

# APPLICATION FOR SC871 SUPERVISED PRACTICUM IN SCHOOL COUNSELING

## APPLICATION PROCESS AND PROCEDURES

Adequate pre-planning and scheduling for the Supervised Practicum course/experience by each candidate with program faculty is necessary to accommodate all candidates needing the experience in each semester. Candidates must submit all application materials by the deadline date the semester prior to the requested start of Practicum.

Practicum is a highly individualized learning experience that involves intense supervision as the candidate applies professional dispositions, knowledge, and skills acquired in prerequisite coursework to provide individual and small group counseling to student-clients and consults with parents/school personnel during a school-based experience.

1. **Submit All Materials by Deadline.** For Fall by **March 1**; For Spring by **October 1**
2. **Prerequisite Grades.** A grade of B or better is required for all prerequisite courses identified below. **Attach** an unofficial copy of your transcript or degree evaluation (Degree Works/CAPP) from Buzz-In.
3. **Liability Insurance.** CACREP accreditation requirements mandate professional liability insurance coverage during practicum and internship experiences. Counseling liability insurance coverage is provided as a free benefit of student membership in either the [American School Counselor Association](https://www.schoolcounselor.org/school-counselors-members/member-benefits-info) <https://www.schoolcounselor.org/school-counselors-members/member-benefits-info> or the [American Counseling Association](https://www.counseling.org/membership/aca-and-you/students) <https://www.counseling.org/membership/aca-and-you/students>. **However, association membership information is not adequate proof; you must provide a copy of your Certificate of Insurance with this application.** The Certificate is an official form found on the members only website that certifies your liability coverage and limits, policy carrier and policy number, identifying your name, address, member number, coverage effective and expiration dates, and an authorized signature. Sometimes a generic form is posted that allows you to type in to personalize it.
4. **Placement Request.** School placements require the written approval of the building principal, an on-site licensed school counselor who will serve as your mentor, and authorized district office personnel on the appropriate form.
  - a. **No OFPL.** If you are currently employed in the school district where placement is requested, and can gain all district approvals internally without assistance, you should use the form identified as **No OFPL**.
  - b. **OFPL.** If you are not currently employed in the school district being requested (or are employed there but cannot gain all approvals without assistance) you must complete the form identified as **OFPL**. These placement requests will be coordinated through Carleen and the ESU Office of Field Experience Placement & Licensure.

**Faculty Review/Approval Process.** Acceptable candidate dispositions must be validated for each applicant prior to admission into practicum/internship experiences. Together, the program faculty review and discuss completed applications, supporting materials, and complete a dispositional assessment for each applicant. When this process is complete, you will be notified. If approved, we will enroll you into Practicum. If dispositions were determined to be unacceptable, the candidate will be denied admission into Practicum, or a contract will be developed for the candidate to follow during Practicum.

Prerequisites for SC871 Supervised Practicum		Semester Completed	Grade Earned
<b>SC700</b>	Issues and Best Practices in High School Counseling		
<b>SC705</b>	Issues and Best Practices in Elementary/Middle School Counseling		
<b>SC715</b>	Counseling Consultation and Collaboration		
<b>CE708</b>	Multicultural Counseling		
<b>CE810</b>	Counseling and Microskills Development		
<b>CE820</b>	Career Counseling and Development		
<b>CE825</b>	Counseling Theories		
<b>CE830</b>	Group Processes in Counseling		
<b>CE893</b>	Professional, Ethical, and Legal Issues in Counseling		
<b>Attach your Certificate of Insurance and either unofficial transcript or degree evaluation from Buzz-In AND your Site-Placement Request Forms to: Carleen Dvorak <a href="mailto:cdvorak@emporia.edu">cdvorak@emporia.edu</a> Counselor Education, 1 Kellogg Circle, Campus Box 4036 Emporia, KS 66801 Fax 620.341.6200 Phone 620.341.5220</b>		SEMESTER/YEAR: _____	

Name: \_\_\_\_\_ ESU ID: \_\_\_\_\_ Advisor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Home/Cell#: \_\_\_\_\_ Work#: \_\_\_\_\_