

SCHOOL COUNSELING PRACTICUM & INTERNSHIP INFORMATION

1. Treat the process much like a job interview!! Call the contact person at the site to inquire about the availability of a practicum or internship position. Develop a resume, schedule an appointment and be prepared to discuss your counseling skills. Also be prepared to ask questions about types of services to be provided, number of direct hours to be expected, etc.
2. If you have difficulty gaining a position or need assistance please call Dr. Larson for an appointment or by email halarson@eiu.edu
3. Site information is also available at our department web site www.eiu.edu/counseling . Click on "Student Resources", then click "Internship/Practicum info". The internship Handbooks for Clinical and School Counseling are also available at this site.
4. Please note that some sites are internship only. These may be sites which do not allow taping. The internship experience generally only requires one or two taped counseling sessions. The practicum experience requires approximately 20 taped counseling sessions (depending on your instructor), so please be sure that your **practicum** site allows taping/video sessions.
5. You must be prepared to attend class and work at your site for the duration of the semester. This means quality care for clients and a quality supervisory experience for you.
6. Practicum class will meet two and a half hours per week on campus. You will also be required to meet one hour per week with your instructor and your site supervisor for individual supervision.
7. Interns will meet approximately eight times per semester during fall and spring session and require 20 hours per week of work for 16 weeks. You are also required to meet with your site supervisor one hour per week. Individual supervision with your instructor may vary.
8. My recommendation is to make an appointment with your site supervisor for an interview and if they agree to the contract have them sign the contract while you wait and return it CHE Office.
9. Please make sure your university records are clear (all fines and fees paid). The department will register you when all assignments are final.
10. Once you have a signed contract make arrangements to start training at your site one week prior to the beginning of the semester. You may begin indirect hours NOT direct hours until the semester officially begins here at EIU.
11. Hours can only carry over between Internship to Internship if at same site, can start week early for indirect hours only because of liability insurance.