



Practicum and Internship News

APRIL 2011

Hello Counseling Students!

Please review the following information which provides some important updates you will need to be aware of as you prepare for Practicum/Internship.

CLEARANCE UPDATES

We have recently updated our clearance policy. Students will now only be required to submit their clearances ONCE during the program as long as they are continuously enrolled and their clearances are not more than four years old throughout their entire Practicum/Internship.

All clearances must be no more than one year old when initially submitted to the Practicum and Internship Coordinator. Clearances will be kept on file throughout students' enrollment in the Graduate Program in Counseling. For additional details, please be sure to read our complete updated policy which can be found here on our website:

http://www.messiah.edu/academics/graduate_studies/Counseling/resources/clearances.html

REGISTRATION

Please note that you will not be permitted to register for Practicum or Internship unless all of the items on the Practicum/Internship Checklist have been submitted and approved. Once you have submitted all of your documents, please allow 3-5 business days for your paperwork to be processed. You will then receive an email letting you know that you may go ahead and register for the course.

END-OF-SEMESTER PAPERWORK

If you are enrolled in Practicum/Internship this semester, please ensure that all evaluations and semester summary logs are uploaded to your e-portfolio with the appropriate signatures. If a site supervisor signs a document electronically, it will also need to be sent to Skyla Miller from the site supervisor's email address. Please also be sure to send a thank you card to your site supervisor and any other staff (such as a principal or agency director) who have supported you during your time on site.

For those of you in the Clinical Mental Health or Marriage, Couple, & Family tracks, your next due date is: **MAY 1st**

- ◇ If you are planning to complete a Summer 2011 Practicum/Internship, **all** of the registration paperwork is due by May 1st.
- ◇ If you are planning to complete a Fall 2011 Practicum/Internship, your **Pre-Registration form** is due by May 1st.

FAQs

Please review our FAQ document in order to gain a sense of the qualifications for sites and site supervisors. The FAQ document is on our website in the "Practicum and Internship" section.

Please contact the Practicum and Internship Coordinator, Skyla Miller, with any questions you may have.

Skyla can be reached at 717-796-1800 ext. 2771 or miller@messiah.edu