



Practicum and Internship News

MARCH 2011

Hello Counseling Students!

Please review the following article which provides an overview of how to prepare for your upcoming Practicum or Internship.

Preparing for Practicum/Internship

Before registering for Practicum or Internship, please complete the following steps:

- ◇ Review the Practicum/Internship handbook
- ◇ Review the Paperwork Due Date list (you may want to mark the deadlines in your planner in order to make sure you stay on track to take Practicum/Internship during your preferred semester).
- ◇ Create an e-portfolio (please make sure your security options are set to “private”).
- ◇ Upload a pre-registration form and degree audit to your e-portfolio and let Skyla Miller know that you have submitted these documents.
- ◇ Clinical Mental Health and Marriage, Couple, & Family Track students: Begin searching for a site. Please refer to our “Finding a Practicum Site” document for tips on how to navigate this process. It is helpful to start looking for a site supervisor as soon as possible!
- ◇ School Track students: Work with Skyla to secure a site (Skyla will make the initial district contact). Most potential site supervisors will want to meet with you for an interview at least a semester before you begin your on-site hours.
- ◇ After a site has been identified, submit your potential site supervisor’s checklist and resume for approval.
- ◇ After your site has been approved, upload a signed contract to your e-portfolio.
- ◇ Refer to the Checklist for Students to ensure that all of your registration documents (including clearances, course reflections, proof of liability insurance, etc.) have been submitted.
- ◇ Contact Skyla to let her know that all of your documents are ready for review.
- ◇ After your documents have been approved, the hold will be removed from your account and you will be able to register for Practicum/Internship.

* Documents mentioned above can be found in the Practicum and Internship Section of our website: http://www.messiah.edu/academics/graduate_studies/Counseling/practicum/index.html

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

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.