

**PRACTICUM
& INTERN-
SHIP SITES**

If you are planning to enroll in Practicum or Internship during the Spring 2011 semester and do not yet have a site, now is the time to be looking! Please see our March Newsletter for details about how to find a 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

Practicum and Internship News

SEPTEMBER 2010

Greetings Counseling Students!

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

E-Portfolios

Many of you have already started your e-portfolios! As you create and edit your e-portfolio, please keep the following tips in mind:

- **Do not** use your Messiah College email to create your Google account.
- Please **use the Messiah College Graduate Program in Counseling template** to create your e-portfolio. It is very important that you use our template in order to ensure all documents are submitted and the formatting is correct.
- Please notify Skyla if you have uploaded your Practicum/Internship Pre-Registration Form, all documents needed to move to the next Phase, or all documents needed to register for Practicum/Internship
- If you upload a form (such as an evaluation) which contains the electronic signature of your Site Supervisor, the form will also need to be emailed to Skyla BY your Site Supervisor.
- If you have not yet created your e-portfolio, please use the most recently updated instructions which can be found on our website: http://www.messiah.edu/academics/graduate_studies/Counseling/resources/e-portfolio.html

Practicum/Internship Mid-Term Evals

When you reach the half-way point in the semester, please be sure to complete your Mid-Term Self Evaluation and upload it to your e-portfolio. Also, please ask your Site Supervisor to complete the Mid-Term Practicum/Internship Student Evaluation and talk with you about his/her feedback regarding your counseling skills. Your Site Supervisor's evaluation also needs to be uploaded to your e-portfolio.

Your Files

As you move through the program and submit various forms and documents to us, it is a good idea for you to also keep electronic and/or paper copies for your own files. Particularly, your Practicum/Internship logs may be important for you to have in the future as you apply for licensure and/or certification. Although we are keeping an individual file for each of you, it is beneficial for you to have this information as well.

