

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

Three months prior to entering your Practicum semester, the following forms must be completed:

- [Counselor Education Practicum and Internship Manual](#) - not a form to complete
 - First item on the Practicum Check-list from above.
- [Academic Advisor Approval to start Practicum](#)
 - You must send the link above to your Academic Advisor for them to complete
- [Academic Internship Risk Acknowledgement](#)
- [Acknowledgment of Risk Form Off-Campus Educational Experiences](#)
- [Prerequisite Attestation Form](#)
- [Final Accepted Practicum Site Documentation](#) (the items below will be uploaded with the Final Practicum Documentation)
 - Completion Letter of Eight Counseling Sessions
 - Copy of Liability Insurance

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 \$69 at the start of Practicum.
- As the Student Handbook states, the CPCE Exam is required as one of our graduation requirements and is normally taken during Practicum at a cost of \$75.

All forms on the Practicum Check-List are required to be completed 90 days prior to the start of the term in which you are starting Practicum – no exceptions