



MSU Counseling Program Practicum & Internship

Application and Orientation Information



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 - Course Basics and Prerequisites
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Meeting Procedures

- We will end on time
- You might have questions!
 - Use the color-coded cards.
 - Depending on time, some may be answered today
 - You'll receive an FAQs follow-up email with all questions answered.



Questions Procedures

- If your question isn't answered, then DO send an email to **amelia302@missouristate.edu** (Amy Chenoweth)
- Attendees will receive a group FAQs email next week with responses to questions.
- If you need a private reply, mark this on your card, or email Amy Chenoweth (amelia302@missouristate.edu) directly.



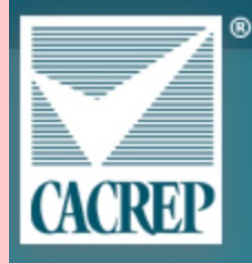
Basic Details You Want to Know

- Applications for Spring 2023, Practicum and Internships are due Friday, October 21 by **5:00 PM**
- Applications are online: MSU's Counseling program page under the [Practicum and Internship link](#).
- You will be notified by email whether your application is approved within 7-10 business days, after the final deadline.



Basic Details You Want to Know

- You will be able to register for the course after you have completed all the **compliance requirements**
- You will know what those are and how to complete them after today's meeting.
- They listed on this power point, and you will get a handout/printable copy.



CACREP

- CACREP is the **Council for Accreditation of Counseling and Related Educational Programs**
- *Accreditation standards*
 - *educational and institutional guidelines*
 - *individual student learning outcomes*
 - *Including Practicum and Internship experiences!*

Practicum

- Your journey to becoming a counselor changes from counseling student, to counselor-trainee.
- Work with clients in a clinic and/or school setting for a total of 100 direct and indirect hours.





Practicum

- Of these 100 hours, 40 are direct client contact hours.
- You will work with clients in the Center City Clinic, under supervision of a fully licensed clinical supervisor.
- You will have one hour of individual or triadic supervision, and 1.5 hours of group supervision each week of practicum!
- Case staffings, feedback and peer interactions, too.



Practicum Courses in Catalog

- **COU 777 Counseling Practicum**

- **Prerequisite:** admission to Counseling program or certificate program; and ***COU 710 and COU 714 and COU 751*** each with **grade of B** or better; and ***COU 711***; and departmental approval for practicum.
- Supervised counseling experience involving work with clients from the community addressing a wide range of mental health and/or school counseling...related presenting issues; observation, discussion, and evaluation of counseling sessions.

- **COU 778 Mental Health Practicum**

- **Prerequisite:** admission to Counseling program or certificate program; and COU 777 with a grade of P.
- Supervised clinical mental health counseling experience of clients from the community; observation, discussion, and evaluation of counseling sessions.

- **COU 779 School Counseling Practicum**

- **Prerequisite:** admission to Counseling program or certificate program; and COU 777 with a grade of P.
- Supervised clinical mental health counseling experience of clients from the community; observation, discussion, and evaluation of counseling sessions.



Practicum Courses in Catalog

(but not offered currently)

- **COU 780 Secondary School Counseling Practicum**

- **Prerequisite:** admission to Counseling program; and **COU 710 and COU 714 and COU 751** each with **grade of B** or better; and **COU 711**; and department approval for practicum.
- Supervised counseling with secondary school aged students and their families; observation, discussion, and evaluation of the counseling process.

- **COU 782 Elementary School Counseling Practicum**

- **Prerequisite:** admission to Counseling program; and **COU 708 and COU 710 and COU 714** each with **grade of B** or better; and **COU 711**; and department approval for practicum.
- Supervised counseling with elementary school-aged children and their parents; observation, discussion, and evaluation of counseling sessions.

- **COU 784 Mental Health Counseling Practicum**

- **Prerequisite:** admission to Counseling program; and **COU 710 and COU 714 and COU 751** each with **grade of B** or better; and **COU 711**; and department approval for practicum.
- Supervised counseling experience with clients from the community; observation, discussion, and evaluation of counseling sessions.



Prerequisite courses are:

- **COU 710/711:** The Helping Relationship and Lab with a grade of B or better.
- **COU 714:** Diversity and Multicultural Issues in Counseling with a grade of B or better.
- **COU 751:** Theories and Techniques of Counseling with a grade of B or better.



Other *Helpful* Courses

(not prerequisites)

- **COU 708:** Play Therapy and Child Counseling Techniques
(*suggested* for students who want to work with children under age 12)
- **COU 733:** Couple and Family Counseling
- **COU 720:** Substance Use and Addictions Counseling



Practicum/Internship Application

- The application is on the MSU Counseling program webpage.
- Go here:
<https://education.missouristate.edu/counseling/Internships.htm>
- Scroll to the “practicum applicants” link. Complete the application.
- Download the [Practicum and Internship Handbook](#) while you are there.

Download the Handbook, Click on the Link.

Practicum and Internship Information



All students complete at least one semester of practicum at [Center City Counseling Clinic](#), with additional hours completed at an approved community site as arranged with the practicum supervisor. Check the "COU Meeting Minutes & Important Dates" tab for current application deadlines.

Once students have completed their practicum at Center City Counseling Clinic, they are eligible for internship. During this time students will spend 300 total hours, with a minimum of 120 direct, at an approved agency or school with a trained supervisor. Students will also attend class for group supervision.

The list of approved sites and supervisors (School* or Mental Health*) will direct students to those sites and supervisors already approved. Other sites are possible and should be discussed with Internship Coordinator Ms. Smotherman for approval.

[Download the site supervisor orientation](#)

[Download the practicum and internship handbook](#)

Practicum applicants

[Practicum applications](#) for summer and fall 2019 will be open from 2/1/19 to 3/1/19.



Here's what it looks like:

Counseling Practicum Application

Complete the following application for consideration for practicum. After review and approval of your application and supporting documentation occurs you will be notified of the required practicum clinic orientation.

* Required

1. Last Name *

2. First name *

3. Middle Initial *

4. M# *



Essay Question

- This year's application includes a three-part essay question.
- A. What does being a Counselor mean to you, and why do you want to become one?
- B. Discuss your strengths and “growth edges” related to the skills needed to work as a Counselor.
- C. Explain how you assess your impact on your clients and/or students related to your growth edges, especially those who are different from you?



Resume Requirement

- Email a copy of your resume.
- Include a current email address (not your MSU email).
- No resume? Contact the MSU Career Center for help!
- <https://careercenter.missouristate.edu/>



Application Procedure

- The Practicum and Internship Coordinator reviews applications:
 - Do students meet basic requirements?
 - Is application completed correctly?
- The essays are then reviewed by Counseling Faculty.



Compliance Documents/Required Training

- **Must be completed before you are released to register for Practicum or Internship.**
- **This list will be provided separately as well.**
- **Compliance Info found here: Compliance Documents**



Compliance Documents/Required Training

- This includes:
 - TB Test (\$25 approx.)
 - MOVECHS Background Check (\$41.75)
 - Professional Liability Insurance
 - ACA: \$105
 - ASCA: \$69

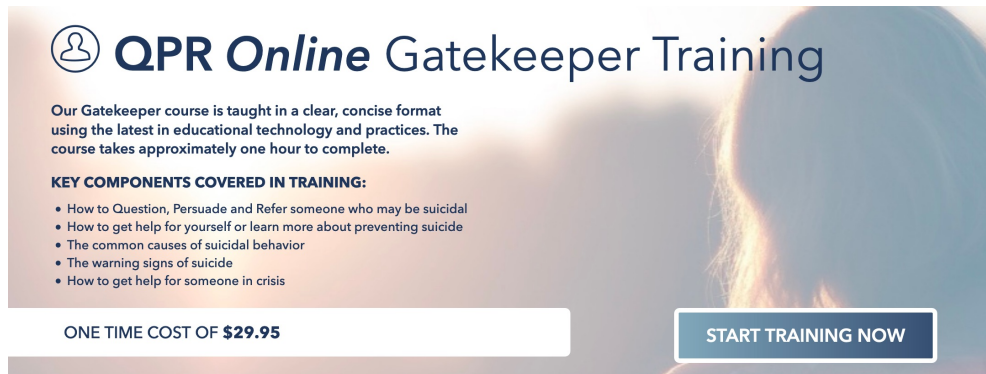


Compliance Documents/Required Training

- Required Training includes:
- **Suicide Prevention Training** using the QPR Institute Model.

Go here:

<https://qprinstitute.com/individual-training> for the **Gatekeeper Training**. (\$29.95)



 **QPR Online** Gatekeeper Training

Our Gatekeeper course is taught in a clear, concise format using the latest in educational technology and practices. The course takes approximately one hour to complete.

KEY COMPONENTS COVERED IN TRAINING:

- How to Question, Persuade and Refer someone who may be suicidal
- How to get help for yourself or learn more about preventing suicide
- The common causes of suicidal behavior
- The warning signs of suicide
- How to get help for someone in crisis

ONE TIME COST OF **\$29.95**

START TRAINING NOW

Mandated Reporter Training

- Mandated Reporter Training at protectmokids.com : Go here:

www.protectmokids.com

This is the training that is accepted.

(The MSU training is not accepted.)





Clinic Orientation

- Practicum Students attend an orientation to the Center City Clinic procedures, policies.
- Required for all Practicum Students (1st and 2nd Semester)
- The date for Spring 2023 orientation is: 4PM, December 15, 2022 at Center City Clinic.



On to Internship Information!

Internship

- Students complete 600 total hours of “supervised counseling...in roles and settings...relevant to their specialty area.” (2016 CACREP Standards)
- 240 clock hours of direct service
- May be completed in at least two or more semesters as needed.





Internship Courses in Catalog

- **COU 781 Secondary School Counseling Internship**
- Prerequisite: admission to Counseling program; and either COU 780 or COU 784; and either *ELE 302* or *SEC 302*; and department permission.
- Supervised experience in secondary school counseling at an approved school site. Minimum of 300 hours on-site. Students will receive individual supervision on-site, and small-group supervision from the department. May be repeated up to 9 hours



Internship Courses in Catalog

- **COU 783 Elementary School Counseling Internship**
- Prerequisite: admission to Counseling program; and COU 782; and either *ELE 302* or *SEC 302*; and department permission.
- Supervised experience in elementary school counseling at an approved school site. Minimum of 300 hours on-site. Students will receive individual onsite supervision, and small-group supervision from the department. May be repeated up to 9 hours.



Internship Courses in Catalog

- **COU 785 Mental Health Counseling Internship**
- Prerequisite: admission to Counseling program; and either COU 780 or COU 784; and department permission.
- Supervised experiences (individual, family, group) in counseling at an approved community agency site. Minimum of 300 hours on-site. Students will receive individual supervision on-site, and small group supervision from the department. May be repeated to 9 hours.



Clinical Supervision

- During internship, your Clinical Supervisor on-site provides a minimum of **one hour individual or triadic supervision each week.**
- Your “University Supervisor” (internship instructor) provides a minimum of **1.5 hours of group supervision each week** during your internship course.



Case Conceptualization

- Case staffings, feedback and peer interactions are an important part of your work as a counseling
- This happens at your sites and in supervision
- You'll learn how to do effective case conceptualization
- A “formal” case conceptualization during internship is one of your Key Performance Indicators



Applications for Internship

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Resume Requirement on Application (New!)



- Email a copy of your resume.
- Include a current email address (not your MSU email).
- No resume? Contact the MSU Career Center for help!
- <https://careercenter.missouristate.edu/>



Compliance Documents

- **Must be completed and current before you are released to register for Internship.**
- This list will be provided separately as well.
- **Compliance Info** found here: [Compliance Documents](#)



Compliance Documents/Required Training

- This includes:
 - **MOVECHS Background Check (\$41.75)**
 - **Professional Liability Insurance**
 - **ACA: \$105**
 - **ASCA: \$69**

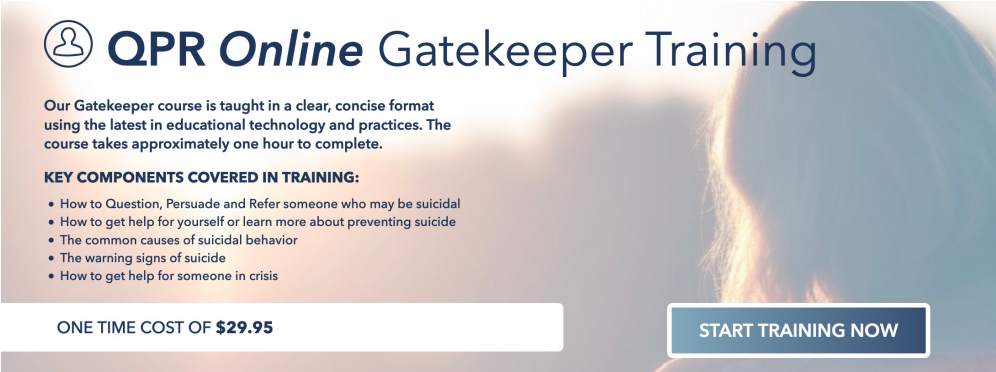


Required Training: Do you need a refresher?

- Required Training includes:
- **Suicide Prevention Training** using the QPR Institute Model.

Go here:

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 **QPR Online** Gatekeeper Training

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KEY COMPONENTS COVERED IN TRAINING:

- How to Question, Persuade and Refer someone who may be suicidal
- How to get help for yourself or learn more about preventing suicide
- The common causes of suicidal behavior
- The warning signs of suicide
- How to get help for someone in crisis

ONE TIME COST OF **\$29.95**

START TRAINING NOW

Required Training: Do you need a refresher?

- Mandated Reporter Training at protectmokids.com : Go here:

www.protectmokids.com

(The MSU training is not accepted.)





Required Compliances for Sites

- Some sites may require additional compliances.
 - For instance:
- DESE Background checks
- Substitute Teacher Certification
- Additional Training (CPR, First Aid, CPI, etc.)



Choosing Your Internship Site

- How to find a site:
- Current CMHC list will be emailed to you with the FAQs email and by request.
- Public Schools in SW MO, and throughout state are eligible SC sites.
- Where do you want to work, what do you want to learn?
 - Sites not on "The List" are still considered! In fact, encouraged.
 - Need access to fully licensed LPC or Psychologist for weekly supervision.
 - Need visit from Coordinator for approval,
 - Need formal agreement with MSU before final approval



Springfield Public Schools

- Students interested in placement at Springfield Public Schools have additional application processes including obtaining ***DESE substitute certification***, and **earlier deadlines**.

Contact Robyn Fondren NOW if interested:

- **Robyn Fondren**
- Coordinator of School Counseling Services
- Springfield Public Schools
- 417-523-7565 ext.75665
- rdfondren@spsmail.org



“How to” information is available via [missouristate.edu](https://www.missouristate.edu)

- How to get your Sub Certificate:
- <https://www.missouristate.edu/certification/substitute-certificates.htm>
- DESE Fingerprinting:
- <https://www.missouristate.edu/professionaled/compliance/dese-fbi-background-check.htm>



Getting the Placement

- Focus on your internship search like a job search.
 - Updated resume
 - Well-written emails
 - Appropriate phone calls
 - Good interview skills
 - Follow-up email thank you notes

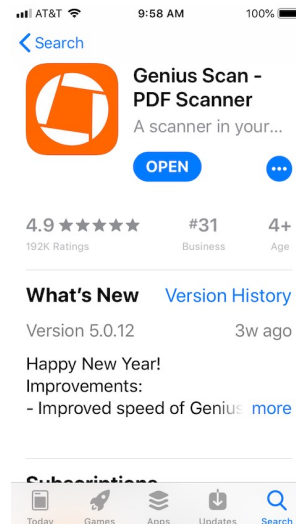


Sites Have Specific Procedures

- Check websites, ask instructors or coordinator, make phone calls.
 - Agencies may have a human resources rep specifically designated for internships.
 - Large school districts have counseling departments. Intern applicants may start with contacting the coordinator to apply.
 - Some schools need a follow up from MSU to verify you are a student here.

Some Tips from Interns

- Ask questions, get the information and knowledge!
- Each supervisor, teacher, etc. has different expertise so don't be shy to get as much info as you can from everybody
- Have a system from the beginning, keep organized.
- Download the Genius Scan App (its free) -use it to scan your papers.
- SAVE EVERYTHING





Some Tips

- Be aware of hours, check in with instructor about hours. Internship should be about 18 hours per week to make it work.
- You can balance work and internship—but ask for help.
- Be prepared to tackle your own personal issues
- Allow yourself to have new experiences, be open to the experiences.
- Keep an open mind.



You Can Do It.

