



# Practicum and Internship News

D E C E M B E R 2 0 1 1

## **Greetings Counseling Students!**

Please review the following information which highlights some Practicum/Internship-related updates.

### **Late Registration Fee**

We have been encountering difficulties with students registering late for Practicum and Internship courses. This creates problems on several levels and we recently submitted a proposal requesting a late registration fee be established for Practicum and Internship. This proposal was officially approved and will be **effective for all Practicum and Internship courses beginning in January 2012.**

According to the new policy, students registering for the Spring 2012 semester will be charged \$100 if they register after Dec. 18th and an additional \$100 if they register after Jan. 8th. It is our hope that these late registration fees will encourage students to prepare early for Practicum/Internship and register before the deadline.

### **Registering for Practicum/Internship**

If you are planning to enroll in Practicum/Internship during the Spring 2012 semester, all of your paperwork must be submitted by **DECEMBER 18th**. For a list of the documents needed, please see the "Practicum/Internship Checklist for Students" located on our website. 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 currently enrolled in Practicum or Internship, please ensure that all evaluations and semester summary logs are uploaded to your e-portfolio with the appropriate signatures. All signature fields on each form need to be completed. If your site supervisor signs a document electronically, it will also need to be sent to Skyla Miller (miller@messiah.edu) from the site supervisor's email address. This is our way of verifying the electronic signature.

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!

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