** Practicum/Internship Enrollment Application**

**Department of Educational Leadership & Counseling**

**Counseling and Guidance Program**

Texas A&M University-Kingsville

The semester prior to field experience, students must apply for practicum/internship. All prerequisites must be completed prior to enrolling in practicum/internship. Students must submit a separate application for *each* practicum or internship class.

* Complete the application form. These will be available sent via the list serve, or may be obtained from the departmental administrative assistant, and or faculty advisor.
* **For Practicum**, all students will be completing hours at an approved field site. You will need to contact an approved field site that will accept you as a practicum student. However, **School Practicum** students will be required to secure a school campus site with an approved site supervisor to accrue the majority of their required hours. **Clinical Mental Health Practicum** students will be required to accrue all their hours at an approved field site. For **Internship students**, the majority of hours will be at an approved field site, you will need to contact an **approved field site** that will accept you as an intern. Practicum and Internship students can have up to two approved sites. As you think about your placement, consider potential sites that offer the type of experience needed for your degree emphasis and career goals. A list of approved sites can be provided to you by the field experiences coordinator.
* Students returning for LPC requirements who are currently employed as a school counselor will be required to obtain at least 50% at an approved clinical site.
* Obtain a copy of your degree plan to accompany your application for practicum. The degree plan is only required for the practicum application; however, if you change your degree plan after submitting it for practicum, then a copy of your degree plan is required for internship. Students who are applying for internship who are not current students and seeking to meet LPC requirements only are not required to submit a POS.
* Obtain a current copy of your transcript to accompany your application. An unofficial copy is sufficient. The transcript must accompany all applications.
* Criminal background check must be completed. This must be completed before the start of your field experience.
* You may also contact, Dr. Kristopher Garza, field experience coordinator, at 361-593-2353 or Kristopher.garza@tamuk.edu or Dr. Karen Furgerson, counseling program coordinator, at Karen.furgerson@tamuk.edu with questions or concerns.
* Submit completed **application, an updated criminal background check, transcript, and degree** to the field experience coordinator, the semester before you anticipate enrolling for the course. Specific deadlines for applications are below. The Coordinator of Field Experiences will review and approve applications and provide notice to you of your approval via email prior to registration.

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| **Enrollment Term** | **Due Date** |
| Fall Semester | March 9th  |
| Spring Semester | October 26th |

* You will receive an email from the Coordinator of Field Experiences notifying you of your status, if approved the department administrative assistant will clear you and you will be permitted to enroll in the course. Students should enroll in their designated specialization section.
* Afterenrolling in the course, but before classes begin, contact your field site and site supervisor to begin the background security check (if required), drug screening (if required) or any preliminary training the site requires. Do not wait until the class begins to start these processes as this may jeopardize your ability to obtain the required number of hours required in your course. Schedule a start date with your site supervisor for the first week of the semester.

**Please be aware** that practicum/internship classes can fill up quickly, and that most students who wish to do field experiences apply mid-way through the preceding semester. If you wish to be able to select your class, apply early. Class size is limited by CACREP standards. In addition, some sites require on-site training prior to beginning the field experience or only allow one or two students per semester. Further, some sites require criminal background checks. Such checks may take some time to complete. In some circumstances, criminal background checks may be arranged through the site. In others, it falls to the student to obtain the check. **Approval to enroll is not a guarantee for enrollment.**

**For Internship**, the clinical setting must be approved by the field experiences coordinator and be appropriate to the student’s emphasis. Thus, school counseling specialization students must obtain the majority of their hours in a school setting. Clinical Mental Health counseling specialization students must obtain the majority of their hours in agencies, hospitals, practices, and other mental health facilities where community counseling services are provided. Please see course syllabi for specific hours. A list of possible approved practicum/internship sites is available from the Coordinator of Field Experiences. However, sites and the contact people at those sites can change suddenly, and the site list may not be up-to-date. **Responsibility for locating and securing a site is the sole responsibility of the student, as is being sure the site and site supervisor is approved.** The site list is provided only as a guide and not as a guarantee of approved site status.

**Site and Site Supervisor Requirements**

Schools, agencies, and other organizations that are practicum and internship sites for TAMUK counseling students represent a spectrum of counseling delivery programs and services. What they all must have in common is that they meet the requirements for appropriate sites as outlined by the Counseling and Guidance Program at TAMUK. These requirements are consistent with those of our accrediting body, the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and include

* availability of necessary learning experiences.
* availability of appropriate supervision.
* agency/organization support of the student’s placement, including allowing the site supervisor sufficient time for student supervision (minimum one hour per week).
* agency/organization non-discriminatory practices (i.e., hiring, acceptance of students

or clients).

* site supervisor willingness to participate in including: meeting with practicum/internship instructor, supervisor training
* agency/organization agreement to inform student’s practicum/internship instructor of any changes in the student’s supervision as soon as possible.
* agency/organization provision of training and/or orientation designed to protect student safety as appropriate to site.
* site supervisors who have at least a Master’s degree in counseling or a closely related field (i.e., psychology, social work), is licensed and certified in their field, and at least two years of pertinent professional experience. Students may not see clients if their site supervisors are absent unless there is another qualified supervisor on site. In the case of prolonged unavailability of the site supervisor, the student will likely need to seek a secondary site in order to complete direct hours.

With permission and guidance from the university internship instructor, students may sometimes use their places of employment for internship placement. Students should be aware that internship is intended to broaden and strengthen both skills and experience; thus, responsibilities beyond those regularly practiced in the job setting must be obtained. In addition, the agency/organization must allow the student to obtain experiences appropriate for a masters-prepared employee.

Students in the school counseling specialization may use the campuses at which they teach as their practicum site, with the approval of appropriate school district personnel, and designation of a site supervisor that meets the requirements outlined above, and the university instructor. However, they may not counsel their own students. **This is an ethical issue related to dual relationships.** Students who work at sites that provide case management should also be aware that case management is not counseling and will not count as such, unless there are job duties that are in alignment with the services approved in the counseling handbook.

**Professionalism**

Students are expected to conduct themselves in a professional manner. This includes but is not limited to following the field site’s dress code, setting and maintaining a consistent schedule, being on time, providing adequate notice if unable to be on site as scheduled, maintaining a professional demeanor, treating clients and peers as individuals deserving of respect, and following all relevant ethical codes, including that of ACA. Students are required to complete their arrangements with their sites and their clients regardless of whether they have completed the required hours for the particular course in which they are enrolled. Students who are asked to leave a site for unprofessional or unethical behavior may be dropped from the course or receive a failing grade. In addition, such an occurrence may trigger other departmental proceedings.

**Confidentiality**

Students are expected to maintain confidentiality of all information related to clients, as well as all information related to cases presented in practicum/internship classes. This is the student’s responsibility regardless of procedures in place at the site. Students are responsible to know and follow legal and ethical confidentiality practices of the field placement site, as well as applicable codes of ethics. Knowledge of HIPAA and/or FERPA is expected. In addition, students shall not use any client identifying information in any practicum/internship documentation, including tapes. Students shall secure tapes and other client information that may be necessary for class in a way that is secure, legal, and ethical. Tapes, transcripts, case studies, or other client information used for class shall be destroyed in an appropriate manner (i.e., shredding) as soon as they have been evaluated unless it is the policy of the site to maintain and secure all tapes. Any questions regarding confidentiality must be discussed with the university instructor as well as the site supervisor.

**Professional Liability Coverage**

Students will need to obtain liability insurance to cover the practicum/internship experience. Verification of liability insurance is required the first day of class and before practicum/internship direct services begin. Choices for liability insurance must be either through ASCA, HPSO, or ACA membership.

There are various companies that offer professional liability coverage; you can get this information from the Coordinator of Practicum/Internship. Also, student membership in the American Counseling Association includes acceptable professional liability coverage.

**Required Hours for Practicum/Internship**

60 hr. Degree Plan

100 hour practicum (at least 40 direct hours)

 600 hours internship (I and II- combined) (at least 240 direct hours)

48 hr. Degree Plan

Two 160 hour practicum courses (LPC track)

One practicum course is required for School Counseling only (160 hour practicum)

Speak to your instructor for specific examples of direct and indirect hours.

***Applications must be submitted to the field experience coordinators (to Kristopher Garza at*** ***Kristopher.Garza@tamuk.edu*** ***Rhode Hall 141 ) or your Academic Advisor***

Texas A&M University-Kingsville

 *Counseling and Guidance Program*

**PRACTICUM/INTERNSHIP APPLICATION**

 **EDCG 5357** **[ ]  5366** **[ ]  5368** **[ ]  Semester: Fall [ ]  Spring [ ]  Summer [ ]**

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| Applicant Information |
| Last Name | First | M.I. |  TAMUK ID |
| E-mail Address | Specialization: School [ ]  Clinical MH [ ]   |
| Are you enrolling in this course as a non-traditional student/for LPC requirements only? [ ]  YES [ ]  NO*(If* ***Yes****, skip down to disclaimer and signature)*  |
| Catalog Year of Admittance: | Student Status: TAMUK [ ]  TAMUK Legacy (old degree plan) [ ]  |
| Have you passed Comprehensive Examinations? | YES [ ]  | NO[ ]  | If no, when do you plan to take them? |  |
| Proposed Practicum/Internship Site(s): | Site Meets Requirements for Audio/Video Recording: Yes [ ]  No [ ]  Live Supervision: Yes [ ]  No [ ]  |
| Number of Total Hours COmpleted\_\_\_\_\_\_\_\_\_\_\_  |
| Please check off all courses **completed** and indicate courses you are **currently taking** by notating it ***(Coursework in bold* *required for enrollment into EDCG 5357 depending on degree plan.)*** *Please talk with your Academic Advisor to double check all courses taken before enrolling into a practicum or internship.* |
| **EDCG 5310: Intro to Coun** [ ]  | EDCG 5329: Research [ ]  | **EDCG 5324: Assessment** [ ]  |
| EDCG 5355: Vocational Career [ ]  | **EDCG 5347: Culturally Diff** [ ]  | EDCG 5357: Practicum [ ]  |
| **EDCG 5321: Abnormal Human** [ ]  | **EDCG 5360: Community MH [ ]** ***(req. for clinical mental health specialization only)*** | EDCG 5366: Internship I [ ]  |
| **EDCG 5311: Theories**  [ ]  | **EDCG 5358: School Coun [ ]** ***(req. for school counseling specialization only)*** | EDCG 5368: Internship II [ ]  |
| **EDCG 5312: Techniques** [ ]  | **EDCG 5323: Group** [ ]  | Elective/Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **EDCG 5315: Ethics** [ ]  *(req. for school only- students after F/10)* | EDCG 5364 Crisis Counseling [ ]  | Elective/Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| EDCG 5322 Substance Abuse [ ]  | **EDCG 5339 Human Growth** [ ]  | Elective/Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| attachments |
| Please make sure the following are submitted with this application. |
| Transcript [ ]  Plan of Study [ ]  Liability Insurance (by the beginning of class) [ ]  Criminal Background Check [ ]  |
| Disclaimer and Signature |
| I certify that my answers are true and complete to the best of my knowledge. I understand that I will not be allowed to enroll in Practicum or Internship until this application is approved by the Practicum/Internship Coordinator. I understand that a site supervisor must have at least 2 years of experience, must meet for weekly supervision, and obtain training in supervision. (See practicum/Internship handbook for more details on supervisor requirements.) I understand that approval to enroll does not guarantee enrollment and I still need to register per University registration guidelines.  |
| Signature | Date |