

**Master's Practicum/Internship Application**  
**Florida A&M University**  
**Office of Counseling Services**

Thank you for your interest in applying to for the Master's Practicum/Internship in the Office of Counseling Services (OCS) at Florida A&M University (FAMU). The Office of Counseling Services was established at FAMU in 1969. It has been accredited by the International Accreditation of Counseling Services (IACS) since 1989. All student counseling services on campus are offered through the Office of Counseling Services. The primary programs include individual, group and couples counseling, workshops, campus and community outreach, consultation, crisis intervention and classroom presentations. The office is located at 1735 Wahnish Way, Suite 304 and is open for clinical services from 8:00 a.m. to 4:00 p.m. Monday through Friday. Campus and community outreach programs are often scheduled beyond business hours and trainees are expected to participate in after-hours community outreach program during their experience at the OCS. Office staff also participate in local community-based collaborative activities and attend state and national conferences where they present their work.

**Please read the information below before completing the application.**

**Practicum/Internship Description**

The Office of Counseling Services provides unpaid Master's Practicum/Internship positions. Trainees are expected to complete three semesters at the OCS to include summer, fall and spring. Orientation will occur the first week of the summer semester and trainees must be available for the entire orientation period. The first semester of training will focus on developing and refining clinical counseling skills through conducting individual, couples, and group counseling, workshops, outreach, consultations, and classroom presentations. The trainee will collaborate with their supervisor and other counselors to develop assessment and case conceptualization skills. The trainee will gain experience in treatment planning, proper documentation, staff collaboration, and public speaking. Trainees must be willing to work 10-15 hours per week during the first semester, 20 hours per week during the fall and spring semester (number of hours per week may vary based on the trainee's skill level, training goals and needs of the Counseling Center) and present at a case conference at least once per semester.

All trainees will maintain a caseload based on the number of hours worked per week and identified training goals. Counseling sessions are scheduled in the daytime during normal business hours of 8:00 a. m. – 4:00 p.m. Trainees are responsible for documenting and maintaining required client contact hours. Various groups and/or workshops are offered each semester by the Office of Counseling Services. It is recommended that the trainee co-facilitate an existing group/workshop or design and implement a group/workshop that the trainee and their supervisor deem would be appropriate.

**Confidentiality**

The Office of Counseling Services is committed to implementing the highest level of professional service to the clients whom we serve. Therefore, we are committed to the principle of confidentiality. The Office of Counseling Services requires that all interns who work at the Office of Counseling Services maintain confidentiality and sign a confidentiality agreement form.

**Throughout the supervised experience, the student will participate in the following developmental activities:**

**Individual Supervision:**

The trainee's primary supervisor will provide a minimum of one hour per week of individual supervision. The assigned supervisor will be a professional staff member. During the supervision process, the trainee and supervisor will explore the office policies and procedures, review various theoretical approaches regarding their clients, and explore case scenarios and ethical issues presented in the counseling field.

**Group Supervision:**

Trainees will be required to participate in weekly group supervision. In this context, clinical staff will support trainees in reflecting on their clinical work, as they: build knowledge, improve skills, address growth areas, and increase personal and professional insight.

**Clinical Staff Meetings & Case Conference:**

Clinical staff meetings are held weekly on Thursdays from 9:00 a.m. to 10:00 a.m. These meetings provide staff and trainees an opportunity to plan and discuss upcoming events, address concerns, problem solve and review articles about counseling. Staff and trainees are assigned a day to present at a case conference, usually held the last Thursday of the month. These meetings provide the staff an opportunity to receive feedback on case conceptualization and treatment. It is important that trainees attend these meetings to gain the most out of their experiences as a trainee at the Office of Counseling Services.

**How to apply:**

If you are interested in applying for a practicum/internship at the Office of Counseling Services, please complete the application and submit along with the other requested documents by March 1st. **Approval for a practicum/internship within the Office of Counseling Services is contingent upon successful completion of an interview and a criminal background check.** For questions about the application process call (850) 599-3145 or email Dr. Alicia Jackson at [alicia.jackson3@famu.edu](mailto:alicia.jackson3@famu.edu).

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**Florida A&M University**  
**Office of Counseling Services**  
**1735 Wahnish Way Suite 304**  
**Tallahassee, FL 32307**  
**Phone: (850) 599-3145 Fax: (850) 599-8481**

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In addition to completing and submitting this application, please submit the following:

- 1) An unofficial transcript from your university
- 2) An updated resume
- 3) Two letters of reference from someone who has observed you in an academic and/or professional setting

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**Applicant Information**

Applicant's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Have you ever had any legal or ethical issues that would compromise your ability to be successful in this position? If so, please explain.

Have you ever been convicted of a felony? If so, please explain.

**Educational Information:**

**Graduate Degree**

University: \_\_\_\_\_ Program: \_\_\_\_\_

Overall Graduate GPA: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Please list classes you have taken which you feel have been the most important in preparing you for an internship in a college counseling setting:

**Undergraduate Degree**

University: \_\_\_\_\_ Program: \_\_\_\_\_

Overall Graduate GPA: \_\_\_\_\_ Graduation date: \_\_\_\_\_

**Professional Information (Use additional sheet if necessary):**

Please describe your interest in obtaining a practicum/internship at this site as well as your interest in the college student population.

Please describe your goals for this practicum/internship.

Please list the theoretical orientations that interest you as well as how those orientations would be appropriate for the college student population.

What honors, awards, or special recognitions have you received?

What are your career aspirations?

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**Signing below indicates that you are willing and able to:**

1. Attend weekly staff meetings
2. Conduct one case conference each semester at the Office of Counseling Services
3. Complete at least five campus/community outreaches each semester; at least one must be after-hours
4. Co-facilitate or facilitate at least one group and/or workshop
5. Work at least 10-15 hours per week during summer and 20 hours per week during fall and spring semesters
6. Follow the American Psychological Association and the American Counseling Association Ethical Standards

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Applicant's Signature

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Date