseling  
classroom instruction, and special programs

Boones Creek Elementary  
348 Boones Creek Christian Church Road  
Gray, TN 37615  
(423) 283-3500

Principal: Teresa Leonard  
Contact: Joyce Noto  
Small groups, classroom  
instruction, parenting, and individual  
counseling.

Boones Creek Middle School  
4352 N. Roan Street  
Gray, TN 37615  
(423) 283-3520

Principal: Dr. Gene Max Williams  
Contact: Diane Judy in  
Counseling and M.A. in  
Administration & Supervision  
At-risk population, classroom instruction,  
curriculum, behavior management, individual  
counseling, parenting classes, and home visits.

Central Elementary  
735 Edgemont Ave.  
Bristol, TN  
(423) 652-9311

Principal: Jim Moorleghen  
Contact: Jackie Bader 652-9591

Cherokee Elementary  
2100 Cherokee Road  
Johnson City, TN 37604  
(423) 434-5281

Principal: Barry Tolley  
Contact: Penny Miller

Fairmont Elementary  
1405 Lester Harris Road  
Johnson City, TN 37601  
(423) 434-5275

Principal: Carol McGill  
Contact: Laura Henderson

Gray Elementary  
2303 Gray Station Rd.  
Gray, TN 37615  
423-477-1640

Principle: Walter Huffine  
Contact: Linda Cambique  
Bonnie Peters

Highland Elementary School (Year Round)  
Greeneville, TN

Contact: Sally Brown

Indian Springs Elementary School  
333 Hill Rd.  
Kingsport, TN 37664  
(423) 279-2315

Principal: Elizabeth Sells  
Contact: Greg Wallace, M.Ed.  
50% of time spent in guidance-  
large groups, 50% in small groups,  
individual counseling

Jackson Elementary School  
600 Jackson Street  
Kingsport, TN 37660  
(423) 378-2250

Principal: Dr. Gary Martin  
Contact: Marla Morrison  
Small group guidance, individual  
counseling, attends all IEP meetings, very  
large group guidance, behavior management

Mountain View Elementary  
907 King Springs Road  
Johnson City, TN 37601  
(423) 434-5260

Principal: Dr. Debra Bentley  
Contact: Jenny Greer

North Side Elementary  
1000 North Roan Street  
Johnson City, TN 37601  
(423) 434-5249

Principal: Vincent Dial  
Contact: Sara Ann Woods

Rogersville City Schools  
Rogersville, TN

Contact: Angie Shelton

Ross Robinson Middle School  
1517 Jessee Street  
Kingsport, TN 37664  
(423) 378-2200

Principal: Richard Everroad  
Contact: Don Stephens, M.Ed.  
Small and large groups, classroom  
and curriculum instruction, and  
individual counseling

South Side Elementary (Year Round)  
1011 Southwest Ave.  
Johnson City, TN 37604  
(423) 434-5290

Principal: John Boyd  
Contact: Marsha Taylor, M.Ed.  
Small and large groups, classroom  
instruction, and individual counseling

Towne Acres Elementary  
2310 Larkspur Drive  
Johnson City, TN 37604  
(423) 854-4800

Principal: Valerie Leath  
Contact: Cindy Stafford, M.Ed.

University School (Year Round)  
Box 70632  
East Tennessee State Un.  
Johnson City, TN 37614-0632  
(423) 439-4333

Principal: Dr. Debra DeFreeze  
Contact: Aleeta Shaw

Valley Forge Elementary School  
1485 Riverview Dr.  
Elizabethton, TN 37643  
(423) 547-4085

Principal: Jennifer Clark  
Contact: Rebecca Swain

Vance Middle School  
815 Edgemont Ave.  
Bristol, TN 37620  
(423) 652-9299

Principal: Mrs. Hill  
Contact: Mrs. Marek  
Mr. Walker

Washington Elementary School  
1100 Bellingham Drive  
Kingsport, TN 37660  
(423) 378-2480

Principal: Cookie Greer  
Contact: Karen Loven

Woodland Elementary (Year Round)  
2303 Indian Ridge Road  
Johnson City, TN 37604  
(423) 434-5267

Principal: Keith Turner  
Contact: Linda Robinson, M.Ed.

**High Schools**

Asbury Alternative High School Program  
2002 Indian Ridge Rd.  
Johnson City, TN 37601  
(423) 434-4906

Director: Sandra Fair  
Contact: Sandra Fair  
students who have dropped out of traditional  
high school programs

Central High School  
131 Shipley Ferry Road  
Blountville, TN 37617  
(423) 279-2400

Principal: David Ward  
Contact: Sherry Lanier, M.Ed. & LPC,  
Veronica Fulkerson, M.Ed., or Joe  
McPherson  
Academic, individual, curriculum, and  
career counseling, small groups, parent  
conferences, and administrative projects

Clintwood High School  
West Main Street  
P.O. Box 577  
Clintwood, VA 24228  
(276) 926-4762

Principal: Bill Castle  
Contact: Rick Mullins

Cloudland High School  
476 Cloudland Drive  
Roan Mountain, TN 37687  
(423) 772-5300

Principal: Roger Hollifield  
Contact: Joanna Miller, M.A.  
Career counseling, individual  
counseling, parenting, and orientations

Daniel Boone High School  
1440 Suncrest Drive  
Gray, TN 37615  
(423) 477-1600

Principal: Dr. Suzanne Baker  
Contact: Jean Bashor, M.Ed. & LPC  
Kari Witcher-Davis, Bryon Grant

David Crockett High School  
684 Old State Route 34  
Jonesborough, TN 37659  
(423) 753-1150 & 753-1161

Principal: Henry Maryball  
Contact: Miriam Story, M.Ed.,  
Ann Hyder, or Janie Dykes  
Individual counseling and groups,  
Academic/career counseling

Dobyns-Bennett High School  
1800 Legion Drive  
Kingsport, TN 37664  
(423) 378-8400  
(423) 378-8472  
(423) 378-8409

Principal: Earl Lovelace  
Contact: Cheryl Lawson, M.A., Lisa  
Pierce, Melinda Wallen, Donna Ashby,  
Sandi Nelson  
Personal, career, crisis, and computer-based  
counseling, standardized testing, groups,  
planning, and record keeping

Dobyns-Bennett Adult Regional High School  
1701 East Center Street  
Kingsport, TN 37664  
(423) 378-2140

Coordinator and Contact: Peggy Everhart

Elizabethton High School  
907 West E Street  
Elizabethton, TN 37634  
(423) 547-8019

Contact: Jennifer Birchfield  
Anne Rogers

Gate City High School  
127 Beech Street  
Gate City, VA 24251  
(276) 386-9846

Principal: Jim Dishner  
Contact: Carolyn Helms, M.Ed. in  
Counseling and M.A. in political  
science

Greenville High School  
210 Tusculum Blvd.  
Greenville, TN 37745  
(423) 638-5622

Principal: Jerry Ayers  
Contact: Vivian Franklin

Johnson County High School  
510 Fairground Lane  
Mountain City, TN 37683  
(423) 727-2620

Principal: Betty Brown  
Contact: Denise Arnold, M.Ed. or  
Barbara Henson, M.Ed.  
Small groups, career/college  
counseling, and individual counseling

Lamar  
3261 Highway 81 S  
Jonesborough, TN 37659  
(423) 753-1130

Principal: Jean Loyd  
Contact: Ann Lee, M.Ed.  
Individual counseling, classroom  
instruction, and work with families

Rogersville City Schools  
Rogersville, TN

Contact: Angie Shelton

Science Hill High School  
1509 John Exum Parkway  
Johnson City, TN 37604  
(423) 232-2190

Principal: Dave Chupa  
Contact: Scarlet Coupstick,  
Shirley Stoner, Sue Ellis

Sullivan East High School  
4180 Weaver Pike  
Bluff City, TN 37618  
(423) 354-1900

Principal: Mary Rouse  
Contact: Michael Riddell, Regina Bartley,  
Lois Gilbert

Sullivan North High School  
2533 John B. Dennis Bypass  
Kingsport, TN 37660  
(423) 288-1400

Principal: Richard Carol  
Contact: Tracy Honeycutt, Bob  
Cornett, M.Ed., or Kathryn Redwine, M.A.  
Small and large groups, individual  
counseling, and classroom instruction

Sullivan South High School  
1236 Mooreland Drive  
Kingsport, TN 37664  
(423) 354-1300

Principal: Greg Harvey  
Contact: Lisa Hall, Brandy Akers,  
Mark Watson  
Large groups, individual counseling,  
academic counseling for college bound  
students, and experiential component

Tennessee High School  
1112 Edgemont Avenue  
Bristol, TN 37620  
(423) 652-9494  
(423) 652-9317

Principal: Nelson Pyle  
Contact: Leslie Skeens, Whitney Singleton,  
or David Sturgill

Unaka High School  
119 Robinson Lane.  
Elizabethton, TN 37643  
(423) 474-4102

Principal: John Fine  
Contact: Ann Taylor

Unicoi County High School  
600 N. Elm Ave.  
Erwin, TN 37650

Principal: Richard Shadden  
Contact: Charles Banner

University School (Year Round)  
Box 70632  
Johnson City, TN 37614-0632  
(423) 439-4333

Principal: Dr. Debra DeFreeze  
Contact: Aleeta Shaw

West View School  
2847 Old State Rt. 34  
Limestone, TN 37681  
(423) 753-1175

Principal: Patton Gamble  
Contact: Sharon Lewis, M.Ed.  
Groups, individual counseling, and  
classroom instruction

### **College Counseling Centers**

East Tennessee State University  
Counseling Center  
P.O. Box 70724  
Johnson City, TN (423) 439-4841

Contact: Dr. Steve Brown, director

King College Counseling Center  
1350 King College Road  
Bristol, TN 37620  
(423) 652-4742

Contact: Chuck Thompson

Lees-McRae College  
Career Counseling Center  
375 College Drive  
Banner Elk, NC 28604  
(828) 898-5241

Contact: Susan Goodin

Mountain Empire Community College  
3441 Mountain Empire Rd.  
Big Stone Gap, VA 24219  
(276) 523-2400

Contact: Caroline Helms

Northeast State Technical  
Student Support Services

Ron Smith 354-2491

## Mental Health Agencies

**Note: The following agencies and locations have all been subsumed under Frontier Health. However, in order to keep the various sites separate for this listing, the old titles for each site will be used.**

### Frontier Health-Administrative Offices

P.O. Box 2226  
Johnson City, TN 37605  
(423) 467-3600

Contacts: Randy Jessee, A&D: alcohol & drug (Holston Counseling Services, (423) 224-1036), Joe Page, AOP: adult outpatient services (Bristol Regional Counseling Center, (423) 989-4691, Kathy Benedetto, C&Y: children & youth (Wautaga C&Y, (423) 232-2701), or Don Larkin, IPS: Inpatient Services (Woodridge Hospital, (423) 979-7428)

### Frontier Health-Bristol Regional Counseling Center

(Central Appalachia Services)  
26 Midway St.  
Bristol, TN  
(423) 989-4500

Contact: Joe Page (adult outpatient-AOP)  
Tim Perry (children & youth-C&Y), or  
Kitty Pitini, Laura Henley

### Frontier Health

(Central Appalachia Services)  
1570 Waverly Road  
Kingsport, TN 37664  
(423) 224-1300

Contact: Dottie Blades  
Adult outpatient & crisis

### Frontier Health

(Central Appalachia Services)  
1570 Waverly Road  
Kingsport, TN 37664  
(423) 224-1300

Contact: Dottie Blades  
Children and Youth Coordinator

### Frontier Health

(Central Appalachia Services)  
1570 Waverly Road  
Kingsport, TN 37664  
(423) 224-1300

Contact: Nancy Pierce or Susan Caldwell  
Sullivan House, Link House, and Holston Point: adolescent Residential treatment programs designed to improve overall functioning of adolescents to facilitate reunification with families. Primarily behavioral in overall orientation with strong psychotherapy component

### The Charlotte Taylor Center

426 East G Street  
Elizabethton, TN 37643  
(423) 547-5950

Contact: Dianna Finlay

### Holston Child and Family Counseling

Rt. 3, Cloverleaf Sq., Bldg. F  
Big Stone Gap, VA 24219  
(276) 523-4938

Contact: Ken Taylor, MSW

Scott County Mental Health  
378 West Jackson St. Suite 3  
Gate City, VA 24251  
(276) 452-1144

Contact: Ken Taylor, A/D & AOP

Erwin Mental Health Center  
218 North Main St.  
Erwin, TN 37650  
(423) 743-1470

Contact: Jean Richardson, M.Ed., Director  
Individual/Family/Group, outpatient mental health  
psyc/A&D (adult-C&Y), case mgmt, psychiatric  
assess/Rx with MO/RN, school based services

Watauga Behavioral Health Services  
109 W. Watauga Ave.  
Johnson City, TN 37605  
(423) 232-2600

Contact: Joe Page, Harry Spurling, Brian Scott

\*\*\*All Johnson City Offices are now at this location

Woodridge Hospital  
403 N. State of Franklin Road  
Johnson City, TN 37604  
(423) 928-7111,  
1-800-346-8899

Contact: Don Larkin, Ph.D.,  
Amanda Chapman, Kim Cudabec or Lisa Bausell  
Individual, couples, family, group therapy with  
adults, adolescents, and children with psychiatric  
and/or drug issues

#### **Non-Frontier Health agencies:**

Camelot Care  
2025 Meadowview Parkway  
Kingsport, TN  
423-392-2975

Contact: Holly Hardin or Joyce Kearney  
Adolescents and families often in  
their homes.

The Care Center  
Kingsport, TN  
(423) 975-0107

Contact: David Cantor, Psy.D.  
Dr. Morin, M.D. Children primarily with  
ADHD, conduct disorder, abuse. Individual,  
family and group sessions.

Children's Advocacy Center  
150 Blountville Bypass  
P.O. Box 867  
Blountville, TN 37617  
(423) 279-1222

Contact: Julie Price or Mary Margaret Denton

Church Circle Counseling Center  
P.O. Box 1346  
Kingsport, TN 37662  
(423) 224-1521

Contact: Susan Elaine, M.Ed.  
Liberal ministry-based Christian environment  
testing, groups, high numbers of couples and  
families, eating disorders/sexual abuse; female  
adolescent development; mediation; plenty of  
individual contact, wide range of client issues.

Counseling and Consultation Services  
3119 Bristol Highway, Suite 306  
treatment  
Johnson City, TN 37601  
(423) 282-2892

Contact: Teresa Fletcher, Mike Adler  
specialized sex offender assessment and  
program; adults, adolescents, sexually aggressive  
children, incestuous families, groups, families,  
couples

First Baptist Counseling Center  
200 W. Church Circle  
Kingsport, TN 37660  
(423) 247-4122

Contact: Ron Davis, D.Min., LMFT  
2 counseling associates on staff, male and female  
Individual, couple, family counseling and on-going  
support groups, i.e. divorce recovery and grief

Holston Home for Children  
404 Holston Drive  
Greenville, TN 37743  
(423) 638-4171

Contact: Freda Davis or Judy Castainca

Indian Path Pavilion  
2300 Pavilion Drive  
Kingsport, TN 37660  
(423) 857-7000 or 1-800-366-1132

Contact: Joan Elliott  
Behavioral Health, adult population  
primarily, both psychiatric and addiction services

Northeast Correctional Center  
5249 Hwy.67 W.  
Mountain City, TN  
(423) 727-7387 ext. 218

Contact: Dick Pleasant

Ridgeview Pavilion  
103 North St.  
Bristol, TN  
423-844-6010

Contact: Mat Woodlee

Saint Albins in Abingdon  
350 Russell Road  
P.O. Box 1794  
Abingdon, VA 24210-1794  
(703)-628-8727

Contact: Patricia Owens, LPC, CAC  
Rick Seidel, Ph.D.,  
Substance abuse

Stepping Stone Youth Treatment Center  
110 Stepping Stone Blvd.  
Limestone, TN 37681  
(423) 257-6054

Contact: Tony Cox

Watauga Baptist Association Coun. Center  
Route 8, Box 2604  
Elizabethton, TN 37643  
(423) 543-1451

Contact: Art Webb

Women's and Children's Shelter  
Sponsored by Salvation Army

Contact: Mrs. Wesley Wolfe, 926-2101  
Weekend and night work available.  
Individual and group.