

Counseling Practicum and Internship Information Sheet for Counselor Education Students

The following information will guide Counselor Education students through the application process for Counseling Practicum (CECP 6120) and Internship (CECP 6130, CECP 6131 & CECP 6132). If you have any questions about this information, you can consult with the Clinical Coordinator or your Faculty Advisor.

1. Students should talk with their Faculty Advisors about their readiness to apply for Counseling Practicum and Internship.
2. Students will always apply for Counseling Practicum or Internship the semester **before** the experience. For example, if a student wants to take Counseling Practicum or Internship in the spring semester, then they must submit the application materials in fall semester. If students want to apply for Counseling Practicum or Internship in summer or fall semester, they must submit their application in spring semester.
3. Students must complete the prerequisite activities and courses for Counseling Practicum. The prerequisite activity includes 10-hours of participation as a group member. Documentation must be provided with your application.
4. The prerequisite coursework for CECP 6120 include: CECP 6020 Group Dynamics, CECP 6030 Test and Measurements, CECP 6040 Counseling Techniques, CECP 6050 Professional Issues and Ethics, CECP 6070 Multicultural Counseling and Psychotherapy, CECP 6100 Career Development, and CECP 6110 Theories of Counseling. For students in the School Counseling program, they must also complete CECP 6370 Foundations of School Counseling or CECP 6370 Organization and Principles of Comprehensive School Counseling. Because students apply for the counseling practicum experience the semester before the course, the student can be enrolled in any of the above courses at the time of their application. The prerequisite course for CECP 6130 Internship is CECP 6120 Counseling Practicum. ***Students must complete all of the prerequisite coursework to apply for Counseling Practicum and Internship; however, they do not have to complete all coursework within their counselor education program to apply for CECP 6120 and CECP 6130.***
5. Students must attend the clinical experience orientation prior to applying for Counseling Practicum or Internship. The clinical experience orientation will always occur the second week in **October** for fall semester and the second week in **February** for spring semester. Students will receive email notification of the clinical experience orientation.
6. Students who attend the clinical experience orientation will receive application materials after orientation. The application materials include:
 - CECP 6120 Counseling Practicum:
 - Application for Permission to Elect CECP 6120
 - Signed Program of Study
 - Proof of Insurance
 - Documentation of 10 group participation hours
 - CECP 6130 Field Practicum/CECP 6131 Internship I/CECP 6132 Internship II:
 - CECP 6130/CECP 6131/CECP 6132 Application

- Practicum/Internship Information Sheet
 - Site Supervisor Qualification Form
 - Supervisor and Supervisee Agreement Form
 - Site Supervisor Resume
 - Proof of Insurance
7. Students will receive a list of Internship or Hybrid Clinic-Based (Bridging Experience) sites in addition to the application materials. The Counselor Education faculty have approved those sites. Students can select a site that is not from the list by meeting with the Clinical Coordinator to get a site approved.
 8. Students must submit the application materials by the application deadline. The application deadline will be one month after the clinical experience orientation. If a student is unable to submit their application materials by the application deadline, they should contact the Clinical Coordinator before the deadline.
 9. After students are accepted into CECP 6120 Counseling Practicum, they will begin the Hybrid Clinic-Based (Bridging) Experience. The Hybrid Clinic-Based (Bridging) Experience include completing **25 hours of direct client contact** outside of the Center for Counseling and Psychological Services (CCPS). A minimum of 10 hours from the 25 hours direct client contact must be leading or co-leading groups; however, all 25 direct contact hours could be leading or co-leading groups. The application materials for the Hybrid Clinic-Based (Bridging) Experience include the following items listed below. These materials will be sent to the student after they are accepted into CECP 6120:

CECP 6120 Counseling Practicum/Hybrid Clinic-Based (Bridging) Experience:

- Hybrid Clinic-Based (Bridging) Experience Application
 - Practicum/Internship Information Sheet
 - Site Supervisor Qualification Form
 - Supervisor and Supervisee Agreement Form
 - Site Supervisor Resume
10. Students will be notified about their acceptance into Counseling Practicum and Internship within the last month of the semester. For example, those students who apply in fall semester will be notified in December and in April for spring semesters.
 11. After final grades are submitted for the semester, students who have been accepted into Counseling Practicum and Internship will receive instructions on how to register.