



Master of Arts in Counseling

Internship Planning Sheet (Fall)

School Counseling Track

The following is a suggested timeline of when to complete each of the required tasks prior to your enrollment in a fall Internship. Please contact Amy Cook at acook@messiah.edu or 717-796-1800 ext. 2771 with any questions you may have.

Stage 1: *MUST be completed by February 1st*

- ☐ Read the Internship Handbook.
- ☐ Read the "Practicum and Internship Policies: FAQs" document found [HERE](#).
- ☐ Complete the [Internship Pre-Registration form](#).
- ☐ Internship II school students must register for Praxis II during their final Internship.
- ☐ If requested, provide Amanda Sigel (asigel@messiah.edu) with an electronic copy of your current resume. Amanda will contact the school districts you are interested in and make the request for Internship on your behalf. After making this request, she will follow-up with you regarding the next steps necessary for you to complete. In most cases, a potential site supervisor will ask to meet with you for an interview before the placement is confirmed.

Stage 2: *To be completed by April 1st (strongly recommended)*

- ☐ Accept Canvas Invitation to Graduate Counseling Field Experience Site.
- ☐ 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 Internship Contract.
- ☐ Review the [clearance policy](#) on the website to determine if you need to renew any of your clearances.
- ☐ 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 May 1st (strongly recommended)*

- ☐ Complete and submit the Internship Contract which includes signatures from you, your direct site supervisor, and the Practicum and Internship Coordinator. You are responsible for ensuring that all signatures are complete. This Contract may only be completed after you receive notification that your proposed site and site supervisor have been approved.

Stage 4: *MUST be completed by August 1st (late fees apply)*

- ☐ Submit a copy of your current TB test results directly to the Practicum and Internship Coordinator (results must be no more than three months old when received by the school district).
- ☐ Submit any required clearances on Canvas and send originals directly to Holly Myers.
- ☐ Obtain ACA or ASCA student membership and submit on Canvas.

- ☐ Obtain liability insurance and submit the Evidence of Insurance to the CPAA (this insurance should be included with your ACA or ASCA membership)
- ☐ Contact the CPAA and let her know that you have submitted all of the needed documents. After this has been verified, the hold will be removed from your account and you will be able to register for Internship.

The Internship Handbook and all mentioned forms can be found under the [Internship Forms](#) section of our website.