

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 GMU Field Relations Support Specialist (Robinson A307-mailbox A308 office), 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)** _____

GEORGE MASON UNIVERSITY
Graduate School of Education, MSN: 4B4
Counseling and Development Program
Fairfax, VA 22030-4444

Application for:

Check one: Practicum or Internship | Year: _____ Check one: Fall Spring

Name: _____
Last First Middle Initial Student G #

Current Address: _____
Street City State Zip GMU Email Address

Current Phone: Day _____ Evening _____

1. I will purchase two current P/I Manuals from GMU Book Store; for GMU student and for On-Site Supervisor.
2. I will attend the mandatory P/I meeting the semester prior to each field experience. Date, time, and location will be sent to the student's GMU email address.
3. I will *regularly* check my GMU email account.
4. I certify that I have completed all endorsement requirements and pre-requisites and will conduct myself in a professional manner at all times during my field experience. Should I withdraw or defer my application, I am also responsible for all fees incurred and for alerting my University Supervisor, Program Advisor, C&D Clinical Coordinator, and the GMU Field Relations Support Specialist via a written notification.

I understand and will adhere to these policies.

Student Signature: _____

(Student Signature Required)

I certify that the student has completed all endorsement and other requirements to participate in this internship and meets the standards for a professional disposition.

ADVISOR Signature: _____

(ADVISOR Signature Required)

STUDENT – PLEASE COMPLETE:

On-Site Supervisor: _____

Placement name: _____

Street City State Zip

Telephone No. _____ Email address: _____

Dates of field experience: _____

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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