

## Practicum Planning Sheet (Summer)

The following is a suggested timeline of when to complete each of the required tasks prior to your enrollment in a spring Practicum. You should refer to Canvas for the exact due dates. Please contact the Practicum and Internship Coordinator, Amy Cook, at [acook@messiah.edu](mailto:acook@messiah.edu) or 717-796-1800 ext. 2771 with any questions you may have.

### **Stage 1:** *MUST be completed by February 1<sup>st</sup>*

- Read the Practicum Handbook.
- Read the “Practicum and Internship Policies: FAQs” document found [HERE](#).
- Complete the [Practicum Pre-Registration form](#) and accept the invitation to the Graduate Counseling Field Experience Canvas Site.

### **Stage 2:** *To be completed by March 1<sup>st</sup> (strongly recommended)*

- Apply for your Child Abuse History Clearance.
- Register online for FBI clearance. Complete payment and personal information and make arrangements to be fingerprinted.
- Make arrangements to take the MMPI-2 or begin personal counseling.
- If your site is outside of PA, begin to research any site-specific clearances needed and the timeline on which you will need to apply for each.

### **Stage 3:** *To be completed by April 16th*

- Complete the Checklist for Potential Site Supervisor form and submit it, along with your site supervisor’s resume, on Canvas. Your site and site supervisor will need to be approved before you are able to complete the Practicum Contract. *(Required)*
- Complete your critical competencies reflection essay (300-500 words) and submit it on Canvas.
- Submit your MMPI-2 or Personal counseling verification form along with your reflection essay (300-500 words) on Canvas.

**Stage 4:** *MUST be completed by May 1<sup>st</sup> (late fees will apply)*

- Submit your FBI, Child Abuse History, and Criminal Record clearance results on Canvas and send originals to Holly Myers.
- Complete and submit the Practicum Contract which includes signatures from you and your direct site supervisor. This Contract may only be completed after you receive notification that your proposed site and site supervisor have been approved. When all criteria have been met and approval has been given, you will receive a signed copy of the contract and be granted permission to register for the Practicum course.
- Obtain ACA, ASCA, or AAMFT student membership and submit proof on Canvas.
- Obtain liability insurance and submit on Canvas (this insurance should be included with your ACA, ASCA, or AAMFT membership).

The Practicum Handbook and all mentioned forms can be found under the [Practicum Forms](#) section of our website as well as the Grad Counseling Field Experience site.