



Know Thyself Healing & Therapy

Topic: Overview for Student Interns

Purpose: Providing a supportive and stable learning environment.

The following is an overview for student interns being placed with Know Thyself Healing & Therapy (KTHT).

Intern

This is for MSW graduate school social work intern students who need to complete field placement hours as part of their program. Interns will primarily work in-office but will have access to a remote/telehealth option when needed.

Interns will provide care at our Minnetonka, MN office location primarily. We believe in-person therapy is critical for all interns to create a solid understanding of the nuanced relationship with clients. You will also have the option to work remotely as you progress through your training and guidance from your supervisor.

Each intern should maintain a caseload of at least 10 individual clients from diverse populations and ages (e.g. Ages 7 - 84, Gender Fluid, Cultural considerations, Ageism, Special populations including first responders and other trauma experienced from work environment, etc). Interns will participate in weekly case consultation meetings with other clinical therapists. Interns will also have weekly consultations with the field placement supervisor as needed. Interns will be assigned at least one special project based on a learning objective mutually agreed upon between intern and supervisor. (starting a specialized group, learning a new therapy modality, writing educational articles, etc.)

Interns can choose to work flexible hours once the initial orientation has been completed with the field supervisor. This includes weekdays, evenings and weekends if needed. You will have access to your field and/or task supervisor via phone or video conference as well as in person during the supervisor's normal office hours.

Affiliate Interns are provided with:

- KTHT email address
- Organizational intranet Google Workspace and web resources for your use and reference
- Furnished shared office space for client consultations
- A library of books and other resources
- Training and technical support from KTHT Practice Manager
- Administrative support
- Quality peer consultation and support
- Collegial and supportive environment
- Stipend / Service Payments: If allowed by the intern's school, we may offer a one-time stipend per term or percentage of collections for intern's direct client therapy sessions. If



Know Thyself Healing & Therapy

payments are allowed it will be required for the intern to provide KTHT with a completed W-9 form for tax reporting purposes for payments made.

- Practice management software for client scheduling, communication, documentation and billing
- Professional dedicated credentialing and billing specialist
- Main office secure eFax through office Admin
- Main office secure email through office Admin if needed outside practice software
- Weekly group case consultation with other clinicians
- Weekly case consultation with field supervisor

Affiliate Interns are required to provide:

- Personal laptop or tablet capable of accessing KTHT wifi and related internet practice software and KTHT intranet resources.
- Individual professional liability insurance, if not already provided by the student's school.
- A plan for tracking your field placement hours and assigned projects
- A deep desire to learn and grow and collaborate with all practitioners within our group practice.

I hope you find what we have to offer at Know Thyself Healing & Therapy will enable you to not only complete your practicum requirements, but also to grow in your field of practice. It is our deep desire to create a positive learning environment and give the student experience that will enable them to gain a variety of skills and thrive as a future practitioner.

Melissa Raatz, MSW, LICSW, CCTP, CHt
Email: Melissa.Raatz@KnowThyselfPllc.com
Direct: (763) 242-3261
Licensed Independent Clinical Social Worker
Certified Clinical Trauma Professional
Master Accelerated Resolution Therapist

Last Updated: 03/10/2023