



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

CHECK HERE IF A CLINICAL PROFESSIONAL COUNSELING STUDENT: To participate in the **supervised counseling practicum (CNSL 503-PC)** course or the **supervised clinical practice internship (CNSL 594)** course, please complete this application in its entirety, submit it to your academic advisor, and receive approval **before** registering for the applicable course and beginning the clinical training field experience for the identified semester.

CHECK HERE IF AN ADVANCED OFFICIAL CERTIFICATE PROGRAM STUDENT: To participate in the **supervised counseling practicum (CNSL 503-PC)** course or the **supervised clinical practice internship (CNSL 594)** course, please complete this application—you may skip the “Student Progress of Required Coursework” section—then submit it to your academic advisor and receive approval **before** registering for the applicable course and beginning the clinical training field experience for the identified semester.

CNSL 503-PC (PRACTICUM) — SPRING SEMESTER ONLY

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-PC (Supervised Counseling). Students should not wait until the final weeks before the commencement of the spring semester to begin searching for their practicum site (NOTE: private practice settings are **not** eligible)—a spreadsheet of eligible *Professional Counseling Program Field Experience Sites* is located on the program’s webpage:

<https://www.ccsu.edu/ceft/counselorEducation-clinicalProfessionalCounseling.html>.

Additionally, some field sites may require background checks, drug testing, fingerprinting, immunizations, etc. before accumulating indirect service hours and providing direct client care; therefore, to avoid delays that may result in a need to withdraw from CNSL 503-PC, it is the student’s responsibility to ask questions regarding the site’s requirements far in advance of the beginning of the spring 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 (OCTOBER 15 for the following spring semester):

- Number of graduate credit hours completed: _____
- Identify the year in which you intend to enroll in the practicum course: Spring _____
- Proposed clinical site(s) and level(s) of care for the practicum field training (CNSL 503-PC):

PRACTICUM ORIENTATION SESSION (save the date and await additional information from faculty):

- Occurs **online** from **3:00pm-4:00pm** on the **2nd Monday** during the month of **November**
(check the box to confirm understanding of the mandatory practicum orientation session)

DOCUMENTATION REQUIREMENTS: Documents due at the beginning of the semester and before working with clients include but are not limited to the following (which are completed/signed in the **Tevera** platform once enrolled in the CNSL 503-PC course):

1. CPC Practicum Student Agreement to Abide by Ethical Standards
2. Practicum Agreement Form & Letter to Site Supervisor
3. American Counseling Association (ACA) Student Membership Certificate
4. Professional liability insurance (PLI) obtained as a benefit of being a student member of ACA:
→ \$1,000,000/\$3,000,000 coverage

STUDENT HANDBOOK AND AGENCY PRACTICUM AGREEMENT FORM: Students are expected to review all information proactively and thoroughly regarding the practicum experience within the *Clinical Professional Counseling Student Handbook*. Copies of the *Letter to Site Supervisor/Practicum Agreement Form* and the student handbook—which includes training requirement details—are available via the program’s webpage: <https://www.ccsu.edu/ceft/counselorEducation-clinicalProfessionalCounseling.html>

CNSL 594 (INTERNSHIP) — FALL/SPRING ACADEMIC YEAR

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)**, which mu. 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) —a spreadsheet of eligible *Professional Counseling Program Field Experience Sites* is located on the program’s webpage:

<https://www.ccsu.edu/ceft/counselorEducation-clinicalProfessionalCounseling.html>.

Additionally, some field sites may require background checks, drug testing, fingerprinting, immunizations, etc. before accumulating indirect service hours and providing direct client care; therefore, 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 fall 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 upcoming *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 enroll in the internship course: Fall _____
- Proposed *clinical site(s) and level(s) of care for the internship field training (CNSL 594):

***NOTE:** The internship site **must** include ongoing training related to **leading/co-leading counseling and/or psychoeducational groups** throughout the course of the student’s two semester field experience.

INTERNSHIP ORIENTATION SESSION (save the date and await additional information from faculty):

- Occurs **online/virtually** from **3:00pm-4:00pm** on the **2nd Monday** during the month of **April** (check the box to confirm understanding of this mandatory internship orientation session)

DOCUMENTATION REQUIREMENTS: Documents due at the beginning of the semester and before working with clients include but are not limited to the following (which are completed/signed in the **Tevera** platform once enrolled in the CNSL 594 course):

1. CPC Internship Student Agreement to Abide by Ethical Standards
2. Internship Agreement Form & Letter to Site Supervisor
3. American Counseling Association (ACA) Student Membership Certificate
4. Professional liability insurance (PLI) obtained as a benefit of being a student member of ACA:
→ \$1,000,000/\$3,000,000 coverage

STUDENT HANDBOOK AND AGENCY INTERNSHIP AGREEMENT FORM: Students are expected to review all information proactively and thoroughly regarding the internship experience within the *Clinical Professional Counseling Student Handbook*. Copies of the *Letter to Site Supervisor/Internship Agreement Form* and the student handbook—which includes training requirement details—are available via the program’s webpage: <https://www.ccsu.edu/ceft/counselorEducation-clinicalProfessionalCounseling.html>

STUDENT PROGRESS OF REQUIRED COURSEWORK

All practicum and internship applicants within the clinical professional counseling program 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). **ATTN:** This section not required for students in the Advanced Official Certificate Program.

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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							
CNSL 505	Counseling & Human Development Across the Lifespan							
CNSL 521	Career Counseling & Development							
REQUIRED COURSEWORK						STATUS (√)		
Number	Course Name	Instructor	Semester	Year	Grade	Completed	In Progress	Planned
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							

SPECIALIZATION TRACKS (COMPLETE ONLY <u>ONE</u>)						STATUS		
Number	Course Name	Instructor	Semester	Year	Grade	Completed	In Progress	Planned
REHABILITATION								
CNSL 564	Rehabilitation & Disability Case Management							
(OR)	(OR)							
CNSL 572	Assessment, Treatment, & Recovery in Counseling							
GERONTOLOGY								
GERO 510	Policy, Aging, & Ethics							
PSY 511	Psychology of Aging							
MENTAL HEALTH & ADDICTIONS RECOVERY								
CNSL 572	Assessment, Treatment, & Recovery in Counseling							
CNSL 573	Counseling Families							
(OR)	(OR)							
MFT 541	Introduction to Family Systems (prior to Summer 2021)							

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STUDENT SELF-ASSESSMENT

All practicum and internship applicants must complete a self-assessment evaluation using the following rating scale. To complete an accurate and insightful self-evaluation, consider what you have learned thus far as well as the remaining opportunities you have to further develop your counseling skills and professional dispositions.

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

COUNSELOR-IN-TRAINING FOUNDATIONAL COUNSELING SKILLS

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

SKILL	DESCRIPTION	4	3	2	1
Essential Interviewing Skills	Nonverbal attending skills; minimal encouragers; basic questioning skills; closing and termination. (2.F.5.g.; Obj. 4)				
Essential Counseling Skills	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).				

COUNSELOR-IN-TRAINING PROFESSIONAL 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
SELF AWARENESS 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.”				
SELF MANAGEMENT 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.				
SOCIAL AWARENESS 2.F.6.b.; Obj. 2 2.F.4.b.; Obj. 4 2.F.2.d; Obj. 7	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.				
RELATIONSHIP SKILLS 2.F.2.d; Obj. 7 2.F.3.i.; Obj. 6 2.F.6.b.; Obj. 2 Obj. 8 & 10	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.				

RESPONSIBLE DECISION MAKING 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	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.				
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STUDENT 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 *Clinical Professional Counseling Program Student Handbook*. I also acknowledge that I have reviewed the information on the [Clinical Professional Counseling program’s webpage](#), which includes forms required for the course that will be completed electronically in the Tevera platform once the course begins. Furthermore, I am aware I should not enroll in CNSL 503-PC (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 Checklist (C3)* 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.

_____ Date

Student’s Name & Signature

ACADEMIC ADVISOR’S REVIEW: Upon reviewing this student’s completed application, academic transcript, and any other relevant file, I acknowledge the student successfully completed the prerequisite coursework and is in good academic and professional standing within the program; therefore, the student is approved to register for the following course within the identified academic semester(s)/year:

- CNSL 503-PC** (professional counseling practicum) **CNSL 594** (professional counseling internship)
 Spring _____ (year) Fall/Spring _____ (academic year)

Advisor’s Comments (optional):

_____ Date

Academic Advisor’s Name & Signature