



**Graduate Program in Counseling**

**Stage 2 Review (pg. 1) - Admission to Internship/Practicum**

**Graduate Student** \_\_\_\_\_ **ID: @** \_\_\_\_\_

This review is to be completed at the end of Stage 2 coursework and presented to the Graduate Counseling Programs Committee (GCPC) for acceptance into the Internship/Practicum.

<p><b>Required Attachments</b>  <b>School Guidance – Admission to Practicum</b></p> <p>Licensure: <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary</p> <p><b>To Field Site Coordinator</b>                  ___ Practicum Planning Sheet     ___ Current Resume                  ___ Fitchburg State University Transcript                  ___ Special Request Letter (if needed)</p> <p><b>To Licensure Office (original copies)</b>  <b>Field Experience Paperwork:</b>                  ___ Principles of Guidance and Counseling                  ___ Psychological Testing and Assessment                  ___ Counseling in the Elementary School <i>and/or</i>                  ___ Occupational Information and Career Counseling                  * = Course being taken concurrently with CASE</p>
---

<p><b>Required Attachments</b>  <b>Mental Health – Admission to Internship</b></p> <p><b>To Field Site Coordinator</b>                  ___ Internship Planning Sheet                  ___ Current Resume                  ___ Fitchburg State University Transcript                  ___ Special Request Letter (if needed)</p> <p><b>Field Experience Paperwork:</b>                  ___ Psychopathology                  ___ Psychological Testing and Assessment</p>
---

**Section to be completed by Graduate Student (Candidate)**

I, \_\_\_\_\_ wish to make a formal application to be reviewed for Internship/Practicum in:

**Check program and concentration below (multiple boxes may be checked for additional licenses):**

Program	Masters of Science	Masters of Science	CAGS - IS	
Concentration/ Direction/ Licensure	<input type="checkbox"/> MS: SGC PK - 8 <input type="checkbox"/> MS: SGC 5-12	<input type="checkbox"/> MS: MHC	<input type="checkbox"/> CAGS: MHC <input type="checkbox"/> CAGS: General <input type="checkbox"/> CAGS: Thesis	<input type="checkbox"/> CAGS: SGC PK-8 <input type="checkbox"/> CAGS: SGC 5-12

Street Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I am aware that I must complete an Application for Degree form (obtainable at the Registrar's Office or online) at the beginning of the Fall semester.

I am aware that:

- a) I may need to have a CORI and fingerprinting felony check prior to some field experiences and
- b) Any convictions may result in the denial of Massachusetts Licensure.

I understand that all of the following requirements (listed on page 2) must be met prior to acceptance into Practicum/Internship.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**MHC students: Retain original document for future licensure application. 2 copies to Advisor.**  
**SGC students: White (licensure) and yellow copies to program advisor; pink copy for student records.**



**Graduate Program in Counseling  
Stage 2 Review (pg.2)**

Graduate Student \_\_\_\_\_ ID: @ \_\_\_\_\_

**Section to be completed by University Advisor**

How many credits has the student completed? \_\_\_\_\_ Date of Stage 1 Review \_\_\_\_\_

Requirements	“Yes”	“No” (Note the next action step)
1. Completed or in the process of completing all Stage 2 courses required for Internship/Practicum without incompletes		Courses to be completed:
2. Overall cumulative grade point average at least a 3.0.		
3. All grades in each Stage 2 courses at least a 3.0.		
4. Demonstrates appropriate ethical behavior (Candidacy Statement Paper, Candidate Dispositions Assessments, Field Experience Evaluations).		
5. Demonstrates competent interpersonal behaviors (e.g. with peers, faculty, supervisors, clients). Candidate Dispositions Assessments and Field Experience Agreements.		
6. Demonstrates effective writing and oral communication skills (Candidacy Statement Paper and Candidate Disposition Assessments).		
7. Completed Practicum/Internship Planning Sheet. Completed form is to be forwarded to the Field Placement Coordinator with two resumes and letter of Intent if student’s placement is also his/her place of employment.		

**University Advisor’s Recommendation:**

- Admit to internship/practicum  Consultation with Graduate Counseling faculty

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Graduate Counseling Programs Committee recommendation:**

- Admit to internship/practicum  Drop from the Program  
 Candidacy is not awarded at this time. Student needs to take the specific course(s) outlined below to demonstrate Competencies: Course number(s) and course title(s): \_\_\_\_\_  
 Other (Specify): \_\_\_\_\_

Graduate Counseling Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Action by the Dean of Education for approval to admit to the Fitchburg State School Counseling practicum.**

(For students in the School Guidance Counseling course of study)

- Award Admission  Deny Admission (Reason) \_\_\_\_\_

Signature of the Dean of Education or Designee: \_\_\_\_\_ Date \_\_\_\_\_



**MHC students: Retain original document for future licensure application. 2 copies to Advisor.  
SGC students: White (licensure) and yellow copies to program advisor; pink copy for student records.**