

**Western Carolina University**

**Counseling & Psychological Services (CAPS)**

[**http://caps.wcu.edu**](http://caps.wcu.edu)

225 Bird Building

Cullowhee, NC 28723

828.227.7469 tel | 828.227.7004 fax

**2021 – 2022 MASTER'S TRAINING PROGRAM APPLICATION**

**About CAPS**

The mission of Counseling and Psychological Services (CAPS) is to empower students to engage in and be successful in a full range of academic, social, and cultural opportunities through fostering psychological wellness. This aim is achieved through promotion, facilitation, recommendation and provision of mental health services for the University community.

At CAPS, we value:

* Intentional responsiveness within ourselves and with others created by collaboration, communicated and conducted authentically
* Relationships that are rooted in trust and nurtured by open communication
* Knowledge obtained through lifelong learning and shared through mentoring
* Wellness modeled on an individual and organizational level fostered by respect and intentionality

CAPS provides free and confidential psychological services for WCU students including individual and group therapy. We also provide consultation, outreach programming, crisis intervention, some limited psychological assessment, and referral services. Clients present with a variety of difficulties ranging from relatively serious mental and behavioral disorders to normal developmental adjustment problems. The majority of our clients are of traditional college age. There are frequent opportunities to work with clients from diverse cultural backgrounds including race/ethnicity, age, SES, sexual orientation, gender identity, disability status, etc. CAPS places a strong emphasis on valuing diversity of clients and staff alike.

CAPS utilizes a short-term, goal-oriented approach to counseling in order to efficiently and effectively meet the needs of WCU students. We also value a preventative approach to service delivery and maintain active outreach and consultation services to university students, faculty, and students’ families.

**The Training Experience**

The mission of the training program at CAPS is to promote the development of clinical skills and professional identity for the next generation of mental health professionals. This mission is accomplished through the provision of didactic training, clinical supervision, and direct practice experiences within an interdisciplinary, supportive, and collaborative team environment.

CAPS has a long-standing history of providing training experiences for master’s level students. We are committed to providing a high quality practicum and internship experience that facilitates your development both professionally and personally.

Each year, CAPS offers 3 training positions for graduate students in Counseling, Psychology, and Social Work programs.

Experiences offered to CAPS trainees include the following:

* Individual counseling with clients whose presenting problems range from developmental or adjustment concerns to serious mental illness and/or personality disorders.
* Potential co-leadership of counseling groups and/or ongoing workshop series when available.
* Initial consultations, therapeutic intakes, specialized services.
* Outreach and consultation services for the campus community.
* Supervision utilizing digital video equipment, case presentations, training & professional development.

**Requirements**

* Endorsement of graduate program in Counseling, Psychology or Social Work for readiness to participate in a two semester practical training experience during academic year.
* Coordination with member of graduate faculty to establish experience objectives, evaluation criteria, and feedback procedures.
* Successful completion of core graduate level course work; it is strongly recommended that coursework on Advanced Psychopathology, DSM 5, Counseling Skills, Ethics/Legal Issues is completed prior to the start of training.
* We require master’s trainees to carry professional (student) liability insurance.
* We expect an academic year (two semester) commitment. For all three programs, we ask for a commitment of 20-24 hours a week. For Counseling, this will change to 40 hrs/wk in the Spring Semester.
* If required hours are not completed after the two semesters, CAPS cannot extend your training experience.
* Master’s trainees must participate in orientation/training activities prior to the start of classes in the fall semester.

**Other Considerations for Potential Applicants:**

* If you are currently receiving services at CAPS and intend to apply to the master’s training program, you should discuss this with your counselor to avoid potential conflict of interest.
* For applicants who are accepted into the master’s training program, they cannot receive CAPS counseling services once they begin their training experience at CAPS. CAPS can provide community referral information in these situations. You can talk to your counselor more about these options.

**COVID-19 Information (updated 2/2/2021)**

We would like to make applicants aware that we are currently taking the following precautions at WCU CAPS to protect the physical and emotional health and safety of CAPS staff, trainees, and clients:

* All interviews for practicum applicants (who are offered an interview) will be conducted via Zoom.
* As of spring 2020, we have been providing the vast majority of services to our clients via telemental health over Zoom. While we do offer some limited in-person appointments for students (particularly for crisis related concerns), no trainee or staff member is required to provide in-person services if they are uncomfortable doing so. Our limited, in-person appointments with students are only conducted with masks on and in our larger meeting rooms to permit physical distancing.
* As of fall 2020, all CAPS groups have been offered virtually via Zoom. Outreach has similarly been adapted to be online or outdoors with physical distancing measures.
* As an agency, all our staff members and trainees are required to have some designated days per week that they work physically on-site in the office to maintain operations and to support potential crisis related needs for students. We expect our practicum trainees to perform client related services (e.g. telemental health appointments) when physically on-site from the CAPS office. However, we currently (as of fall 2020) offer our practicum trainees the option of telecommuting on other days when performing indirect services (e.g. paperwork, meetings) according to a consistent schedule of pre-determined hours per week once they have been cleared to do so by their supervisors.
* All trainees have access to their own private office spaces on days they are in the office.
* All staff and trainees have remote access to our recordkeeping and scheduling system (Titanium) via a secure virtual desktop that allows secure access from personal devices on or off campus.
* As of mid-December 2020, campus policy is that face coverings must be worn indoors at all times unless you are alone in a fully enclosed workspace, such as an office with the door closed, and have no expectation of interacting with another person in that space. Face coverings must be worn outdoors if it is not possible to consistently be physically distant by more than six feet from non-household members.
* All staff meetings, supervisions, and trainings will have a Zoom or physically distanced option for attendees.
* Our office and campus housekeeping have implemented enhanced sanitation and cleaning protocols. Our office keeps sanitizing supplies and hand sanitizer available in readily accessible areas and in all offices.
* COVID-19 testing (including rapid testing) is available both on campus and in the community.

During this unprecedented time, it is of course possible that experiences outlined in this brochure as well as other operations at CAPS may change in order to continue to promote the physical and emotional health and safety of CAPS staff, trainees, and clients.

Applicants with concerns related to COVID-19 are encouraged to share these with the Training Director ([jay.manalo@wcu.edu](mailto:jay.manalo@wcu.edu)).

All CAPS staff and trainees (along with all members of the broader WCU community) are expected to comply with WCU COVID-19 mandates, including the Catamounts Care Community Standards:

<https://www.wcu.edu/operations-procedures/community-standards.aspx>

WCU campus-related COVID-19 updates can be found at:

<https://www.wcu.edu/coronavirus/index.aspx>

**REQUIREMENTS FOR CLINICAL PSYCHOLOGY MASTER'S PRACTICUM**

The clinical psychology master's practicum is designed to fulfill the Psychology Department’s requirement for practicum placement as well as to provide you with a high quality supervision and training experience. The practicum is a two semester commitment for a minimum of 20 hours per week to assist if you are considering pursuing master’s level licensure in North Carolina as a psychological associate.

The following outlines the activities you will participate in at CAPS during your practicum with us. There are also many optional activities that are available to you, such as co-leading groups and receiving training in specialized topic areas.

|  |  |
| --- | --- |
| **Clinical/Direct Service** | **Estimated Hours Per Week** |
| Individual Psychotherapy | 5 - 9 |
| Group Psychotherapy | 0 - 1 |
| Intakes | 2 |
| Outreach/Consultation | 0 - 1 |
| Quick Access (spring semester only) | 3 |
| **Total Clinical/Direct Service:** 12 - 15.5 hours/week | |
| **Supervision/Training** | **Estimated Hours Per Week** |
| Individual Supervision | 1 (2 in spring) |
| Master’s Case Conference Group | 1 |
| **Total Supervision/Training:** 2 - 3 hours/week | |
| **Administration/Miscellaneous** | **Estimated Hours Per Week** |
| Case Conferences | 0.5 |
| Prep Work/Paperwork/Meetings | 7 - 8 |
| Professional Development | 0 - 0.5 |
| **Total Administration/Miscellaneous:** 8 – 9.5 hours/week | |
| **Total Hours:** 20 - 24 hours/week | |

There is also an orientation session which is usually scheduled prior to the beginning to Fall semester.

**REQUIREMENTS FOR CLINICAL MENTAL HEALTH COUNSELING MASTER'S PRACTICUM & INTERNSHIP**

The clinical mental health counseling master's practicum and internship are designed to fulfill WCU’s Clinical Mental Health Counseling Program’s requirement for practicum/internship placement as well as to provide you with a high quality supervision and training experience. The training experience consists of a fall semester practicum commitment of 20 hours per week consisting of 2 days a week onsite (16 hours) with 4 hours of flexed time for paperwork. This is designed to meet the Counseling Program’s standards of a minimum 150 hour practicum, at least 40 hours of which are direct service per CACREP standards) followed by a spring semester internship commitment of up to 40 hours per week depending upon class schedule (designed to meet the CACREP standards of a 600 hour internship, 240 hours of which are direct service). The following outlines the activities you will participate in at CAPS during your practicum/internship with us. There are also many optional activities that are available to you, such as co-leading groups and receiving training in specialized topic areas.

\*The hours estimates below do not take into account any additional supervision provided outside of CAPS by the student’s academic program.

|  |  |  |
| --- | --- | --- |
|  | **Estimated Hours Per Week Fall Practicum** | **Estimated Hours Per Week Spring Internship** |
| **Clinical/Direct Service** | | |
| Individual Psychotherapy | 8 | 14 |
| Group Psychotherapy | 0 - 1 | 1 - 2 |
| Intakes | 2 | 3 |
| Outreach/Consultation | 0.5 | 0.5 |
| Quick Access | 0 | 3 |
| **Total Clinical/Direct Service:** | 11 - 15 hours/week (fall) | 19.5 - 21 hours/week (spring) |
| **Supervision/Training** | | |
| Individual Supervision | 1 | 2 |
| Master’s Student Case Conference | 1 | 1 |
| Supervision of Group Work | 0 | 0.5 |
| **Total Supervision/Training:** | 2 hours/week (fall) | 3.5 hours/week (spring) |
| **Administration/Miscellaneous** | | |
| Case Conference | 0.5 | 0.5 |
| Prep Work/Paperwork/Meetings | 6 – 8 | 12 - 16 |
| Other/Professional Development | 0 | 0.5 |
| **Total Administration/Miscellaneous:** | 8 – 9 hours/week (fall) | 14 - 18 hours/week (spring) |
| **Total Hours:** | 20 hours/week (fall) | 38-40 hours/week (spring) |

There is also an orientation session which is usually scheduled prior to the beginning to Fall semester.

**REQUIREMENTS FOR SOCIAL WORK MASTER’S FIELD PRACTICUM**

The social work master’s field practicum is designed to fulfill the Social Work Department’s requirement for field placement as well as to provide you with a high quality supervision and training experience. The field placement is a two semester commitment for a minimum of 24 hours per week and is designed to meet the Social Work Department’s minimum requirements of a 672 hour field placement experience over the course of the fall and spring semester combined. CAPS Licensed Clinical Social Worker (LCSW) will serve as the field instructor although other opportunities for additional supervision from other appropriately licensed staff may be available as well. The following outlines the activities you will participate in at CAPS during your field placement with us. There are also many optional activities that are available to you, such as co-leading groups and receiving training in specialized topic areas.

|  |  |
| --- | --- |
| **Clinical/Direct Service** | **Estimated Hours Per Week** |
| Individual Psychotherapy | 7 - 10 |
| Group Psychotherapy | 0 – 1 |
| Intakes | 2 |
| Outreach/Consultation | 0 – 1 |
| Quick Access (spring semester only) | 3 |
| **Total Clinical/Direct Service:** 12 - 15.5 hours/week | |
| **Supervision/Training** | **Estimated Hours Per Week** |
| Individual Supervision | 1 (2 in spring) |
| Master’s Case Conference Group | 1 |
| **Total Supervision/Training:** 2 - 3 hours/week | |
| **Administration/Miscellaneous** | **Estimated Hours Per Week** |
| Case Conferences | 0.5 |
| Prep Work/Paperwork/Meetings | 7 – 8 |
| Professional Development | 0 - 0.5 |
| **Total Administration/Miscellaneous:** 8 – 9.5 hours/week | |
| **Total Hours:** 24 hours/week | |

There is also an orientation session which is usually scheduled prior to the beginning to Fall semester.

**APPLICATION PROCEDURES**

1. Forward a completed application form and a current CV to us in electronic format. Electronic copies can be submitted to [aplantenberg@wcu.edu](mailto:aplantenberg@wcu.edu) or faxed to 828-227-7004. **Applications should be submitted by 5:00 PM EST Monday March 15, 2021.**
2. Arrange to have two (2) *WCU CAPS master’s training program reference forms* (see separate document) e-mailed to [aplantenberg@wcu.edu](mailto:ckwyatt@wcu.edu) or faxed to 828-227-7004 **by 5:00 PM EST Monday March 15, 2021. Reference writers must complete the provided WCU CAPS reference forms (not a standard letter of recommendation).**
3. Applicants selected for interviews will be contacted by **Friday, March 19th, 2021.** Interviews will be held **Wednesday, March 24th**. If you are selected for an interview, additional details regarding the interview process will be given to you at that time.

**Please direct inquiries and/or applications and recommendation forms to:**

Aaron Plantenberg, LCSW, LCAS, CSI

Master’s Training Coordinator

[aplantenberg@wcu.edu](mailto:aplantenberg@wcu.edu)

WCU Counseling & Psychological Services

225 Bird Building

Cullowhee, NC 28723

828.227.7469 tel

828.227.7004 fax

Thank you for your interest. We look forward to considering your application!

**APPLICATION FOR 2021 - 2022 MASTER'S-LEVEL TRAINING PROGRAM**

**WCU Counseling & Psychological Services (CAPS)**

Name of Applicant (including name you go by)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pronouns\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Street City State Zip Code**

Home Phone (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Phone (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summer Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Street City State Zip Code**

Summer Contact Phone (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_ Summer Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(many grad assistant accounts get deactivated over the summer, so please provide us with an email address you can access over the summer)

 I have approval from my academic department to apply for this practicum/internship/field placement.

Relevant Master’s Level Courses Completed (including courses enrolled in this semester) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Relevant Background and Experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PLEASE INCLUDE A COPY OF YOUR CV WITH THIS APPLICATION.** Feel free to attach additional sheets for your CV or items above as necessary.

Please describe your interest in working with us at CAPS (i.e., why did you pick us?): Feel free to attach additional sheets for your response as necessary. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What are your goals for your training experience at CAPS? Feel free to attach additional sheets for your response as necessary.

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Please list the names/contact info for two references. **PLEASE HAVE THE PERSONS LISTED SEND REFERENCE FORMS VIA EMAIL OR FAX TO CAPS AT ADDRESS BELOW. Reference writers must complete the provided WCU CAPS reference forms (not a standard letter of recommendation).**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return to:**

**Aaron Plantenberg | aplantenberg@wcu.edu | WCU Counseling & Psychological Services**

**225 Bird Building | Cullowhee, NC 28723 | 828.227.7469 tel | 828.227.7004 fax**