



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

**Department of Counselor Education & Family Therapy**

**College of Health & Rehabilitation Sciences**

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 Clinical Professional Counseling Practicum (CNSL 503)** course or the **Supervised Clinical Professional Counseling 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 applicable semester.

**CHECK HERE IF AN ADVANCED OFFICIAL CERTIFICATE PROGRAM (AOCP) STUDENT:** To participate in the **Supervised Clinical Professional Counseling Practicum (CNSL 503)** course or the **Supervised Clinical Professional Counseling 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 applicable semester.

**CHECK HERE IF A SCHOOL COUNSELING OR ADVANCED OFFICIAL CERTIFICATE PROGRAM STUDENT (FOR SUMMER SESSIONS ONLY):** To participate in the **Supervised Clinical Professional Counseling Internship (CNSL 594)** course offered over two consecutive summers, please complete this application, then submit it to your academic advisor and receive approval **before** registering for the CNSL 594 course and beginning the clinical training field experience for the summer term (**NOTE:** CNSL 594, when offered during the summer term and approved by program faculty, is only available for AACP students and school counseling program students seeking to meet course requirements for the Licensed Professional Counselor credential).

**ATTN:** Students are expected to review all information proactively and thoroughly regarding the practicum and internship experience within the *Clinical Professional Counseling Student & Fieldwork Handbook*, which includes student training requirement details, field site expectations, and site supervisor qualifications. A copy of the handbook is available via the [program’s webpage](#).

**CNSL 503 (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 (Supervised Clinical Professional Counseling Practicum). 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](#) as well as in the list of approved sites tagged as “**For Prof Cnsl Prgm Students**” only within the Tevera platform.

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 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):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**CLINICAL PROFESSIONAL COUNSELING PRACTICUM PLACEMENT PROCESS (TEVERA):**

Requirements due prior to the beginning of the semester include but are not limited to the following (which are completed/signed within the **Tevera** platform once enrolled in the CNSL 503 course):

**1. “Tevera Pre-Application Paperwork Tasks”**

- Tasks to be completed prior to site application:
  - Complete Tevera Site Placement Tutorials
  - CPC Practicum Student American Counseling Association Membership Certificate
  - CPC Practicum Student Professional Liability Insurance (PLI) Declarations Page reflecting \$1,000,000/\$3,000,000 coverage (obtained as a benefit of being a student member of ACA)

**2. “How Can Students Select a Site”**

- Choose a. or b. based upon if recommending a new site OR if selecting a previously approved site already listed in Tevera:
  - a. Students can select a new site (then follow the prompts to complete the required tasks/documents listed in Tevera).

- b. Students can choose an approved site (then follow the prompts to complete the required tasks/documents listed in Tevera).

**3. "How Can Students Select a Site Supervisor"**

- Choose either a. or b. based upon if recommending a new site supervisor OR if selecting a previously approved site supervisor already listed in Tevera:
  - a. Students can select a new Site Supervisor (then follow the prompts to complete the required tasks/documents listed in Tevera).
  - b. Students can choose an approved Site Supervisor (then follow the prompts to complete the required tasks/documents listed in Tevera).

**CNSL 594 (INTERNSHIP) – FALL/SPRING ACADEMIC YEAR**

Matriculated students must **successfully complete CNSL 503** 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 Professional Counseling Internship). CNSL 594 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) —a spreadsheet of eligible *Professional Counseling Program Field Experience Sites* is located on the [program’s webpage](#) as well as in the list of approved sites tagged as **“For Prof Cnsl Prgm Students”** only within the Tevera platform.

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 594, 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):  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**CLINICAL PROFESSIONAL COUNSELING INTERNSHIP PLACEMENT PROCESS (TEVERA):** Requirements due prior to the beginning of the semester include but are not limited to the following (which are completed/signed within the **Tevera** platform once enrolled in the CNSL 594 course):

## 1. "Tevera Pre-Application Paperwork Tasks"

- Tasks to be completed prior to site application:
  - Complete Tevera Site Placement Tutorials
  - CPC Internship Student American Counseling Association Membership Certificate
  - CPC Internship Student Professional Liability Insurance (PLI) Declarations Page reflecting \$1,000,000/\$3,000,000 coverage (obtained as a benefit of being a student member of ACA)

## 2. "How Can Students Select a Site"

- Choose a. or b. based upon if recommending a new site OR if selecting a previously approved site already listed in Tevera:
  - c. Students can select a new site (then follow the prompts to complete the required tasks/documents listed in Tevera).
  - d. Students can choose an approved site (then follow the prompts to complete the required tasks/documents listed in Tevera).

## 4. "How Can Students Select a Site Supervisor"

- Choose either a. or b. based upon if recommending a new site supervisor OR if selecting a previously approved site supervisor already listed in Tevera:
  - c. Students can select a new Site Supervisor (then follow the prompts to complete the required tasks/documents listed in Tevera).
  - d. Students can choose an approved Site Supervisor (then follow the prompts to complete the required tasks/documents listed in Tevera).

### 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). **NOTE:** This section not required for students in the Advanced Official Certificate Program.

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 Clinical Prof Cnsl Practicum							
CNSL 504	Professional Studies in Counseling							
CNSL 505	Counseling & Human Development Across the Lifespan							
CNSL 521	Career Counseling & Development							
CNSL 522	Appraisal Procedures in Counseling							
CNSL 525	Multicultural Counseling							

REQUIRED COURSEWORK						STATUS (√)		
Number	Course Name	Instructor	Semester	Year	Grade	Completed	In Progress	Planned
CNSL 560	Introduction to Rehabilitation Counseling							
CNSL 561	Advanced Rehabilitation Counseling							
CNSL 563	Medical Aspects of Rehabilitation Counseling							
CNSL 568	Foundations of Addiction Counseling							
CNSL 569	Foundations of Clinical MH Counseling							
CNSL 571	Mindfulness-Based Mental Health Counseling							
CNSL 575	Counseling Individuals with Co-occurring Mental Health & Substance Use Disorders							
CNSL 594	Supervised Clinical Prof Cnsl Internship (fall)							
CNSL 594	Supervised Clinical Prof Cnsl Internship (spring)							
CNSL 598	Research Methods in Counseling							
SPECIALIZED PRACTICE AREAS (COMPLETE ONLY ONE)						STATUS (√)		
Number	Course Name	Instructor	Semester	Year	Grade	Completed	In Progress	Planned
CLINICAL MENTAL HEALTH COUNSELING								
CNSL 572	Assessment, Treatment, & Recovery in Cnsl							
CNSL 573	Counseling Families							
ADDICTION COUNSELING								
CNSL 572	Assessment, Treatment, & Recovery in Cnsl							
CNSL 573	Counseling Families							
GERONTOLOGY COUNSELING								
GERO 510	Policy, Aging, & Ethics							
PSY 511	Psychology of Aging							

CLINICAL REHABILITATION COUNSELING								
CNSL 564	Rehabilitation & Disability Case Management							
(OR)	(OR)							
CNSL 572	Assessment, Treatment, & Recovery in Cnsl							

**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	<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 FOUNDATIONAL COUNSELING SKILLS**

[Counselor Education Program Objective 4]

SKILL	DESCRIPTION	4	3	2	1
<b>Essential Interviewing Skills</b>	Nonverbal attending skills; minimal encouragers; basic questioning skills; closing and termination.				
<b>Essential Counseling Skills</b>	Therapeutic relationship; interactive/facilitative skills; deepening behaviors; problem solving skills; advocacy skills.				

**COUNSELOR-IN-TRAINING PROFESSIONAL DISPOSITIONS**

[Counselor Education Program Objectives 3, 7, 8, & 9]

Adapted from the *CASEL Framework*: <https://casel.org/fundamentals-of-sel/what-is-the-casel-framework/>

DISPOSITION	DESCRIPTION	4	3	2	1
<b>SELF AWARENESS</b>	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>	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.				

<b>SOCIAL AWARENESS</b>	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.				
<b>RELATIONSHIP SKILLS</b>	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.				
<b>RESPONSIBLE DECISION MAKING</b>	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.				

**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 & Fieldwork Handbook*. Furthermore, I am aware 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 Checklist (C<sup>3</sup>)* that have been submitted by former instructors.

\_\_\_\_\_  
Student's Name & Signature

\_\_\_\_\_  
Date

**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** (professional counseling practicum)  
Spring \_\_\_\_\_ (year)

**CNSL 594** (professional counseling internship)  
Fall/Spring \_\_\_\_\_ (academic year)

**CNSL 594** (professional counseling internship)

\*Summer \_\_\_\_\_ (year): **\*FOR ELIGIBLE SCHOOL COUNSELING & AOCPS STUDENTS ONLY**

**Advisor's Comments** (optional):

\_\_\_\_\_  
1 Academic Advisor's Name & Signature

\_\_\_\_\_  
Date

## **NOTE TO ACADEMIC ADVISOR**

Upon reviewing and signing this application, please email the document to the following individuals:

1. Student applicant
2. Marian Rosario, Department Secretary
3. Dr. Reginald W. Holt, Clinical Professional Counseling Program Coordinator