

Supervision Assist Internship 2025-2026 Student Quick Start Guide

Accessing Your Account

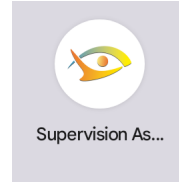
After you have registered your account, you can now log onto your account.

1. Supervision Assist URL: <https://app.supervisionassist.com/login>.
2. Username: NetID email, e.g. netid@neu.edu
3. Password: whatever you created

Accessing SA on Your Phone

Read the following page for access to the Web App. Compatible with iOS & Android

<https://help.supervisionassist.com/article/250-is-there-a-mobile-app-for-download> .



Client Sessions

Review this guide: <https://help.supervisionassist.com/article/179-introduction-to-live-sessions>

Creating a telehealth session: <https://help.supervisionassist.com/article/193-create-a-telehealth-session>

Before the first session share these two client guides with your client if they are not in the same location as you..

Joining Telehealth: <https://help.supervisionassist.com/article/193-create-a-telehealth-session> (scroll down second half of page)

Client/Telehealth FAQs: <https://help.supervisionassist.com/article/255-live-session-support-faq>

Verify your session is **recording** by looking at the top middle recording button. even if you selected Auto Record.

Remember to add all individuals to this session who will need access including university supervisor and site supervisor (only if they request it)

Time Logs

<https://help.supervisionassist.com/article/219-step-7-track-activity-log-hours>

Requirements

Practicum: *minimum* 100 hours (40 direct / 60 Indirect) August 25 thru December 13, 2025

Internship: *minimum* 600 hours (240 Direct / 360 Indirect) December 14, 2025 thru

- **School** needs hours logged and approved by May 13 2026
- **Rehab** needs hours logged and approved by July 2 2026
- **CMHC & CFC*** needs hours logged and approved by August 1, 2026
 - *CFC requires 150 hours of relational hours logged between practicum & internship

CCS-R (Completed by Site & University Supervisor)

<u>Form/Experience</u>	<u>Practicum</u>	<u>Internship I</u>	<u>Internship II</u>
Midterm Evaluation Visible	October 6, 2025	n/a	n/a
Midterm Evaluation Due	October 17 2025	n/a	n/a
Final Evaluation Visible	November 17, 2025	March 2, 2026 (School) May 4 2025 (CMHC / CFC / Rehab)	May 4, 2026 (School) June 8 2026 (CMHC / CFC / Rehab)
Final Evaluation Due	December 5 2025	March 13, 2026 (School) May 15 2026 (CMHC / CFC / Rehab)	May 13, 2026 (School) July 2 2026 (Rehab) August 1 2026 (CMHC / Family)

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Surveys

As an intern you will be required to complete three surveys at the conclusion of Internship II. The surveys are Site, Site Supervisor and Program Exit Survey. Students will receive email notifications to complete these surveys.

CACREP Key Assessments

Key Assessments requiring you to upload a file can be found within D2L.

Participants v Sharing With

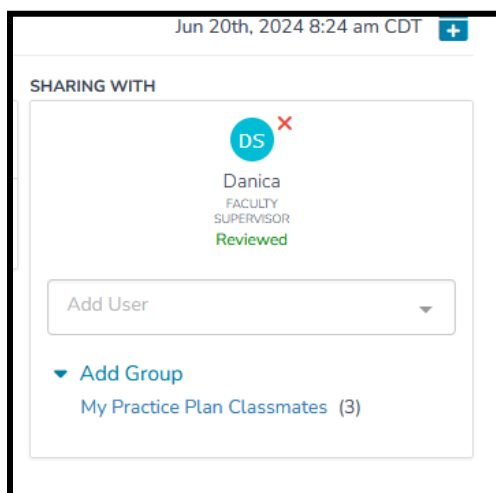
When setting up any session you have an option to add participants (those logging on real time) and Shared With (those who can see the recording after it has happened).

Because of security purposes not every institution considers these equal consequently **you must complete both steps** Participants and Sharing With if you want the same individuals participating real time and reviewing the recording later; however, if you need the entire class to have access you can simply click on Add Group and your whole class will be added.



If the session has already happened you can modify your session that was recorded.

Click on the session on your dashboard and go to Sharing with and click on **Add Group** if all classmates need access or you can individuals.



Support Matrix

University Supervisor by email

University Supervisor by phone

Clinical Experiences Coordinator via counsintern@neiu.edu (Please allow up to 2 business days for a response)

Last Updated 8/26/2025 @ 1:25 PM