

STETSON UNIVERSITY

Pre-Practicum Resource Guide

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

- ☐ **Attend a Practicum Orientation**
 - Orientation is **mandatory** and offered only at the start of the Fall term and during Spring term.
 - **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. Bugni.
- ☐ 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 Checklist

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 Checklist from above.
- ☐ Completion of 8 Personal Counseling Sessions
 - **Emailed to counseloreducation@stetson.edu by your semester deadline.**
- ☐ [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 an 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, paid for through your Stetson account. This will be explained further at the start of your Practicum course.
- ☐ 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. Payment is made to Pearson Vue at the time of registration. Full instructions will be emailed to you at the start of Practicum or the semester prior to the start of your Practicum experience.

All forms on the Practicum Checklist 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!