NC ACT Coalition

ACT Internship Program

FAQ For Clinical and Field Coordinators

FAQ FOR CLINICAL AND FIELD COORDINATORS

Q: What is the NC ACT Coalition Internship Network?

The NC ACT Coalition Internship Network is a statewide directory of Assertive Community Treatment teams across North Carolina that have agreed to host student interns. All teams in the network are well-informed of common hosting standards - including qualified supervision, meaningful learning experiences, and timely communication with universities. The goal is to make it easier for field and internship coordinators to find high-quality community mental health placements for their students.

Q: What programs and student levels are eligible?

The network is designed to serve:

- MSW and BSW students (CSWE-accredited programs)
- MA/MS Counseling and Clinical Mental Health Counseling students (CACREP-accredited programs)
- BA/BS Psychology students
- BA/BS Human Services students

If you have students in a related program not listed here, contact us and we can discuss whether a placement might work.

Q: Does accessing this network require my school to change our existing processes?

No. Your school continues to handle everything it normally does — affiliation agreements, learning contracts, evaluation forms, liability insurance, and academic oversight. The network simply makes it easier to find qualified sites. Think of it as a curated directory rather than a new system.

Q: How do teams in the directory ensure quality? What have they agreed to?

Every team listed in the directory understands and has been informed of these **Internship Hosting Standards**:

- A designated supervisor who meets minimum qualification standards for the student level
- A minimum of one hour per week of individual supervision
- Meaningful direct client contact and community-based learning experiences

- A structured orientation during the first one to two weeks
- Timely completion of evaluation and documentation required by the university
- A professional, inclusive learning environment
- Compliance with HIPAA and all applicable confidentiality requirements

A copy of the full Hosting Standards Guide is available to download on our Site Supervisor Landing Page.

Q: How do I know if a team's supervisor meets our program's requirements?

Each team's directory listing includes the credentials and experience of their designated supervisors. You can also contact the team directly to request this information. As always, it is your school's responsibility to confirm that a supervisor meets your accreditation body's specific requirements before approving a placement — our standards are designed to align with CSWE and CACREP minimums, but you should verify for your specific program.

Q: How do I refer a student to the directory?

You can direct students to search the directory themselves at **[NC ACT Coalition Internship Landing Page]**, or you can browse on their behalf and suggest specific teams. Once a student identifies a site they are interested in, they or you can contact the team directly. From there, the placement process follows your school's normal procedures.

Q: Can I contact ACT teams directly to discuss placements for multiple students?

Absolutely. Many coordinators prefer to establish a relationship with a team before sending students. You can reach out to any team in the directory using the contact information provided.

Q: Are ACT placements appropriate for first-year or practicum experiences or only longer internships?

ACT teams can host students at various levels, including first-year students and undergraduate students. Most teams prefer or require a practicum student to also complete their internship at the site for continuity. Teams are experienced in adjusting the scope and complexity of tasks to match a student's level of training.

Q: What if a student encounters problems with their ACT placement?

Contact the team's designated intern supervisor or the agency's intern coordinator directly. All teams in the network have agreed to communicate promptly with university coordinators when concerns arise. As with any placement, your school retains the authority to remove a student from a site if necessary.

Q: Will ACT teams complete our school's specific evaluation forms?

Yes. Teams in the network have agreed to complete evaluation and documentation required by the university on your timelines. We recommend sharing your evaluation forms with the supervisor at the start of the placement so there are no surprises at midterm or finals.

Q: My students are not familiar with ACT. Where can I point them to learn more?

We have developed resources specifically for this purpose:

- 🎥 **Introductory video: What is ACT?** A free 2-hour e-Primer on ACT is located on the HealtheKnowledge portal.
- 📄 **Why choose an ACT Internship?** A short video and other information are available on our internship portal
- 📘 **Overview of the ACT model** on our website here.

You are also welcome to share any of these materials with your students before they begin their search.

Q: Is there a cost to participate in this network?

There is no cost to schools or students. The UNC Institute for Best Practice maintains the network in partnership with the NC ACT Coalition as part of our commitment to behavioral health workforce development in North Carolina. **The NC ACT Coalition and the UNC Institute for Best Practices serve as a directory and connection point only. They do not supervise interns, approve placements, manage disputes, or assume responsibility for placement-related matters. Those responsibilities remain with the student, university, and host agency.**

Questions not answered here? Contact Chris Fournier at: Chris_Fournier@med.unc.edu