



MSU Counseling Program Practicum & Internship

Application and Orientation Information



Contents

- Practicum Courses:
 - Course Basics and Prerequisites
 - Application location and Application
- Internship Courses:
 - Course Basics and Prerequisites
 - Application location and Application
- "Compliance" Requirements:
 - College of Education Requirements
 - Counseling Program Requirements
- Really Good Information to Know:
 - Tips from your peers
 - Self Care starts now



Basic Details You Want to Know

- Applications for Practicum and Internships must be completed before you may register. (Deadlines are announced in mandatory meetings.)
- Applications are online: MSU's Counseling program page under the [Practicum and Internship link](#).
- You will be notified after the final deadline by email whether your application is received.



Basic Details You Want to Know

- You will be able to register for the course after:
 - you complete all the **compliance requirements**
 - you successfully **pass the prerequisites***
 - your **advisor approves** your enrollment
- You will know what these are and how to complete them after the meeting.
- They are listed on this power point and you will get a handout/printable copy.



Stay Informed

- Information about Practicum and Internship (meetings, deadlines, requirements, site opportunities, etc.) is found:
 - **Program Newsletter**
 - **Emailed to you (For certain topics ONLY)**
- Read the newsletter! Read your MSU emails!
- No one is able to follow up with you if you miss the info.



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.
- Working with clients in a clinic and/or school setting for a total of 100 direct and indirect hours.





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

- **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
- **COU 714:** Diversity and Multicultural Issues in Counseling
- **COU 751:** Theories and Techniques of Counseling



Other Helpful Courses

- **COU 708:** Play Therapy and Child Counseling Techniques
(*required for 782, 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



What is an auxiliary site?

- **Students COU 778 and 779**
- May complete from some or all hours off-site.
- School Counseling students* do four (4) guidance lessons during this time.
- Students may choose their sites based on interests.
- Procedures are in Practicum and Internship Handbook,
- Will be explained further in your Practicum course.
- *Teacher-certified students do not need to fulfill this requirement.



Practicum/Internship Application

- The online 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# *



Compliance Documents/Required Training



- **Must be completed before you are released to register for Practicum or Internship.**
- **Compliance Info** found here: [Compliance Documents](#)
- This includes:
 - **TB Test (\$25 approx.)**
 - **MOVECHS Background Check (\$41.75)**
 - **Professional Liability Insurance**
 - **ACA: \$105**
 - **ASCA: \$69**

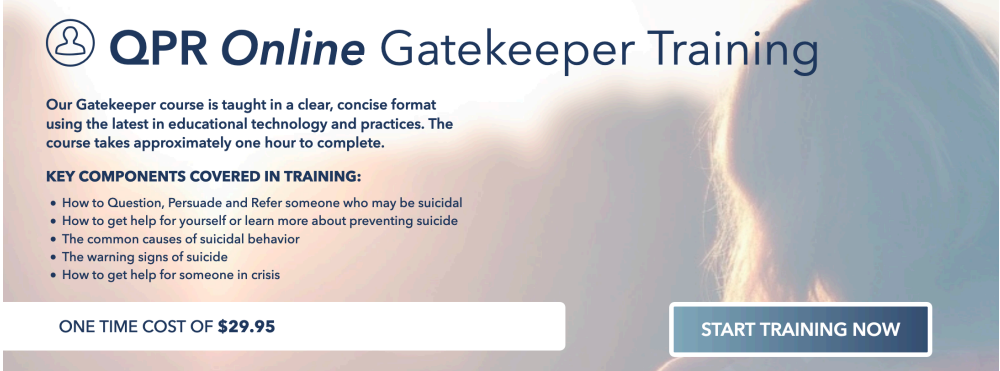


Compliance Documents/Required Training

- 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](https://protectmokids.com)

This is the training that is accepted for the counseling program.

(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
- To be completed before starting practicum.
 - Date to announced in Newsletter, etc.



Internship

- Applications for Practicum and Internships, must be completed before you can enroll. All students! Applications are online: MSU's Counseling program page under the [Practicum and Internship link](#).
- You will be notified after the final deadline by email whether your application is received.

Internship Details

- 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 client 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. (*COU 777, 778, 779)
- 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. (COU 777,778)
- 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.



Choose Your Internship Site

- How to find a site:
- List will be emailed to you after you complete your application and by request.
- Where do you want to work, what do you want to learn?
 - "Think different"
 - Sites not on "The List" are still considered! In fact, encouraged.
 - Need access to 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 Alison Roffers **NOW** if interested:

- **Alison Roffers**
- Coordinator of School Counseling Services
- Springfield Public Schools
- 417-523-7565 ext.75665
- aroffers@spsmail.org



“How to” is available via 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.
- Utilize the MSU Career Center

<https://careercenter.missouristate.edu/>

- Updated resume
- Well-written emails
- Appropriate phone calls
- Good interview skills
- Follow-up email thank yous

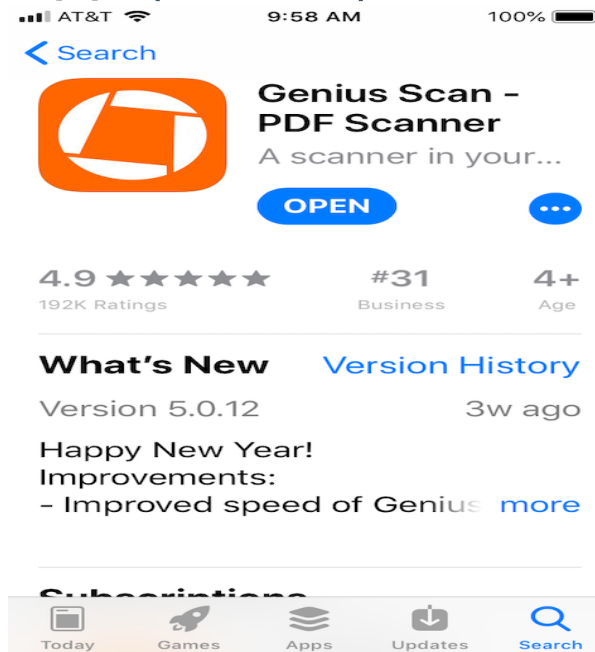


Sites Have Specific Procedures

- 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, Learn from everyone there!
- 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 from Interns

- 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—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.