



New Jersey City University College of Education

Department of Counselor Education

**M.A. in Counseling Program
Practicum Orientation**

Practicum Experience

Welcome to the clinical phase of your Counseling Program. Your field experiences will provide hands-on opportunities to improve your counseling skills and learn the work of the professional counselor in your chosen Counseling field. Think with the “end” in mind and begin planning for Practicum.

Practicum and Internship Overview

Course #	Course Title
COUN 690	Practicum in Counseling, 100 hours (40 direct and 60 indirect)
COUN 694	Internship I in Counseling, 300 hours (120 direct and 180 indirect)
COUN 695	Internship II in Counseling, 300 hours (120 direct and 180 indirect)

Before Applying for Practicum

- ❑ Students will have completed 27-30 credits; this includes the 4 core courses with a “B” or higher before beginning Practicum:
 - COUN 601 (Orientation to Professional Counseling & Ethics)
 - COUN 605 (Counseling Theories)
 - COUN 607 (Group Process)
 - COUN 608 (Counseling Skills)
- ❑ A minimum GPA of 3.0 with no incomplete grades or grades below a “B”.
- ❑ Satisfactory knowledge, skills, and dispositions determined by the Counseling Program Faculty.
- ❑ Acceptable core reviews from the 4 core courses instructors. *If you are currently completing a core course, the core review will be submitted by your instructor at the end of the semester.*

Deadlines for Submission of Application

- ❑ Students who are planning to start Practicum for **Fall 2017** are expected to submit their “**completed**” Practicum application by:

Monday, November 13th, 2017, 5:00 pm EST

- ❑ Students must submit their signed “**original**” contracts no later than:

Wednesday, December 13th, 2017, 5:00 pm EST

Applications will not be accepted after these due dates

Clinical Coordination

Students are expected to schedule an advisement meeting with the Clinical Coordinator by email, upon completion of their application and before the application deadline.

The Clinical Coordinator will review and approve your Practicum application during your advisement meeting.

Clinical Coordinator	Counseling Program Placement
Mrs. Anna Ivanova-Tatlici, Ext. 2187 Email: aivanova@njcu.edu	School Counseling (SC) and Clinical Mental Health Counseling (CMHC)

**** Dual Track is only offered to Matriculated students who were admitted into the program before Spring 2015****

Finding Your Site

- You are responsible for finding and securing your site, then list your referred site on your Practicum Proposal (refer to the Practicum Application Packet).
- The Clinical Coordinator can provide site suggestions based on our site agreements and student placements.
- Students have the option of using their current employment as Practicum and Internship sites (**based on the site meeting all the requirements of an approvable placement**).

Site/Site Supervisors Criteria

- Site Supervisors are required to **have two years of experience** in the program area and the required license or certifications (e.g. School Counselor Certificate or LPC, LCSW, LCADC, LMFT, Psychologist, Psychiatrist).
- They are required to provide you with weekly supervision.
- The site should allow you to **VIDEOTAPE/AUDIOTAPE/LIVE SUPERVISION** your sessions with a client's consent or parental consent. If site does not allow any recording then choose another site.
- The site should provide you with a variety of opportunities (individual, group, intake, assessment, etc.).
- Your site and site supervisor must be approved and some sites require a non-standard contract.

Practicum Clearances

Students are expected to submit the following clearance paperwork as soon as possible; **HOWEVER YOU DON'T NEED TO SUBMIT IT BY THE APPLICATION DUE DATE.**

Please Note: It often takes time to get clearance.
SO GET STARTED ON THIS TOMORROW!

- ☐ Substitute License (School Counseling only)
**if you are not currently working in a school setting*
OR
- ☐ Approved Fingerprints and Background Check (Clinical Mental Health Counseling only & if requested by the site)

Termination of a Contract Policy

- ▶ If your site terminates your contract in the middle of a semester due to your unprofessional and/or unethical conduct, you will most likely have to re-register for the course the following semester.
- ▶ If your contract is terminated twice in total during the field experience courses (COUN 690, 694, and 695), due to your unprofessional and/or unethical conduct, you will most likely be dismissed from the program.

Practicum Application Packet

(located at <http://www.njcu.edu/departments/counselor-education>)

Components of the Practicum Application (documents needed to be submitted by the application due date):

- Practicum/Internship Proposal
- Updated Program Plan (SC or CMHC)
- Core Course Review from each Core Course Faculty and Yourself
- Signed Disclosure/Informed Consent
- Signed Acceptance of Counseling Program Policies
- Letter of Interest to Potential Site Supervisor or Clinical Director
- Copy of Current Resume
- Unofficial Transcript (request from the department)

Practicum Contract Packet

(also located on the NJCU Website, see below)

Upon Signature Approval from the Clinical Coordinator, Student will Proceed to Submit the Following Forms:

- Request for Placement* (RFP)
- Site Supervisor Form*
- Practicum/Internship Agreement* (contact) for SC or CMHC
- Supervisor's CV and a Copy of their licensure
- Copy of Substitute License (SC only)
- Copy of Current ACA Student Membership Card or Letter
- Copy of Approved Fingerprints and Background Check (CMHC only & if requested by the site)

* These forms should **not** be handwritten. Go to the NJCU Website, <http://www.njcu.edu/departments/counselor-education>, download the file and fill in the designated areas.

What's Next: After Contract Approval

Just one more step.....



Practicum Course Permission Number

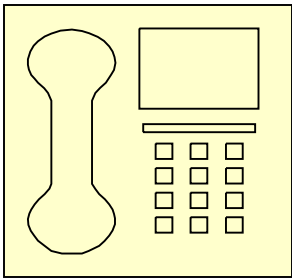
- Upon receipt of the signed **"original"** contract, students are able to request a permission number to enroll into a Practicum course.
- Students must have a **"valid original"** contract submitted to the Clinical Coordinator a month before the first week of class (for both Fall and Spring semesters).
- Request of a permission number is made through email to the Office Assistant (**the next slide provides the contact information**).
- Your email should include the following:
 - ✓ Full Name
 - ✓ Gothic ID
 - ✓ Course Catalog/Class #



**Please allow 24-48 hours (working business days)
to receive a permission number**

New Jersey City University Department of Counselor Education

M.A. in Counseling Program



**Mrs. Norma Araujo
Office Assistant**

201-200-3400
naraujo@njcu.edu



Preparation for Internship II E-portfolio*

Please save or make copies of the following documents for your records and your Internship II E-portfolio:

- ▶ Signature assignments from coursework.
- ▶ Reflection papers, case-study presentations, videotape critiques from Practicum, Internship I and II.
- ▶ Site placement contracts, total hours sheet, mid-term and final evaluation from site supervisors from Practicum, Internship I and II.

***Please see the rubric in the paperwork given today**

QUESTIONS



**M.A. in Counseling Program
Practicum Orientation**