

## PRACTICUM OR INTERNSHIP OVERVIEW

Practicum and internship are the culminating activities in training counseling students, enabling them to participate in real-life counseling experiences in either community or school settings. Practicum and internships provide counselors-in-training with opportunities to use skills developed in earlier courses and to cultivate their competencies under the supervision of a professional with at least a master's degree in Counseling, Social Work, or Psychology; or under the supervision of a school guidance counselor who is certified as a supervisor (CET trained).

**IMPORTANT INFORMATION:** Webster University instituted new degree requirements for the M.A. in Counseling in the Summer 2007 term. Students who started courses in the Summer 2007 term or later must complete the new set of degree requirements. Students who started in Spring 2, 2007, or earlier may remain under the requirements that were in effect when they began courses as long as they enroll in at least one course every six terms, or they may elect to switch to the new requirements. One of the biggest differences between the old program and the new program is in the Practicum and Internship requirements. Whenever information for students who started in Spring 2, 2007, or earlier differs from the information for students who started in Summer 2007 or later, that information will appear in a gray box. Be sure to read the information that is relevant to you.

For students who began their studies at Webster in the Spring 2, 2007, term or earlier: Most students enroll in *COUN 6000: Counseling Learning Practicum* during their seventh and eighth terms of study, but may start accumulating practicum hours under proper supervision once they have completed eight courses including *COUN 5800: Professional Orientation and Ethics* and *COUN 5150: Psychopathology*. Students wishing to satisfy licensure requirements enroll in *COUN 6500: Internship* in their ninth and tenth terms.

For students who began their studies at Webster in Summer 2007 or later: Most students enroll in *COUN 6000: Counseling Learning Practicum* during their sixth term of study. Most students enroll in *COUN 6500: Internship* in their seventh and eighth terms, with students wishing to satisfy licensure requirements enrolling in an additional section in term ten.

Students choose practicum and internship sites that meet their particular interests. Some sites are suggested in this section, but other sites may be acceptable if they provide adequate supervision and meet Webster University's standards. A student who intends to seek certification as a school guidance counselor must complete at least one practicum or internship in a school setting. All practicum and internship courses involve class meetings and site visits by the Instructor of Record. Communication among the student, instructor, and site supervisor is an on-going process.

If you have any questions about the practicum or internship, contact the appropriate counseling coordinator. Lynn Banks, the counseling coordinator in Brevard County, can be reached at [drlbanks2@aol.com](mailto:drlbanks2@aol.com) or at 321-724-2918. Amy Hall, the Volusia County counseling coordinator, can be reached at [ahall@volusia.k12.fl.us](mailto:ahall@volusia.k12.fl.us) or at 386-566-3828.

For students who began their studies at Webster in the Spring 2, 2007, term or earlier:

**COUN 6000 Practicum I and II:** Hours logged for *COUN 6000: Practicum I and II* must be unpaid in a work setting other than the student's place of employment. Students may complete practicum hours in their work setting only if the supervisor is someone other than their work supervisor and they are not placed in the same department in which they normally work. Each section of COUN 6000 requires 150 clock hours; a total of 300 hours is required for the degree. Students must complete both sections of COUN 6000 before enrolling in COUN 6500.

**COUN 6500: Practicum III and IV:** Hours logged for *COUN 6500: Practicum III and Practicum IV* may be either paid hours accumulated on the student's worksite or unpaid hours at an appropriate site, in both cases under university supervision. Each section of COUN 6500 requires 350 clock hours. The two sections of COUN 6500 combined provide a total of 700 hours. Together with the hours from the two sections of COUN 6000, this equals the 1000 hours required by Florida law.

For students who began their studies at Webster in Summer 2007 or later:

**COUN 6000: Counseling Learning Practicum:** Hours logged for *COUN 6000: Counseling Learning Practicum* must be unpaid in a work setting other than the student's place of employment. Students may complete practicum hours in their work setting only if the supervisor is someone other than their work supervisor and they are not placed in the same department in which they normally work. *COUN 6000* requires 100 clock hours.

**COUN 6500: Internship 1, 2, and 3:** Hours logged for *COUN 6500: Internship* may be either paid hours accumulated on the student's worksite or unpaid hours at an appropriate site, in both cases under university supervision. Each section of *COUN 6500* requires 300 clock hours. All students complete two sections of *COUN 6500* for a total of 600 hours. Students who wish to be eligible to apply for mental health licensure complete a third section, for a total of 900 hours, which combined with the hours from *COUN 6000*, equals the 1000 hours required by Florida law.

**Students are required to present Webster University with proof of malpractice insurance before beginning any practicum or internship work.**

# STEPS TO A SUCCESSFUL PRACTICUM EXPERIENCE

## 1. Apply for Malpractice Insurance

Malpractice insurance is available from a variety of sources. Two that you may wish to consider are:

- CPH and Associates (711 Dearborn St., Suite 205, Chicago, IL 60605, email: [info@cphins.com](mailto:info@cphins.com); fax 312-987-0902). Students who are not members of the American Counseling Association (ACA) use the *non-sponsored* form. Students who are members use the *sponsored* form. Download the form from the website: [www.cphins.com](http://www.cphins.com).
- Healthcare Providers Service Organization (159 E. County Line Road, Hatboro, PA 19040-1218; phone: 1-800-982-9491; fax: 1-800-739-8818). Get more information on their website: [www.hpso.com](http://www.hpso.com)

## 2. Complete the *Acknowledgement of Student Responsibilities*

The *Acknowledgement of Student Responsibilities* form is due at least one month before your practicum starts. Submit this form, along with proof of personal malpractice insurance, to your home campus.

## 3. Investigate Practicum and Internship Settings

You may complete all your hours at one site, or at a variety of locations. You may choose to divide your hours between several sites as a way to explore different work environments and client populations. Even within one *COUN 6500* course, you may accumulate hours from more than one agency or school. However, given the high demand for placements in public schools, it is unlikely for students to be placed in more than one school.

### School Setting

To arrange a practicum or internship in a public school setting, contact Webster University's liaison to the School Board. In Brevard County, contact Dr. Tommy Caisango by calling his pager at 321-455-3590. In Volusia County, contact Dr. Amy Hall at [ahall@volusia.k12.fl.us](mailto:ahall@volusia.k12.fl.us) or at 386-566-3828. They will provide you with the forms to request a placement. Do not contact any schools or staff members directly. All placements must be arranged between Dr. Caisango or Dr. Hall and the School Board.

Complete all necessary background checks and arrange for fingerprinting. Allow plenty of time to be cleared to volunteer in a school.

### Community Setting

Investigate sites. A list is provided in this packet. You may find other sites in Brevard County at [www.211brevard.org](http://www.211brevard.org) or at [www.unitedway-vfc.org/211/2-1-1.htm](http://www.unitedway-vfc.org/211/2-1-1.htm) for Volusia County.

Arrange informational interviews at agencies that interest you. Confirm that each agency has a staff member who is eligible to supervise you. Supervisors must hold a master's or doctoral degree in counseling, social work, or psychology.

#### **4. Meet with Prospective Site Supervisors**

At this meeting, provide the prospective site supervisor with your resume, an unofficial or official transcript, and copies of the following documents from this packet: *Site Supervisor Information, Letter of Agreement, Contract for Specific Responsibilities, Log, Practicum or Internship Evaluation Form.*

The two of you should discuss your role in the agency or school and review the site supervisor's responsibilities in regards to the practicum or internship. This is the time to discuss your work or volunteer schedule, any training the agency or school requires, how you will be integrated into the staff, the types of tasks you will be asked to do, the amount of supervision you will receive, and the quantity and format of written reports you will need to produce, among other things.

#### **5. Complete *Letter of Agreement/Contract for Specific Responsibilities***

At least one month before your practicum or internship begins, you and your site supervisor need to complete and sign the *Letter of Agreement*. Submit it to the Instructor of Record so it can be reviewed and signed. You may not log any hours until you receive a signed copy of the *Letter of Agreement*. Before, or as the practicum or internship begins, complete the *Contract for Specific Responsibilities* with your site supervisor, and submit it to your Instructor of Record.

#### **6. Set Up and Maintain a Log of Practicum or Internship Hours**

A sample log format is included in this packet. An Excel version that will automatically tally your hours is available on the Webster Space Coast website ([www.webster.edu/spacecoast](http://www.webster.edu/spacecoast)).

You may use any format that notes the activities completed and the number of hours spent on each activity. At the bottom of each page, total the number of hours listed on that page. Each page must contain the original signature of both you and your site supervisor, as well as your printed or typed names. These log pages must be turned in to the Instructor of Record at the end of each practicum or internship.

#### **7. Complete Evaluations**

Ask each site supervisor to complete and sign a *Practicum or Internship Evaluation Form* for you. The form is included in this packet.

Complete a site evaluation for each of your practicum and internship sites. Your evaluations will be placed in a notebook that will be available to assist future students in choosing their sites. The evaluation should be typed and should include student name, agency or school name, site supervisor's name, and semester and year of practicum or internship.

To assist future students in choosing their sites, please describe:

- The practicum or internship setting.
- The client population.
- The counseling activities provided.
- The facilities and available resources.
- Your relationship with site staff.
- The type and level of supervision.

Please include any additional comments that may benefit future students.

## **8. Complete Course Completion Summary**

Submit a separate form for each practicum or internship site to your home campus to be included in your academic file.

## **9. Complete the Academic Requirements for COUN 6000 or COUN 6500**

For students who started in Spring 2, 2007, or earlier: Three case studies are due at the end of each course. A special project is due at the end of the second section of COUN 6000. (See your course syllabus for details.)

For students who started in Summer 2007 or later: Each course includes three case studies due at the end of the course. At the end of the first section of *COUN 6500*, a special project is due. (See your course syllabus for details.)

At the end of the second section of *COUN 6500*, everyone will take the Counselor Preparation Comprehensive Exam (CPCE). You will need to pay an exam fee, which in 2007 was \$40, as the exam is administered by the Center for Credentialing and Education, an affiliate of the National Board for Certified Counselors (NBCC).

The CPCE is a four-hour exam and includes twenty multiple-choice questions in each of the eight Council for Accreditation of Counseling and related Educational Programs (CACREP) common-core areas, which are: human growth and development, social and cultural foundations, helping relationships, group work, lifestyle and career development, appraisal, research and program evaluation, and professional orientation and ethics.

You will receive individual, local, and national statistics and may use the results of the exam to prepare for the National Counselor Examination (NCE). The exam results will not affect your grade at Webster, although Webster will use the information to evaluate its Counseling program. For more information on the CPCE, go to [www.cce-global.org/cpce](http://www.cce-global.org/cpce).

## **10. Thank Site Supervisors**

Once the practicum or internship is complete, send written thank you notes to each site supervisor. Remain in contact with them to more easily obtain verifications and letters of recommendation in the future.

## **11. Consider Opening a Licensure File with the State**

If you wish to become a LMHC, submit your two-year post-graduate, internship registration packet while you are still a student. You can send additional or updated transcripts when you complete the remainder of your courses. An open file expedites internship approval when you are ready.

## **12. Request Verification Letter**

If you need a letter verifying your practicum or internship sites for the state, complete the form in this packet and submit it to your home campus. Allow at least three weeks for the letters to be completed and mailed.

# PRACTICUM OR INTERNSHIP SITES

## School Practicum or Internship Sites

Most public schools accept practicum or internship students. Counseling students who work in the school system may wish to arrange a practicum or internship in a school that has a summer school program or otherwise keeps its guidance department open during the summer, or, if available, at a year-round school.

Students may express a preference to be placed in specific schools, although the ultimate decision is made by a Brevard County or Volusia County school administrator. Students should not contact personnel in the public school system themselves and should not begin a practicum or internship in a school unless they have been formally placed in that school.

All students who want to complete a practicum or internship in a Brevard County public school must contact Dr. Tommy Caisango by calling his pager at 455-3590. Students who want to complete a practicum or internship in a Volusia County public school must contact Dr. Amy Hall at either [ahall@volusia.k12.fl.us](mailto:ahall@volusia.k12.fl.us) or at 386-566-3828. Dr. Caisango and Dr. Hall are the liaisons between Webster University and the school systems and will provide you with the information and forms needed to receive a placement. Allow time to complete forms, be fingerprinted, and pass a security check.

## Community Practicum or Internship Sites in Brevard County

To find agencies not listed below, use the database at [www.211brevard.org](http://www.211brevard.org).

<b>Brevard Center for Drug Free Living</b> (Melbourne) .....	321-757-7150
Substance Abuse	
<b>Bright Star Center for Grieving Children and Families</b> .....	321-733-7672
<i>Program Administrator: Cynthia Koppler</i>	
<b>CHANGES</b> .....	321-255-7991
<b>(Committed to Helping Anyone with New Great Expectations)</b>	
<i>Contact: Kwanya Sanders, LMHC</i>	
<b>Children's Home Society</b> (Suntree) .....	321-752-3170
<b>Circles of Care</b> (Melbourne) .....	321-952-6000
<b>Circles of Care</b> (Rockledge) .....	321-634-6264
<b>Circles of Care</b> (Titusville) .....	321-259-4590
<b>Crisis Line (211 Brevard)</b> .....	321-631-9290 or 321-632-6688
<b>Crosswinds Youth Services</b> .....	321-452-0800
<b>Devereux Hospital</b> .....	321-242-9100
<b>Family Counseling Center of Brevard</b> (Rockledge) .....	321-636-2273 or 321-632-5792
<b>Genesis House</b> (Melbourne) .....	321-723-3133 or 321-984-8810
Pregnancy Shelter, <i>Contact: Mary Allen</i>	

<b>Hospice of Health First</b> (Melbourne).....	321-952-0494
<b>Hospice of St. Francis</b> (Titusville) .....	321-269-4240
<b>Life Care Center of Melbourne Assisted Living</b> .....	321-727-6563
<i>Contact: EJ Boardley</i>	
<b>Prevent of Brevard</b> (Melbourne) .....	321-259-7262
Substance Abuse, <i>Contact: Rodney Rhobar</i>	
<b>Rainwater Center for Girls</b> (Cocoa) .....	321-636-0238
School for Adjudicated Girls	
<b>Salvation Army Domestic Violence Program</b> (Cocoa).....	321-631-2766
<b>Serene Harbor</b> .....	321-726-8282
Domestic Violence	
<b>South Brevard Women’s Center</b> (Melbourne) .....	321-242-3110
<i>Contact: Jenny Gessler</i>	
<b>Vitas Innovative Hospice Care</b> (Melbourne) .....	321-751-6671
<i>Contact: Dawn Brush</i>	
<b>The Yellow Umbrella</b> (Melbourne).....	321-690-0080
Child Abuse Prevention	

**Community Practicum or Internship Sites in Volusia County**

To find agencies not listed below, go to [www.unitedway-vfc.org/211/2-1-1.htm](http://www.unitedway-vfc.org/211/2-1-1.htm) and select Partner Agencies.

<b>ACT Corporation</b> .....	386-236-1764
<b>BEACH House</b> .....	386-236-3200
<b>Community Partnership for Children</b> .....	386-944-4709
<b>Children’s Advocacy Center</b> .....	386-258-7273
<b>Domestic Abuse Council</b> .....	386-257-2297
<b>Family Life Center</b> .....	386-437-7610
<b>Halifax Behavioral Services</b> .....	386-274-5333
<b>Head Start Child Development</b> .....	386-736-1325
<b>The House Next Door</b> .....	386-734-7571
<b>PACE Center for Girls</b> .....	386-944-1111
<b>Pure Energy Abstinence Education</b> .....	386-860-1861
<b>Stewart-Marchman Center</b> .....	386-947-1360