

## PRACTICUM SEARCH INFORMATION

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I am here to serve you in any way that will help you find and successfully complete your practicum. Please use me! You may contact me any of the above ways. I will respond as promptly as possible.

- I strongly urge you to get started early on your practicum search. Some sites make their decisions as early as January or February, while others act whenever they get enough qualified practicum students. Others may not make decisions until late spring. I realize that a standardized system would be better, but this is the situation that we have at present. Be aware that you are competing for sites with students from other programs, so don't wait until most of the choice sites are filled.
- The practicum sites notebook in the library should be of great help to you. It is on reserve for course PSY 668 and is titled "M.A. in Counseling Psychology Practicum Sites." There are two identical notebooks, so you should not have trouble accessing the information. You may not take the notebook out of the library but you are welcome to copy whatever you like from the book. I will put any new information I receive in the front of the book.
- Some practicum site information is also available by internet. The website address is: <https://cas.bethel.edu/dept/psychology/MA/internship-table>
- The practicum site notebook contains copies of practicum forms and malpractice information which you are welcome to copy if you have misplaced yours. Please do not remove those copies from the practicum site notebook. The forms are also available on line at our general website: <https://cas.bethel.edu/dept/psychology/MA/index>
- **DO NOT ACCEPT A PLACEMENT WITHOUT CLEARING IT WITH ME FIRST.** This is particularly important if you are creating a new placement or going somewhere we have not had students placed before.
- Read the first chapter in *The Internship, Practicum, and Field Placement Handbook* by Brian Baird. You should have gotten this book fall semester. It gives you much practical advice on the entire practicum process, including how to go about finding a site and tips on interviewing.
- You can call sites that interest you to find out more about them. Then decide which ones you want to apply to. Conduct this like a job search: Send out a resume with a cover letter. Follow up with a phone call one or two weeks later if you haven't had a response. Before you send your letter you may want to call to find out what they require in terms of the application process and what their timeline is.
- Apply to a number of sites, especially if you are limiting your search to the Twin Cities area. It is better to have the dilemma of trying to decide between several good choices, than to have no choice at all.

- Not all sites take practicum students every year. That is why calling the places you want to apply is a good idea, to make sure you are following the procedures they have for applications and to avoid wasting your time on a site that isn't available.
- Be sure you are clear about Bethel's practicum requirements, and that you clearly communicate those requirements to the site. Some places take MFT and MSW interns as well as psychology students, and each discipline has its own set of rules for internships. We require a 700 hour placement, spread out from September to May, with at least 20 hours per week at your site. You need at least one hour a week of individual, face-to-face supervision with a licensed mental health professional who has competence in supervision. An LP (Licensed Psychology) can be a Ph.D. or M.A., just as long as they have the LP license and are competent to provide supervision. We will also allow LPC (Licensed Professional Counselor), LMFT (Licensed Marriage and Family Therapist) or LICSW (Licensed Independent Clinical Social Worker) supervisors if you are planning to get the LPC. We want you to get about half of your hours in direct service. Ask if the supervisor anticipates having a problem in meeting that goal. While we understand that many sites will not be able to guarantee a certain number of client hours, it is reasonable to ask if they believe you can obtain that amount of client contact. Check with me if you have supervision questions.
- Direct service hours include individual, group, couples, and family therapy, testing, consultation, sitting in and observing others doing therapy, and psycho-educational activities. If you have any questions about what constitutes direct service, please check it out with the Clinical Director.
- When you have secured a site and have the approval of the Clinical Director, fill out the Practicum Approval Form, make a copy for yourself and your site supervisor, and turn in the form to the Clinical Director.
- You need to obtain your own malpractice insurance. If your site will provide it, we need a letter stating that they are covering you. Otherwise, you need to arrange for your own coverage. You need coverage of at least \$1 million. Get "occurrence" coverage. I will provide you with information about low-cost insurance companies.
- **BEFORE YOU CAN REGISTER FOR CLASS NEXT FALL, YOU NEED TO HAVE TURNED IN TO THE CLINICAL DIRECTOR YOUR SIGNED PRACTICUM APPROVAL FORM AND EVIDENCE OF YOUR MALPRACTICE INSURANCE COVERAGE.**
- **IN ORDER TO BEGIN YOUR PRACTICUM YOU MUST ALSO HAVE COMPLETED ALL FIRST YEAR COURSEWORK AND BE APPROVED BY THE FACULTY TO BE READY TO DO YOUR PRACTICUM.**
- The Integration Seminar and Professional Issues and Ethics Seminar must be taken concurrently with your practicum.
- Administrative Assistant is Carolyn Knieff, email [knicar@bethel.edu](mailto:knicar@bethel.edu), phone 651-638-2485. Her office is also in Townhouse H.