New Jersey City University
College of Education

Department of Counselor Education

M.A. in Counseling Program
Practicum Orientation
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

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COUN 690</td>
<td>Practicum in Counseling (100 hours, 40 direct hours and 60 indirect hours)</td>
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<tr>
<td>COUN 694</td>
<td>Internship I in Counseling (300 hours, 120 direct hours and 180 indirect hours)</td>
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<tr>
<td>COUN 695</td>
<td>Internship II in Counseling (300 hours, 120 direct hours and 180 indirect hours)</td>
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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.*

Revised 2/2016
Deadlines for Submission of Application

- Students who are planning to start Practicum for Fall 2016 are expected to submit their “completed” Practicum application by:
  
  **May 16th, 2016, 5:00 pm EST**

- Students must submit their signed “original” contracts no later than:
  
  **June 15th, 2016, 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.*

<table>
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<tr>
<th>Clinical Coordinator</th>
<th>Counseling Program Placement</th>
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<tbody>
<tr>
<td>Dr. Wambu (<a href="mailto:gwambu@njcu.edu">gwambu@njcu.edu</a>)</td>
<td>School Counseling (SC)</td>
</tr>
<tr>
<td>Dr. Agaskar (<a href="mailto:vagaskar@njcu.edu">vagaskar@njcu.edu</a>)</td>
<td>Clinical Mental Health Counseling (CMHC)</td>
</tr>
<tr>
<td>Dr. Duncan (<a href="mailto:tduncan2@njcu.edu">tduncan2@njcu.edu</a>)</td>
<td>Post-Masters</td>
</tr>
</tbody>
</table>

*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).

• Assigned Clinical Coordinators 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** your sessions with a client’s consent or parental consent.

• 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.

Revised 2/2016
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

- Approved Fingerprints and Background Check (Clinical Mental Health Counseling only & if requested by the site)

Revised 2/2016
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
(also located on the NJCU Website, http://www.njcu.edu/edld/forms-docs/)

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)
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/edld/forms-docs) and fill in the designated areas.
What’s Next: After Contract Approval

Just one more step..........
• 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 department 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
QUESTIONS

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