

## **Instructions: Applying for Field Placement (Practicum and Internship)**

**\*\*\*Practicum and Internship Enrollment Forms are due September 15<sup>th</sup> for students planning to take practicum or internship the following Spring semester, and February 15<sup>th</sup> for those planning to take practicum or internship the following Fall semester.**

### **Part I: Create a Tevera Account**

If you have not previously purchased a Tevera access code and registered your account through a WCU course, you must purchase the "Tevera Counseling Access" code via the WCU bookstore linked with one of the following courses you are currently enrolled: Fall courses- COUN 602, 610, 625, 635, or Spring courses- 630, 635, or 667. This is a one-time purchase and life-long account.

Once you purchase the code, click on the **Tevera link within the Canvas course** linked with your purchase (one of the aforementioned). Do not register directly through Tevera's website – you must register from the WCU Canvas course which THEN takes you to Tevera or you will not be connected to our program's courses. Follow the Tevera instructions to register your account with your WCU student email and enter your access code.

### **Part II: Complete Request to Enroll Form**

Before completing the form, first review information on field placement in the student handbook. Then, review the field placement notebooks (large white binders) found in the Counseling office, specific to your track- CMHC or SCH. The binders include students' evaluations of sites and schools. If you are interested in a site or school not listed, speak with the field placement coordinators (Dr. Elizabeth Likis-Werle for CMHC or Dr. Lisen Roberts for SCH).

Next, review the Request to Enroll form but do not sign or submit it to your advisor until *after* you meet with your advisor to discuss your selected sites. Keep the deadline in mind to allow enough time to meet with your advisor and complete the form!

To see the form and apply for enrollment in practicum or internship, from the Tevera Home page:

- Click on My Site Placements
- Select Practicum or Internship under the words Site Placements
- Click on step 1, Pre-Application Tasks
- Click on the Request to Enroll form (Practicum, Internship, or Internship II\*), as appropriate
- Complete and sign the form after you meet with your advisor
- Click Submit and select your advisor and field placement coordinator (Dr. Elizabeth Likis-Werle for CMHC or Dr. Lisen Roberts for SCH ) from the two drop-down boxes as 'signers'. Then click submit before/by the deadline.
- Late or incomplete forms will not be accepted.

\*Internship II should be completed by students who are doing the second-half of their part-time internship (i.e., 20-hours/week for two semesters)

Notes: You must complete anything on the form highlighted in red. You may enter N/A if not applicable (e.g., if you are taking fewer than 3 courses with internship). For now, check the box that you attended the field experience information meeting in person or by video; we are currently creating a new recording.

### **Part III: After You are Approved for Practicum/Internship**

After you complete tasks for Step 1, the faculty will meet to review your application. If approved, you will receive an Approval form via Tevera from one of the field placement coordinators. Sign the form once you receive it. Only after you receive the Approval form may you contact the site or school to discuss the possibility of doing practicum or internship with them.

After your site is secured (stated by the site representative or site supervisor), complete Step 2 tasks in Tevera, which include completing the placement site and supervisor information forms. Note: You will not see these forms until after you receive the approval form.

Information you need to obtain from the site and site supervisor *before* you complete the forms:

#### **Placement Site Information:**

Name of site

Email address

Address

City

State

Zip

Telephone

Services offered

Types of clients served

Associated Discipline(s): Check one- School Counseling or Clinical Mental Health Counseling

#### **Placement Supervisor Information:**

First Name

Last Name

Email

Position title

Degree(s) held (with areas indicated)

Counseling or counseling-related credentials held (licenses, certifications, etc.): check all that apply: LCMHC- Licensed Clinical Mental Health Counselor, LCSW – Licensed Clinical Social Worker, Licensed K-12 School Counselor, Other

Years of post-graduate experience in counseling, counseling-related, and/or counseling supervision positions

Placement Start Date: (select date during first week of classes)

Placement End Date: (select date during last week of classes or finals week)

To complete these two forms in Tevera, from the [Tevera Home page](#):

- Click on My Site Placements
- Click either practicum or internship (as applicable) below Site Placements
- Go to Step 2- Select Site. Select your site from the list.
- Click on Placement Site Information Form, then click Start. Complete the form and then click Submit.
- Then, you will see Step 3- Select supervisor and complete the site supervisor information.

If your site is not listed, click on Suggest Site, My Site is not Listed, then complete the form.

If your site supervisor is not listed, click Suggest a Site Supervisor, Enter name, I'm Ready, Click on Supervisor form, and complete the form.

**\*\*Inform your field placement coordinator (Dr. Likis-Werle-CMHC, Dr. Lisen Roberts-SCH) that this site and site supervisor need to be invited to Tevera.**

Once these forms are completed, your tasks will have a Final Review. Once reviewed, your paperwork for practicum or internship is complete!

#### **Part IV: Register for Your Assigned Practicum or Internship Section**

Do not register for a practicum or internship section until you receive your class assignment from Dr. Melodie Frick. Only register for the section you are assigned or others will not be able to register in their section.

#### **Additional notes:**

Be prepared to interview with your site or school and have a professional résumé prepared (and have your advisor proof-read!). Dress for the interview not the job (i.e., professional, clean apparel). The site or school may have additional requirements (e.g., their own background check, immunizations/ vaccinations, etc.).

You may only work at a site from the first week of classes through the last week of classes, or finals week if needed. If you need to do site trainings prior to the start of classes, discuss this with your assigned practicum or internship university supervisor. Trainings may count toward indirect hours; however, you are not allowed to accrue direct hours with clients until classes begin or after classes end for the semester.

You must have professional liability insurance. This may be purchased through the University or a professional counseling organization (e.g., ACA, ASCA). If you want the University insurance, make sure that was selected on the enrollment form. Dr. Frick will send you the certificate once

approved. You must provide a copy of the insurance certificate to your site supervisor and upload a copy in your practicum and internship classes via Tevera.

You must update your background check, annually. You must upload your background completion certificate in Tevera. You may wait until the month before you start field placement (practicum) to ensure you are covered for both practicum and internship.