



**APPLICATION FOR CLINICAL PROFESSIONAL COUNSELING PRACTICUM AND INTERNSHIP**

**Department of Counselor Education & Family Therapy**  
**Central Connecticut State University**  
1615 Stanley St.  
New Britain, CT 06050

DATE: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_ CCSU E-MAIL ADDRESS: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_

**DIRECTIONS:** In order to move into clinical placements for **supervised counseling practicum (CNSL 503)** or **supervised clinical practice internship (CNSL 594)**, students in the Clinical Professional Counseling program must complete this application in its entirety (including the self-assessment portion), submit it to your academic advisor, and receive approval **before registering** for either course and advancing to the field placement.

**CNSL 503 (PRACTICUM)**

Matriculated students must successfully complete a **minimum of 18 credits** in the program, including **CNSL 500, 501, 504, 560, 569**, and receive **departmental approval** before registering for CNSL 503-Supervised Counseling. Students should not wait until the final weeks before the commencement of any semester to begin searching for their practicum site (NOTE: private practice settings are **not** eligible). Additionally, some field sites may require background checks, drug testing, fingerprinting, immunizations, etc. before accumulating indirect service hours and providing direct client care; therefore, in order to avoid delays that may result in a need to withdraw from CNSL 503, it is the student’s responsibility to ask questions regarding the site’s requirements far in advance of the beginning of the semester. Please also recognize the University/Department/Program does **not** cover the cost of any onboarding requirement that is mandated by a practicum/internship site; therefore, the student is individually responsible for these expenses if the agency/site does not provide these at no-cost/free of charge.

**PRACTICUM APPLICATION DEADLINE** (select semester & identify year for which you are applying):

Fall Practicum (deadline March 15): \_\_\_\_\_(year)

Spring Practicum (deadline October 15): \_\_\_\_\_(year)

Proposed clinical site for practicum (CNSL 503): \_\_\_\_\_

**DOCUMENTATION REQUIREMENTS:** The following are due at first class of the semester and before working with clients:

1. Completed “Agency Practicum Agreement” form
2. Evidence of active professional liability insurance coverage (\$1,000,000/\$3,000,000)

**STUDENT HANDBOOK AND AGENCY PRACTICUM AGREEMENT FORM:** Students are expected to proactively and thoroughly review all information regarding the practicum experience located in the *Clinical Professional Counseling Student Handbook*. Copies of the *Agency Practicum Agreement* form and the student handbook (which includes information regarding professional liability insurance) are available online via the program’s webpage: <https://www.ccsu.edu/ceft/counselorEducation-clinicalProfessionalCounseling.html>

**CNSL 594 (INTERNSHIP)**

Matriculated students must **successfully complete CNSL 503-Supervised Counseling Practicum** (professional counseling practicum) as well as a **minimum of 42 credits** in the Professional Counseling program, which includes all prerequisite courses, core courses, and the majority of specialized courses, and receive departmental approval before registering for CNSL 594-Supervised Clinical Practice (professional counseling internship). The supervised clinical professional counseling internship involves a minimum of 600 clock hours over the course of \*two academic semesters (**Fall then Spring, respectively**). Students should not wait until the final weeks before the commencement of the fall semester to begin searching for their internship site (NOTE: private practice settings are **not** eligible). Additionally, some field sites may require background checks, drug testing, fingerprinting, immunizations, etc. before accumulating indirect service hours and providing direct client care; therefore, in order to avoid delays that may result in a need to withdraw from CNSL 503, it is the student’s responsibility to ask questions regarding the site’s requirements far in advance of the beginning of the semester. Please also recognize the University/Department/Program does **not** cover the cost of any onboarding requirement that is mandated by a practicum/internship site; therefore, the student is individually responsible for these expenses if the agency/site does not provide these at no-cost/free of charge.

**INTERNSHIP APPLICATION DEADLINE** (March 15 for the \*Fall/Spring academic year):

- Number of graduate credit hours completed: \_\_\_\_\_
- Site where practicum (CNSL 503) was completed: \_\_\_\_\_
- Identify the year in which you intend to begin the internship experience: Fall \_\_\_\_\_
- Proposed clinical site for internship (CNSL 594): \_\_\_\_\_

**DOCUMENTATION REQUIREMENTS:** The following are due at first class of the semester and before working with clients:

1. Completed “Agency Internship Agreement” form
2. Evidence of active professional liability insurance coverage (\$1,000,000/\$3,000,000)

**STUDENT HANDBOOK AND AGENCY INTERNSHIP AGREEMENT FORM:** Students are expected to proactively and thoroughly review all information regarding the internship experience located in the Clinical Professional Counseling Student Handbook. Copies of the Agency Internship Agreement form and the student handbook (which includes information regarding professional liability insurance) are available online via the program’s webpage: <https://www.ccsu.edu/ceft/counselorEducation-clinicalProfessionalCounseling.html>

**PROGRESS OF REQUIRED COURSEWORK**

All practicum and internship applicants must complete the following chart in its **entirety** to demonstrate your progress in the required coursework. When identifying a course as “**PLANNED**,” please indicate the semester and year you intend to enroll and include the assigned instructor’s name (if known).

REQUIRED COURSEWORK						STATUS ( ✓ )		
Number	Course Name	Instructor	Semester	Year	Grade	Completed	In Progress	Planned
CNSL 500	Dynamics of Group Behavior							
CNSL 501	Theories/Techniques in Counseling							
CNSL 503	Supervised Counseling Practicum							
CNSL 504	Professional Studies in Counseling							

Number	Course Name	Instructor	Semester	Year	Grade	Completed	In Progress	Planned
CNSL 505	Counseling & Human Development Across the Lifespan							
CNSL 521	Career Counseling & Development							
CNSL 522	Appraisal Procedures in Counseling							
CNSL 568	Foundations of Addictions Counseling							
CNSL 569	Foundations of Clinical MH Counseling							
CNSL 594	Supervised Clinical Practice (Internship)							
CNSL 598	Research Methods in Counseling							
CNSL 525	Multicultural Counseling							
CNSL 560	Introduction to Rehabilitation Counseling							
CNSL 561	Advanced Rehabilitation Counseling							
CNSL 563	Medical Aspects of Rehabilitation Counseling							
CNSL 571	Mental Health Counseling							
CNSL 575	Counseling Individuals with Co-occurring Mental Health & Substance Use Disorders							
<b>SPECIALIZATION TRACKS (COMPLETE ONLY ONE)</b>						<b>STATUS</b>		
Number	Course Name	Instructor	Semester	Year	Grade	Completed	In Progress	Planned
<b>REHABILITATION</b>								
CNSL 564	Rehabilitation & Disability Case Management							
(OR)	(OR)							
CNSL 572	Assessment, Treatment, & Recovery in Counseling							
<b>GERONTOLOGY</b>								
GERO 510	Policy, Aging, & Ethics							
PSY 511	Psychology of Aging							

## MENTAL HEALTH & ADDICTIONS RECOVERY

CNSL 572	Assessment, Treatment, & Recovery in Counseling							
CNSL 573  (OR)  MFT 541	Counseling Families  (OR) Introduction to Family Systems (prior to Summer 2021)							

## STUDENT SELF-ASSESSMENT

Practicum and internship applicants must complete a self-assessment evaluation using the following rating scale. In order to complete an accurate and insightful self-assessment, please bear in mind what you have learned thus far in the program as well as the remaining opportunities you will have to further grow and develop your professional skills and dispositions.

### COUNSELOR-IN-TRAINING FOUNDATIONAL COUNSELING SKILLS

(CACREP 2.F.5.g.; Obj. 4)

SKILL	DESCRIPTION	4	3	2	1
<b>Essential Interviewing Skills</b>	Nonverbal attending skills; minimal encouragers; basic questioning skills; closing and termination. (2.F.5.g.; Obj. 4)				
<b>Essential Counseling Skills</b>	Therapeutic relationship; interactive/facilitative skills; deepening behaviors. (2.F.5.g.; Obj. 4); problem solving skills, (2.F.3.i.; Obj.6); advocacy skills, (2.F.1.e.; Obj. 3).				

### RATING SCALE

SCORE	IDENTIFIER	DESCRIPTION
4	<b>Exemplary</b>	The student consistently demonstrates an <b>advanced ability</b> to meet this standard, skill and/or disposition expected of a counselor-in-training.
3	<b>Proficient</b>	The student consistently demonstrates a <b>competent ability</b> to meet this standard, skill and/or disposition expected of a counselor-in-training.
2	<b>Developing</b>	The student demonstrates a <b>restricted but emerging ability</b> to meet this standard, skill and/or disposition expected of a counselor-in-training.
1	<b>Unsatisfactory</b>	The student demonstrates an <b>inadequate ability (and possibly harmful)</b> to meet this standard, skill and/or disposition expected of a counselor-in-training.

### COUNSELOR-IN-TRAINING DISPOSITIONS

(CACREP 2.F.5.f.; Obj. 9 7 Obj. 10)

Adapted from *CASEL TOOL: Personal Assessment & Reflection-SEL Competencies for School Leaders, Staff, & Adults*

DISPOSITION	DESCRIPTION	4	3	2	1
<b>SELF AWARENESS</b> 2.F.2.d.; Obj. 7 Obj. 5	The ability to accurately recognize one’s own emotions, thoughts, and values and how they influence behavior. The ability to accurately assess one’s strengths and limitations, with a well-grounded sense of confidence, optimism, and a “growth mindset.”				
<b>SELF MANAGEMENT</b> 2.F.1.1.; Obj. 5 2.F.3.i.; Obj. 6	The ability to successfully regulate one’s emotions, thoughts, and behaviors in different situations — effectively managing stress, controlling impulses, and motivating oneself, recognizing the risk factors and signs associated with trauma as well as strategies for reducing its risk in self and client. The ability to set and work toward personal and academic goals.				

<p><b>SOCIAL AWARENESS</b> 2.F.6.b.; Obj. 2 2.F.4.b.; Obj. 4 2.F.2.d; Obj. 7</p>	<p>The ability to take the perspective of and empathize with others, including those from diverse backgrounds and cultures. The ability to understand social and ethical norms for behavior and to recognize family, school, and community resources and supports. Recognizes how marginalized groups are at risk for adverse childhood experiences and trauma.</p>				
<p><b>RELATIONSHIP SKILLS</b> 2.F.2.d; Obj. 7 2.F.3.i.; Obj. 6 2.F.6.b.; Obj. 2 Obj. 8 &amp; 10</p>	<p>The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed.</p>				
<p><b>RESPONSIBLE DECISION MAKING</b> 2.F.3.i.; Obj. 6 2.F.2.h.; Obj. 5 2.F.6.b.; Obj. 2 2.F.7.e.; Obj. 4 2.F.7.i.; Obj. 4 Obj. 10</p>	<p>The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns, and social norms. The realistic evaluation of consequences of various actions, and a consideration of the well-being of oneself and others.</p>				

**STUDENT’S ACKNOWLEDGEMENT:**

By completing and submitting this document to my academic advisor, I, the student, acknowledge understanding of the terms and requirements outlined in this application as well as in the *Student Handbook*. I also acknowledge that I have review the various forms located on the program’s webpage, which are required for the course: <https://www.ccsu.edu/ceft/counselorEducation-clinicalProfessionalCounseling.html>. Furthermore, I am aware that I should not enroll in CNSL 503 (practicum) or CNSL 594 (internship) until I have communicated with my faculty advisor and received permission to do so. In addition to reviewing this application, I understand that the Clinical Professional Counseling program faculty will consider any previously completed “*Counselor-in-Training Skills & Competencies Checklists*” (C3s) that have been submitted by former instructors. Lastly, I acknowledge understanding that I am responsible for submitting my **proof of liability insurance** on the first day of class should I be approved to register for the field placement experience.

**ACADEMIC ADVISOR’S REVIEW:**

I reviewed the student’s completed application, transcript, and file (including any previously completed *Counselor-In-Training Skills and Competencies Checklist*) and certify that this student successfully completed the prerequisite coursework and is in good academic and professional standing; therefore, the student is approved to register for the following course:

- CNSL 503** (professional counseling practicum)                       **CNSL 594** (professional counseling internship)

**Advisor’s Comments** (optional):

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Academic Advisor’s Name & Signature

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Date