

COUNSELING & DEVELOPMENT

Application Checklist for Community Agency Practicum/Internship

NOTE - Practicum Students applying for Internship:

You only need to submit ONE application packet when applying for your internship; two packets are only required for your practicum application. Complete this three-page application document for your *internship* experience and include one copy of your unofficial transcript. You do not need another TB test, unless your site requires an additional test for the duration of your second semester. Please note... *You must still meet with your advisor for course review and signature approval.* You must also attend the *mandatory* P/I meeting the semester prior to your internship experience.

BEFORE TURNING IN YOUR APPLICATION

- Interview placement sites and obtain a commitment from the site. [See *P-I Site Selection Process and Procedures Handbook* found at two locations on GMU website:
http://gse.gmu.edu/programs/counseling/academics/med_counseling_comm_agency/
http://cehd.gmu.edu/teacher/intpract/applications_manuals_handbooks/
- Make an appointment with your advisor to review your completed application.** Take with you: Two Copies of Completed application, to be SIGNED by your advisor. This signifies student qualifies for placement and advisor approves of qualified site/supervisor.

APPLICATION MUST INCLUDE:

- Application Advisor's signature required [middle of pg. 2 of this application packet].
- Unofficial Mason transcript. See Patriot Web: <https://patriotweb.gmu.edu>
- Negative TB test results

SUBMIT: Two (2) completed & collated application packets.

- Order of each of packet:
P/I application - Transcripts - TB test results
- Deliver to Jen Coratolo, GMU Field Relations Support Specialist (Robinson A307), by the deadline.

CHECK THE APPLICABLE DEADLINE: There are NO summer P/I placements.

NOTE: Applications turned in past the deadline will NOT be accepted. NO EXCEPTIONS.

- Spring Applications: By 5:00 pm on the last business day on or before November 1
- Fall Applications: By 5:00 pm on the last business day on or before March 15

AFTER TURNING IN YOUR APPLICATION

- MANDATORY MEETING** P/I meeting will occur during the semester prior to *each* field experience. Check your GMU email for location, date, and time of meeting.
- Register for Practicum/Internship Register *after* the P/I meeting. At that meeting, you will meet with your instructor and be given your course section day/time/location information.
- Retain a copy of application packet and supporting documents for your records

I certify that I have included the items checked on this list. (Student Signature Required) _____

C&D Program – Community Agency Counseling
52 Credits

COURSE: CHECK ONE

PRACTICUM: 300 hrs.

INTERNSHIP: 300 hrs.

EDCD 755 [3 credits]

EDCD 791 [3 credits]

PROFESSIONAL EDUCATION COURSES: Indicate courses completed [C] or currently enrolled [E]:

- EDCD 525: Adv. Human Growth & Development
- EDCD 601: Introduction to Research in Counseling
- EDCD 602: Foundations of Counseling
- EDCD 603: Counseling Theories and Practice
- EDCD 604: Assess. & Appraisal in Counseling
- EDCD 608: Group Processes and Analysis
- EDCD 609 Adv. Counseling Skills and Strategies
- EDCD 610: Career and Educational Counseling
- EDCD 628: Counseling and Social Justice
- EDCD 652 Intro. to Substance Abuse Counseling
- EDCD 654 Counsel., Ethics, & Consult. in Agencies
- EDCD 656 Diagnosis & Treatment Planning
- EDCD 658 Couples and Family Counseling
- EDCD 660: Multicultural Counseling
- EDCD 755: Practicum in Counseling
- EDCD 797: Special Topics/Electives _____
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