

STETSON UNIVERSITY

Pre-Practicum Resource Guide

Nine months to one year prior to entering your Practicum semester:

- ☐ Attend a Practicum Orientation.
 - Orientation is offered only in Fall and Spring terms.
 - Proof of attendance is required prior to the start of your Practicum course.
- ☐ Update Professional Resume with most current training, etc.
 - Contact [Career and Professional Development](#) for guidance on creating your professional resume.
- ☐ [Counselor Education Practicum and Internship Manual](#).
 - Identify 3-4 potential sites from the Practicum and Internship Manual, link above.

Securing your Practicum Site

Students Participating in the HBHC Grant

- ☐ Follow directions set forth by the grant guidelines for contacting sites.
- ☐ Practicum position will be secured with the help and guidance of Dr. Williams.
- ☐ Complete any required paperwork or background check required by the site. This may require a fee.

Students NOT Participating in the HBHC Grant

- ☐ Contact each of your 3-4 site choices to set up a professional interview.
- ☐ Discuss the availability of practicum space, expectations from the site, potential start date, identify hours you are able to work, etc.
- ☐ Secure practicum position at your desired location with a formal offer.
- ☐ Complete any required paperwork or background check required by the site. This may require a fee.

Practicum Check-list

One semester prior to starting Practicum, students will be added to the Pre-Practicum Canvas course in order to complete all the following forms and submit all required documentation.

- ☐ [Counselor Education Practicum and Internship Manual](#) - not a form to complete
 - First item on the Practicum Check-list from above.
- ☐ [Prerequisite Attestation Form](#)
- ☐ [Academic Advisor Approval to begin Practicum](#)
 - **You must send the link above to your Academic Advisor for them to complete.**
- ☐ [Graduate Academic Internship Risk Acknowledgement form](#)
- ☐ [Final Accepted Practicum Site Documentation](#)

Additional Important Information

- ☐ Time2Track – This is a online system that is utilized to track training hours and is REQUIRED for all students at a cost of \$79 at the start of Practicum.
- ☐ The CPCE Exam is required as one of our graduation requirements and is normally taken during Practicum at a cost of \$150, taken off-site at a Pearson Vue testing location.

All forms on the Practicum Check-List are required to be completed by July 1 for Fall entry, November 1 for Spring entry, and April 1 for Summer entry prior to the start of the term in which you are starting Practicum – no exceptions!