



Practicum and Internship News

NOVEMBER 2010

Final Evaluations

If you are currently enrolled in Practicum or Internship, please ensure that all final evaluations are completed and uploaded to your e-portfolio in a timely manner.

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

Greetings Counseling Students!

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

Phases

As announced in the October Newsletter, we have decided to eliminate the Phase process. However, students who created e-portfolios prior to this decision will not have e-portfolio templates which reflect our changes. If you would like Skyla to adjust your e-portfolio to include the updates, please let her know. You will also need to add graduatecounseling@gmail.com as a user who can edit your site.

FAQs

Even if you are not planning to complete your Practicum/Internship next semester, please review our recently created 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 Information" section and will be updated as we continue to encounter new questions/situations.



E-Portfolio Tips

Several of you have mentioned that you are unsure about how to upload your degree audit to your e-portfolio. To do this, please complete the following steps:

1. Highlight and copy the content of your degree audit
2. Open a word document, change the page orientation to "landscape", and paste the degree audit content
3. Save this document in your files
4. Attach the degree audit to the bottom of your Field Experiences page

Also, please keep the following reminders in mind as you work on your e-portfolio:

- Notify Skyla Miller when you have uploaded your Pre-Registration form, your Checklist for Potential Supervisor, or all documents needed to register for Practicum/Internship.
- Make sure your security settings are set to "private" so that only those with permission are able to view your site.
- Do not upload your clearances to your e-portfolio. Send these to Skyla directly.

Registering for Practicum/Internship

If you are planning to enroll in Practicum/Internship during the spring 2011 semester, all of your paperwork must be submitted by **DECEMBER 18th**. For a list of the documents needed, please see our "Practicum/Internship Checklist for Students". This checklist can be found by completing the following steps:

1. Go to www.messiah.edu/counseling
2. Click "Resources and Forms"
3. Click the "Forms" option on the left side of the page
4. Scroll down a bit to the "Practicum/Internship Forms" section and select the track/level which applies to you