

MARCH 2010

Attention Counseling Students

All graduate counseling students are required to complete at least one Practicum and one Internship as part of their coursework.* In order to ensure these field experiences go smoothly, there are several assignments you need to complete **BEFORE** enrolling in your Practicum/Internship course.

These requirements are:

- Securing a site
- Moving to the appropriate Phase (Phase Two for Practicum and Phase Three for Internship)
- Completing the items listed on the "Practicum/Internship Preparation Checklist"

How can I secure a site?

For students in the Mental Health Counseling and Marriage, Couple, & Family Counseling Tracks, please see our "Finding a Practicum Site" resource which can be found on our website at:

http://www.messiah.edu/academics/graduate_studies/C ounseling/resources/PracticumPreparation.html

For students in the School Counseling Track, please contact Skyla Miller with a list of schools where you are interested in being placed and an updated resume. She will make the initial placement request to each district.

How can I move to the next phase?

To find our "Phase Checklist" which outlines the steps necessary to complete in order to move through the phases, click on the following link: <u>http://www.messiah.edu/academics/graduate_studies/Couns_eling/resources/Forms.html</u>

Where can I find the "Practicum/Internship Preparation Checklists"?

- 1. Go to our website: www.messiah.edu/counseling
- 2. Click "Resources and Forms"
- 3. Click the "Forms" option
- 4. Scroll down a bit and you will see links to Practicum Preparation and Internship Preparation
- 5. Select the track/semester which best applies to your situation

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Please note that you should **begin to look for a site as soon as possible**. We are finding that it can take quite a bit of time to secure a placement. You can find our suggested deadlines for completing each piece of the process on our website under the "Student Forms" section of each track.

If you are planning to complete Practicum/Internship in either Summer 2010 (Mental Health or Marriage, Couple, & Family) or Fall 2010 (School), you need to submit your Request for Placement to Skyla Miller ASAP!

*This may vary for CAGS students

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