



NEW JERSEY CITY UNIVERSITY
COLLEGE OF EDUCATION
DEPARTMENT OF COUNSELOR EDUCATION
M.A. IN COUNSELING PROGRAM

Practicum Application Packet

**NEW JERSEY CITY UNIVERSITY
DEPARTMENT OF COUNSELOR EDUCATION**

PRACTICUM/INTERNSHIP APPLICATION PROCESS

The deadline dates for submitting the “**Completed**” Practicum Application and the “**Original**” Practicum Agreement (contract) will be discussed during the “**Mandatory**” Practicum Orientation. Submit the following forms to the Clinical Coordinator for approval on your scheduled appointment. See below:

Clinical Coordinator: Mrs. Anna Ivanova-Tatlici
Phone Number: 201-200-2187
Email: aivanova@njcu.edu

Forms Needed for the Practicum Application:

- ___ Practicum/Internship Proposal (**required again if you are changing sites**)
- ___ Updated Program Plan (**SC or CMHC**)
- ___ Signed Disclosure/Informed Consent
- ___ Signed Acceptance of Counseling Program Policies
- ___ Create a Letter of Interest or Cover Letter to Potential Site Supervisor or Clinical Director
- ___ Copy of Current Resume
- ___ Unofficial Transcript

Forms Needed for the Practicum/Internship Agreement:

- ___ Request for Placement* (**required again if you are changing sites**)
- ___ Site Supervisor Form

**NEW JERSEY CITY UNIVERSITY
DEPARTMENT OF COUNSELOR EDUCATION**

PRACTICUM/INTERNSHIP PROPOSAL

Student's Name: _____ Date: _____

Use this form for Practicum. Write your responses below or on a separate sheet of paper.

(1) Your first choice site and your second choice site (if needed) and your justification for selecting the site(s):

(2) Your research about the site and your contact(s)/communication information:

(3) The semester, days and hours that you plan to be on site each week (Practicum 10-12 hours and 1.5 to 2 days or nights per week; Internship 18-24 hours and 3 days or nights per week):

**NEW JERSEY CITY UNIVERSITY
DEPARTMENT OF COUNSELOR EDUCATION**

CLINICAL MENTAL HEALTH COUNSELING PROGRAM PLAN

Name: _____ Today's Date: _____

Matric. Date: _____ Gothic ID: _____

Advisor: _____

Course #	Course Title	Credit	Semester/Grd.	Comments
COUN 601	Orientation to Professional Counseling & Ethics (Formerly Ethics, Law, & Professional Issues)			

**NEW JERSEY CITY UNIVERSITY
DEPARTMENT OF COUNSELOR EDUCATION**

DISCLOSURE/INFORMED CONSENT

Student's Name (print): _____ Semester/Year: _____



Department of Counselor Education
2039 Kennedy Boulevard, Rossey Hall 536
Jersey City, NJ 07305-1597
Phone 201-200-3400/Fax 201-200-3405

**M.A. IN COUNSELING PROGRAM
PRACTICUM AND INTERNSHIP**

REQUEST FOR PLACEMENT

Date: _____

To: _____ (Site Supervisor)

Our formal request is to place a Counseling Master's Student at your site for Practicum/Internship under the supervision of a licensed professional who has a minimum of two years of experience.

Student's Name: _____ Gothic ID: _____

Address: _____

Cell/Emergency Phone: _____

NJCU Email: _____

Site Placement Requested

Site Name: _____

Approved Start Date and End Date

REQUEST FOR PLACEMENT (Page 2 of 2)

PRACTICUM AND INTERNSHIP FIELD EXPERIENCE INFORMATION

Counseling candidates complete 100 hours beginning practicum, prior to a two semester advanced 600 hour Internship (300 hours each semester). Candidates are placed in sites according to their clinical training, professional skills, and interests to provide the best experience at a site.

Responsibilities of the Site Supervisor are to:

- 1) Provide an orientation of the site.
- 2) Provide opportunities for the candidates to perform the work of a counselor under supervision including, individual counseling, group counseling, consultation, and videotaping selected sessions with permission.
- 3) Provide one hour per week of individual clinical supervision, and complete a midterm and final evaluation.

Practicum Candidates:

Should complete 40 hours of direct client contact under supervision (individual counseling, group counseling, consultation and assessment) and 60 hours of indirect services (observation, report writing, individual site supervision, university group supervision, and professional development). The proportion of hours may vary according to site needs.

Internship Candidates:

Should complete 300 hours each semester for two semesters for a total of 600 hours under the supervision of the site counselor supervisor including 120 hours of direct client service (individual counseling, group counseling, assessment and consultation,) and 180 hours of indirect services (observation, report writing, individual site supervision, university group supervision, and professional development). The proportion of hours may vary according to site needs.

Documentation:

The candidate should provide you with a resume and transcript for your review as well as a Request for Placement Form, a Contract Agreement, and a Site Supervisor Form for you to complete and sign. If you have any question please contact this department at 201-200-3400. Thank you for your professional partnership and support of our graduate counseling student.



**Department of Counselor Education
2039 Kennedy Boulevard, Rossey Hall 536
Jersey City, NJ 07305-1597
Phone 201-200-3400/Fax 201-200-3405**

Dear Site Supervisor:

RE: Counseling Internship

Thank you for your consideration for serving as a site supervisor for our NJCU student intern. We are most grateful to you and your institution for your supervisory assistance, cooperation and help. Before you sign the contract, please review the following requirements for the site supervisor. These requirements are based on the CACREP (Council for Accreditation of Counseling and Related Educational Programs) standards.

The site should allow the intern student to videotape at least some counseling sessions.

The site supervisor needs to provide one hour weekly supervision to the student intern.

The site supervisor needs to complete the Midterm and Final Evaluation in conjunction with the student intern during weekly supervision.

The site supervisor should discuss the progress and concerns of the intern student with the NJCU instructor on a regular basis throughout the semester.

It is at the discretion of your agency/school to terminate the site placement at any given moment due to the unprofessional and/or unethical conduct of the student intern. We would appreciate if you can share any concerns you have of the student's performance with the NJCU Clinical Coordinator or the instructor of the Practicum/Internship class upon demonstration of the unprofessional behavior.

Should you have any questions regarding these requirements, please feel free to contact the NJCU Counseling Program Clinical Coordinator. See below:

Clinical Coordinator: Mrs. Anna Ivanova-Tatlici
Phone: 201-200-2187
Email: aivanova@njcu.edu



Student's Name: _____

**NEW JERSEY CITY UNIVERSITY
DEPARTMENT OF COUNSELOR EDUCATION**

SITE SUPERVISOR FORM

SITE SUPERVISOR'S INFORMATION	
Name:	
Email Address:	

Cell/Emergency Phone:



Student's Name: _____

**NEW JERSEY CITY UNIVERSITY
M.A. IN COUNSELING PROGRAM**

**CLINICAL MENTAL HEALTH COUNSELING
PRACTICUM/INTERNSHIP AGREEMENT**

This Practicum/Internship Agreement (“Agreement”) is completed on _____ (m/d/y) between _____ (the “Practicum/Internship Site”) whose business address is _____ and New Jersey City University (the “University”) M.A. in Counseling Program whose business address is 2039 Kennedy Boulevard, Jersey City, New Jersey 07305.

Terms:

The terms of this agreement shall begin on _____ (m/d/y), and end on _____ (m/d/y.) Either party has the right to terminate this Agreement on a thirty (30) days prior written notice to the other at the addresses set forth in the first paragraph of this Agreement, provided that with respect to any internship committed to or commenced at the time of such notice, this Agreement shall remain in effect until the completion of such internship, subject to the right of _____ (the “Practicum/Internship Site”) to withdraw a student from the internship program set forth in this reW* nBT/()-ET080.85 47131 Tm0 g44JI2 reW* nBT/F5 12 Tf1 0 0 1 57.624 592.66 Tm0 g0 G()TJET00.00000

5. That the Practicum/Internship Site, in its sole discretion, makes the final determination as to whether a student is placed at the Practicum/Internship Site. And, the University agrees and understands that the Practicum Site has the final approval for placement of any student recommended by the University, and will permit the Practicum/Internship Site to withdraw the student when the student is unacceptable and undesirable to the Practicum/Internship Site for reasons of health, performance of duties, or other reasonable causes.
6. That prior to any student being placed at the Practicum/Internship Site, the University will provide written evidence of malpractice insurance coverage by providing a certificate of insurance indicating limits of liability of each incident at \$2,000,000 and \$4,000,000 in the aggregate and that the University will notify the Practicum/Internship Site within thirty (30) days of the malpractice insurance coverage being terminated or suspended, said termination or suspension being grounds for the termination of this Agreement.

Practicum/Internship Field Site Agrees:

1. To assign a Practicum/Internship supervisor who has appropriate credentials, time, and interest for training the Practicum/Internship student.
2. To provide opportunities for students to engage in a variety of counseling activities under supervision and for evaluating the student's performance.
3. To provide the students, subject to availability, with adequate work space, telephone, office supplies, and staff to conduct the professional activities as assigned.
4. To provide a minimum of one hour per week of individual supervision, that involves some examination of students' work using audio/video tapes, observation, and/or live supervision.
5. To provide written evaluation of the student based on criteria established by the University program.

The primary Practicum/Internship Site supervisor will be identified for a particular student being placed at the site. The training activities indicated below will be provided for the students in sufficient amounts, to the extent available, to allow adequate evaluation of the students' level of competence in each activity. The Clinical Coordinator will be the faculty liaison with whom the students and Practicum/Internship Site supervisors will communicate regarding progress, problems, and performance evaluations.

Practicum/Internship Activities:

The activities to be provided to the students by the Practicum/Internship Site may include:

1. Individual Counseling: Personal, Social, Educational, Career
2. Group Counseling: Co-leading, Leading
3. Intake Interviewing, Preliminary Assessment, Introduction to Services
4. Psychoeducational Activities: Group, Parent, Outreach, Skills Development, In-Service
5. Consultation: With Family/Parent, Teacher, Agency; for Referral, Team Collaboration

