



UNIVERSITY OF ALASKA ANCHORAGE
College of Education
3211 Providence Drive, PSB Suite 225, Anchorage, Alaska 99508-4614

Counselor Program
PRACTICUM/INTERNSHIP APPLICATION

Application Deadlines: Spring Semester – October 1 Fall Semester – March 1

Procedures for Applying for Admission to Counseling Practicum

Prior to admitting a candidate into the final stage of counselor preparation, which is characterized by participation in a practicum the program/department faculty will vote on the approval for recommending practicum placement. Admission into this final phase of professional preparation is a faculty decision and is separate from entry into the graduate program. Difficulties, including minimal academic performance, attitude problems, poor field recommendations, or other factors may result in denial of entry into practicum or internship.

It is the candidate's responsibility to assure that all of the procedures are completed and that the application materials are submitted to the Counselor Education Program Coordinator in the CASE office. They will be forwarded to the Office of Clinical Services and Certification and will be shared with practicum site supervisors and administrators. Documentation of liability/malpractice insurance is one of the application materials.

Candidates admitted into practicum or internships will be notified by the Office of Clinical Services and Certification. **Please note:** availability of practicum/internship sites may limit when you will be able to begin your practicum experience.

Candidates are expected to adhere to the administrative policies, rules, standards, schedules, and practices of the practicum site.

Candidate's name

Candidate ID

Check when completed:

- Complete Counseling Practicum Application packet, including goal statement
- Attach a current resume, appropriate for review by potential practicum site supervisors
- Complete required fingerprinting
You will not be allowed to start your practicum if the fingerprint process has not been completed. This requirement does not currently apply to individuals holding valid certification from ADEED.
- Submit proof of Candidate liability/malpractice insurance
Candidate may not participate in counseling practicum/internships without evidence of liability insurance. If you have not received confirmation of liability insurance before this application, submit copies of your application for insurance.
- File entire packet with the Counselor Education program office in CASE PSB225

Attach this checklist to your completed Practicum Application Packet

Application for Counseling/Internship Practicum

Candidate's name	Candidate ID
Candidate's mailing address	City
Work e-mail	St
Home e-mail	Zip
Date of Acceptance into Counselor Program: _____	Current GPA _____

Enrolling in:

EDCN A634 Counseling Practicum I
 EDCN 636 Counseling Practicum II
 EDCN 661 Counseling Internship (attach a rationale for your request to this application)

Practicum Application for:

Spring _____,
 Fall _____.

Applicant Information (check all that apply)

Candidacy: M.Ed. / C level Certification
Emphasis:
 Elementary Ed
 Secondary Ed
 K-12 Ed
 Adult Counseling
 General Counseling
 Vocational Counseling

Practicum Placement Requested by this application:

Elementary Practicum
 Secondary Practicum - Middle School High School
 Agency Placement

Placement Site Preference and Rationale: _____

Prerequisite Academic Coursework

Add grade and semester/year taken.

Campus	Prefix	Course	Title	Credits	Grade	Semester/year
Required courses						
	EDCN	A616	Counseling Theories			
	EDCN	A623	Counseling Skills			
	EDCN	A624	Group Counseling			
	EDCN	A610	Foundations of Counseling			

Required course(s) for school placements

EDCN	A611	Roles and Responsibilities of the Elem. SC
EDCN	A615	Roles and Responsibilities of the Secon SC

Comprehensive exam _____ graduation _____

Rationale Statement (if applicable):

Write a rationale if your application includes the following requests:

- Placement for EDCN A661 Counseling Internship
- Placement while maintaining fulltime employment (Attach letter of support from employer)

Practicum Goals Statement (Note: This statement will be given to prospective supervisors):

Attach ten goals that you wish to attain during practicum. Goals should be developed for topic areas such as individual counseling, group counseling, career development, testing, consultation, and professional development. Ex. "Upon conclusion of practicum I will be able to effectively interpret the Self-Directed Search with at least ten Candidate."

Current Resume (Note: This document will be given to prospective supervisors):

Attach a current resume that details your work experience, related volunteer experience, education history, membership in professional organizations, etc.

Candidate Statement:

I verify that I have been accepted for admission into the Counselor Education Graduate Program, have completed all the prerequisite courses, have completed all application materials including obtaining liability insurance and fingerprinting (if applicable), and that I will complete my graduate degree/certificate requirements by the following date: _____.

I understand that only placements approved by the Counselor Education Program Coordinator and the Director of Clinical Services (if applicable) will be accepted for credit. I agree not to enter into personally-acquired arrangements with sites or those made with faculty/staff members other than the Counselor Education Program Coordinator and the Director of Clinical Services (if applicable). I understand that representing myself as a Counselor Education Program intern at an unapproved site is a violation that will carry penalties as detailed in the section "Removal from Internship" in this manual.

I understand that I may be asked to interview at a potential site and that once placed, I will adhere to the policies of the site and engage in ethical and professional conduct.

I understand that I will have to enroll in the practicum/internship course(s) and pay tuition for the course(s) and that I will fulfill the requirements of the practicum/internship course.

Candidate Signature

date