



Practicum and Internship News

DECEMBER 2012

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

Greetings Counseling Students!

Please review the following Practicum/Internship-related information.

Registering for Practicum/Internship

If you are planning to enroll in Practicum/Internship during the Spring 2013 semester, all of your paperwork must be submitted by **DECEMBER 18th**. Please send your documents to Emily Warari (ewarari@messiah.edu) and upload them to your e-portfolio. For a list of the documents needed, please see the “Practicum/Internship Checklist for Students” located on our website. Please note that you will not be permitted to register for Practicum or Internship unless ALL of the items on the Practicum/Internship Checklist have been submitted and approved. Once you have submitted all of your documents, please allow 2-3 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.

Late Registration Fee

Please note that, according to our policy, students registering for the Spring 2013 semester will be charged \$100 if they register after Dec. 18th and an additional \$100 if they register after Jan. 13th. It is our hope that these late registration fees will encourage students to prepare early for Practicum/Internship and register before the deadline.

Evaluations

We have recently launched a new system for collecting mid-term and final evaluations. We will be using the Qualtrics program to collect the evaluation responses from both supervisors and students. Supervisors and students will be sent a link to the online evaluation and will be prompted to save the responses to a PDF. Please contact Skyla Miller (miller@messiah.edu) with any questions about this new process. We are hopeful that it will be user-friendly and assist with streamlining the document collection.

End-of-Semester Items

If you are currently enrolled in Practicum or Internship, please ensure that all evaluations and semester summary logs are submitted. All signature fields on the semester summary log need to be completed. If your site supervisor signs the log electronically, it will also need to be sent to Emily Warari (ewarari@messiah.edu) from the site supervisor’s email address. This is our way of verifying the electronic signature.

Please note that your on-site work will need to be wrapped up by the last day of the semester, December 15th.

Please also be sure to send a thank you card to your site supervisor and any other staff (such as a principal or agency director) who have supported you during your time on site!