

Counselor Education Practicum & Internship Application

Student Contact Information:

Student's Name: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

City, State, Zip: Click or tap here to enter text.

Home Phone: Click or tap here to enter text. Cell Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

E#: Click or tap here to enter text.

Briefly describe your responsibilities and duties at your site:

Click or tap here to enter text.

Is driving required at your site?

Yes

No

Are you employed full time?

Yes

No

Directions:

Before contacting new potential sites, discuss placement possibilities with your Practicum/Internship Coordinator. Students who are remaining at their site also need to complete this process as well as submit a new application for each semester enrolled. The application must be fully completed prior to submission or it will not be accepted. In order for the application to be considered valid, the completed application needs to be emailed from the On-Site Supervisor. The application will not be approved if received from the student. You may not begin earning Practicum or Internship hours until after the application has been approved by the Coordinator. For your own protection, you **MUST** purchase professional liability insurance, which can be obtained at the student discount rate. The policy must be active prior to entering into the site. Some students obtain insurance from the National Rehabilitation Association (www.nationalrehab.org), American Counseling Association (www.counseling.org), Healthcare Provider Services Organization (www.hpso.com), CPH (www.cphins.com), and American Art Therapy Association (www.arttherapy.org).

Practicum/Internship Site Information:

All clinical experiences will take place at approved community-based counseling site. Practicum students are required to submit five (5) live supervisions; Internship students are required to submit three (3) live supervisions that are to be reviewed by the University Supervisor to further assess and develop their counseling skills. Students must complete the Practicum experiences that totals a minimum of 100 clock hours (40 direct/60 indirect). Students will also complete the Counseling Internship experience that totals a minimum of 600 clock hours (240 direct/360 indirect) over the course of their degree program (Fall, Spring, or Summer).

Each week the student is accruing Practicum or Internship hours, it is required that the student receive one (1) hour of individual or triadic supervision from their On-Site Supervisor and 1½ hours of group supervision from their University Supervisor. The site should also afford students the opportunity to conduct a variety of counseling sessions.

While at the Practicum or Internship site and in all interactions with clients, supervisors, peers, and Counselor Education faculty and staff, students are expected to exhibit attitudes and behaviors consistent with professionalism. This includes, but is not limited to:

- Punctuality and promptness to all appointments
- Appropriate dress, hygiene, and grooming (business/business casual)
- Professional written communication
- Professional oral communication (this includes correct grammar and the avoidance of inappropriate language including informal language or slang)
- Pursuant to the Codes of Ethics for the profession (e.g., American Counseling Association (ACA), American School Counselor Association (ASCA), and American Rehabilitation Counseling Association (ARCA))
- Be receptive to feedback given by the supervisor (On-Site and University)
- Students must receive passing evaluations of their disposition on the CCS-R

If, during Practicum or Internship, a student fails to successfully demonstrate the required skills and consequently receives a failing evaluation or, if the student is dismissed from the site, the On-Site Supervisor will notify the University Supervisor. The Practicum/Internship Coordinator will flag the student for discussion in department meeting, prepare an incident report, and report it to the Program Director and Chair of the Department of Counselor Education.

The Practicum/Internship Coordinator, University Supervisor, and faculty (Professional Performance Committee) will review the reason for the dismissal and/or skills deficit and consult with the student's advisor for development of a Professional Performance Contract if warranted. At this point, the student may receive a grade of "F" for the skills deficient and/or dismissal and, be placed on hold for the program in order to fulfill contract procedures aimed to address and resolve the verifiable deficits. The Professional Performance Committee will determine whether the student is eligible to retake or re-enroll into the Internship course.

If the dismissal involves professional dispositions, a Personal/Professional Performance Contract will be developed targeting the specific disposition(s) of concern. These contract procedures can include such things as requiring the student to retake certain courses and/or seeking personal counseling, etc. If, after the implementation of the contract, the student is unable to correct the deficits, the Professional Performance Committee will meet to decide the best course of action for the student up to and including removal from the program. If contract is unsuccessful or student refuses to comply, the student may be dismissed from the Counselor Education program.

Counselor Education Practicum & Internship Application

Application due Dates for Submission:

Fall Placement – June 15 / **Spring Placement** – October 15 / **Summer Placement** – March 15

Select Section Applying For:

- Practicum (100 hours)
- Internship I (300 hours)
- Internship II (300 hours)

Program Concentration:

- Clinical Counseling
- Rehabilitation Counseling
- Addictions Counseling

Semester (include year):

- Fall Click or tap here to enter text.
- Spring Click or tap here to enter text.
- Summer Click or tap here to enter text.

Check One:

- 1 Credit Hour
- 2 Credit Hour
- 3 Credit Hour
- 6 Credit Hour

Prerequisites for enrollment into Practicum:

Completed all corresponding core courses in the program including:

- a. CE810 Counseling Microskills
- b. CE825 Counseling Theories
- c. CE830 Group Processes in Counseling
- d. CE833 Diagnosis and Treatment
- e. CE893 Ethical, Professional, & Legal Issues in Counseling

Name of Site: Click or tap here to enter text.

On-Site Supervisor Name and Title: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

City, State, Zip: Click or tap here to enter text.

Office Number: Click or tap here to enter text. **Fax Number:** Click or tap here to enter text.

Cell Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

Please attach a copy of your On-Site Supervisor's CV/Resume

700 Hours of Practicum and Internship Breakdown:

	Direct Hours	Indirect Hours	Total
Practicum	40	60	100
Internship (first 300 hours)	120	180	300
Internship (second 300 hours)	120	180	300
Total	280	420	700

Note: These numbers are MINIMUMS. Obtaining these numbers does not automatically terminate your obligation to your Internship site or your clients.

I have read this form and I understand my responsibilities as an Internship student.

Student's Signature: _____ **Date:** _____

I understand my responsibilities as an On-Site Supervisor and I agree to supervise this Internship student.

On-Site Supervisor's Signature: _____ **Date:** _____

Please make sure the form is completed and signed by both the student and the On-Site Supervisor. It would be helpful to save the file with the student's name.

The form is to be mailed directly to the Practicum/Internship Coordinator (hreeder@emporia.edu).

In order for the application to be considered valid, the completed application needs to be received on or before the requested deadline.

(This section to be completed by the Practicum/Internship Coordinator)

Internship Application Approved Denied

P/I Coordinator Signature: _____ **Date:** _____

If application is denied, state reason:
