



Practicum and Internship News

Hello Counseling Students!

JULY 2011

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

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

Registration Reminder

Please note that if you are planning to take Practicum or Internship this fall, ALL registration documents are due by AUGUST 1st. You will not be permitted to register for Practicum or Internship unless **all** of the items on the Practicum/Internship Checklist (contract, site supervisor's checklist and resume, clearances, proof of insurance, etc.) 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.

Student Acknowledgement Form

We recently created a Student Acknowledgement form which we are going to be asking each student to sign before enrolling in his/her first course. If you are currently in the midst of the program we would still like for you to sign this form (found here: http://www.messiah.edu/academics/graduate_studies/Counseling/resources/Forms.html) and request that it is completed and sent to Skyla before your next field experience. A copy of this form will be kept in your student file.

Current Practicum/Internship Students

For those of you currently taking Practicum/Internship, please remember to upload all of your evaluations to your e-portfolio as well as your Semester Summary Log. When uploading these documents, please ensure that ALL of the signatures are included. Also, if a site supervisor signs an eval or Semester Summary Log electronically, please also ask him/her to send the document to Skyla so she can confirm the signature.

As you are wrapping-up your time on site, please be sure to send a thank you card to your site supervisor as well as any other staff members who have offered support during your field experience. You may also want to consider giving your site supervisor a small "thank you" gift to show your appreciation for the time he/she has invested in you.

Upcoming Due Dates

- ◇ For students planning to take Practicum or Internship this fall, ALL registration documents are due by **AUGUST 1st**.
- ◇ For students planning to take Practicum or Internship during the Spring 2012 semester, Pre-Registration forms are due by **SEPTEMBER 1st**.