

## STEPS TO SECURING A CECP 6130 FIELD PRACTICUM (INTERNSHIP)

Steps document also available on the CECP webpage: [www.wmich.edu/coe/cecp](http://www.wmich.edu/coe/cecp)

*Begin the process of securing a CECP 6130 site at least one semester prior to the semester in which you plan to begin your internship. This will avoid last minute anxiety over incomplete paperwork and late registration.*

***NOTE:** students in school counseling who wish to start their internships in the fall should have everything in place the previous spring semester, before school personnel are away for the summer.*

**STEP 1:** Discuss with your academic advisor the nature and requirements of the field practicum in your specific CECP degree program option. If you have elected a specialty area (e.g., SPADA, Holistic Health, Marriage and Family), discuss these matters with your specialty area advisor as well. See the Guide Sheets for program options in the Master's Handbook, available online from the CECP website. You might also want to identify some potential internship sites to discuss with your advisor, but at this point **DO NOT** make formal application to any sites until you have consulted with your advisor. **Before electing internship (CECP 6130), you will need to have ALL other program coursework completed;** discuss with your advisor any questions you may have about this.

Be sure you also discuss with your advisor the number of credit hours for which you will need to register for 6130 (refer to your permanent program of study). Most students register for a total of 4 credit hours for a 600 hour internship experience. This is typically completed by full-time work (40-42 hours per week) in one semester and registered for 4 credit hours, or part-time (minimum of 20 hours per week) across two semesters and registered for 2 credit hours each semester. Discuss any need for exceptions with your academic advisor. You will identify the total number of credit hours of 6130 that you will be taking and total number of semesters of internship on the Site Information form that you will complete, and your advisor will need to sign.

**STEP 2:** After consulting with your advisor, construct a list of sites to which you will apply. A list of potential sites is available through CCPS in Kalamazoo (KZ, 3109 Sangren) or Grand Rapids (GR, Room 2100, The Graduate Center – Downtown).

**STEP 3:** Begin by calling or writing to site internship coordinators to determine if the sites are accepting interns for the semester(s) in which you plan to complete your internship. A recommended approach is to ask about their application procedures and requested information (e.g., cover letter, resume), as well as specific information about intern activities and site expectations. Site policies and requirements can vary extensively; inquire about them up front and be prepared to comply with them if you ultimately elect to go to a site. You might also want to share with the site coordinator specific requirements you have as part of your program; see the Guide Sheet for your degree program option.

Send application materials to your prospective sites. A letter to the site should be specific and brief, addressed to the site internship coordinator, and indicate your interest in a placement there. You might want to consult with your advisor about format and content when you meet with him or her. Follow up after a reasonable time (about a week or two) with a telephone contact to be sure your materials were received, much as you would in searching for new employment.

**NOTE:** It would be in your best interest to apply to multiple sites rather than one at a time in order to increase your chances, but be sure to alert all other application sites once you have settled on one site so that they can consider other interns; do not withdraw from a site once you have made a commitment.

**STEP 4:** When you have been accepted by a site/sites and have a verbal agreement from a site coordinator, complete a 6130 Site Information Form and submit to the CECP Internship Coordinator at the location, either

KZ or GR, where you plan to attend your on campus group supervision. For KZ, Site Information Forms may be acquired, and completed forms dropped off, in Room 3109 Sangren. For GR, blank forms may be acquired, and completed forms dropped off, in Room 2100, The Graduate Center – Downtown. Blank forms may also be found on the CECP website at [www.wmich.edu/coe/cecp](http://www.wmich.edu/coe/cecp). On the form, you will provide information about you, your internship site(s) (e.g., name, contact person, supervisor), and registration preferences. The main form (**6130 Site Information Form**) includes a place for one internship site; for multiple sites, complete the Site Information Form for the first site and include an **Additional 6130 Site Information Form** for each additional site. **All Site Information Forms must be signed by your advisor**, and need to be completed fully, accurately, and legibly. Incomplete or incorrect information may delay the placement process and internship registration.

**STEP 5:** Once your Site Information Form is received, the CECP Internship Coordinator will complete the necessary paperwork on behalf of the department and send it to your site(s) to obtain written confirmation of your acceptance as an intern. Included in the paperwork will be a cover letter, copy of your program option Guide Sheet(s), and the Site Acceptance Form.

**NOTE:** for students in Counseling Psychology, the LP supervisor of record will be asked to complete a separate form verifying number of hours of supervision he or she will provide monthly. Eight hours of supervision per month by a Licensed Psychologist (LP) are required by the Michigan Board of Psychology for the LLP license in Michigan; at least one hour per week of individual supervision must be provided by the LP internship supervisor of record associated with the site. The remaining hour per week is acquired by attending the weekly supervision on campus.

**STEP 6:** After all of your sites have returned a Site Acceptance Form (and in the case of counseling psychology students, the Supervision Verification Form(s) is/has been returned), you will be registered for 6130 by the CECP Internship Coordinator and contacted about the section of 1.5 hour weekly group supervision on campus to which you have been assigned. Group supervision time assignments for Grand Rapids and Kalamazoo are handled differently:

In **Kalamazoo**, the supervision time is typically Wednesdays 4:30-7:30 p.m. Your supervision section will be one of the 1.5 hour portions of that block of time (i.e., 4:30-6:00 p.m. or 6:00-7:30 p.m.). You may indicate a preference for a particular section, **however**, you need to reserve the entire block of time (4:30 – 7:30 p.m.) and be available for either supervision assignment.

In **Grand Rapids**, all 6130 students are required to attend an orientation session that typically meets at 5:00 p.m. on the first Monday of each semester, in The Graduate Center – Downtown. At that meeting, students will be assigned to their on-campus group supervision time. These sessions are commonly from 3:30-5:00 p.m. or 5:00 -6:30 p.m.

**NOTE:** Once you have made a commitment to an internship site and filed the necessary paperwork, the CECP Internship Coordinator has received a commitment from a site in the form of a Site Acceptance Form, and you have been registered for 6130 by the CECP Internship Coordinator, you **MUST** keep your commitment to an internship site. Under no circumstances should you discontinue your arrangement or leave a site without notifying your advisor and the CECP Faculty Internship Coordinator and discussing the situation with those individuals.

**STEP 7:** Attend weekly group supervision starting with the first Wednesday of the semester in Kalamazoo and the first Monday of the semester in Grand Rapids in which you begin internship and continue until you have completed ALL of your internship hours.

**NOTE:** if you are a student in counseling psychology and are receiving all 8 of your LP supervision hours monthly at your internship site (and you will not be attending the weekly group supervision on campus), you **must** still attend the first meeting of group supervision at the beginning of each semester in which you are enrolled in internship. This will give you and the group supervisor on campus, the Instructor of Record with whom you are registered, an opportunity to check-in and you to hear about the requirements, expectations, and paperwork associated with internship.

You can begin working at your internship site(s) starting with the first official day of the semester in which you are enrolled, but **NOT** before. If a site wants you to begin orientation (or other non-clientele contact activities) before the first official day of the semester in which you are enrolled (and you are available to do so), you must **FIRST** contact your academic advisor and CECP Faculty Internship Coordinator for approval before agreeing to such an arrangement.

**STEP 8:** Meet internship site expectations and complete internship paperwork as required.

Goals: At the outset of the internship, if not before if requested by the site, meet with your site supervisor(s) and establish written goals for the internship. Your group supervisor on campus (Instructor of Record with whom you are registered) will have information about how to complete the goals and an example form. By the 3<sup>rd</sup> week of the semester, provide your goals form (one per site) to the group supervisor on campus. Once completed, **keep a copy** of your goals for your own records.

The following four (4) documents will need to be completed and turned in at the conclusion of your internship in order to get credit for CECP 6130: Log Summary Form, Weekly Log Summary (weekly tracking of hours), Certificate of Completion Form, and Student Evaluation of Site Form. The contents of your Log Summary Form and Weekly Log Summary documents represent an accounting of your time spent on internship and the activities in which you are engaged. The Certificate of Completion is your site supervisor's evaluation of your work in the field placement; your supervisor may attach additional sheets including a site specific evaluation form that is used. The fourth form is your own evaluation of the field placement site. Your group supervisor on campus (Instructor of Record) will provide information on how to complete these forms.

Each of these four forms (Log Summary, Weekly Log Summary, Certificate of Completion and Student Evaluation) should be completed for each internship site. These forms will eventually become part of your experiential file kept in the department, but you should **keep a copy** of these forms for your own records. It is good practice to keep copies of all of these types of important forms that document your work throughout your professional career (including after graduation).

Return the completed forms to your Instructor of Record (group supervisor on campus with whom you are registered) for CECP 6130 at:

For Kalamazoo:

“Instructor name”  
Western Michigan University  
CECP – 5226  
1903 W Michigan Ave.  
Kalamazoo, MI 49008

For Grand Rapids:

“Instructor name”  
WMU Graduate Center - Downtown  
200 Ionia Street, SW  
Grand Rapids, MI 49503

**NOTE:** If you complete your internship over more than one semester AND you are registered with two different on campus supervisors, it is YOUR responsibility to stay in contact with the supervisors and arrange to

get your final paperwork to them for review. Do not rely on the group supervisor you finish with to pass the paperwork on to another group supervisor.