

PRACTICUM/INTERNSHIP GUIDELINES**A. OBJECTIVE**

This guide aims to assist students relative to the conduct of their Internship / Practicum – from application to completion. Specifically, the training aims to:

1. Provide students with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable Host Training Establishments (HTEs) in the country;
2. Enhance the knowledge and skills acquired in formal education of student interns through employer-based training, in order for them to become more responsive to the future demands of the labor market;
3. Develop life skills of student interns, including those relevant to the values of professionalism and work appreciation.
4. Provide a platform for the students to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and
5. Provide an opportunity for the students to acquire a professional work ethic in the course of internship.

B. PROCESS

STEP	RESPONSIBILITIES/ AUTHORITIES	ACTIVITIES
1	Student	Attends the MANDATORY ORIENTATION for Internship/Practicum/OJT/Work Integrated Learning.
2	Student	Apply for Internship at the Center
3	Student	Submits requirements to the Colleges
4	College	Evaluates if the student qualifies for Internship. If qualified, adviser endorses student for medical and psychological assessment.
5	College	Endorses Category C psychological results to GTC for discussion with student
6	Student	Enrolls internship subject
7	College	Prepares the Endorsement/Recommendation Letter
8	Student	Submits Endorsement/Recommendation Letter to the company
9	Company	Accepts/Processes request <i>If accepted, returns Acceptance Letter to the student.</i>
10	College	Monitors student performance through site visitation, phone call, online follow up, or periodic meetings in school.
11	Student	Attends meetings with adviser Note: Notice of meeting and other announcements will be posted on our official FB page
12	Student	Completes the training
13	Company	Issues Certificate of Completion and accomplishes Performance Evaluation
14	Student	Submits all documents and requirements to assigned CSI Adviser
15	College	Evaluates the documents and submits student grade report

C. PERFORMANCE INDICATORS

Grading Components	(%)	Parameters
Creative Academic Performance (CAP)	60	Class attendance, and compliance with documentary requirements such as: 1. Internship Meeting (20%) 2. Monthly Work Journal / SFT (10%) 3. Internship Narrative Report (30%)
Major Examination	40	Performance Evaluation (by training site supervisor) with COC

Practicum Internship Guidelines Forcase Study Presentation

Jeannine R. Studer, Joel F. Diambra



Practicum Internship Guidelines Forcase Study Presentation:

The Internship, Practicum, and Field Placement Handbook Brian N. Baird, 2007 Acknowledging anticipating and addressing the everyday questions anxieties fears and concerns of interns this practical handbook bridges the gap between academic coursework and the knowledge skills and emotional challenges that are found in the real world of the helping professions Incorporating the newest version of the APA ethics code the federal HIPAA regulations and the applications of technology to treatment and record keeping this book contains the most recent research and literature pertaining to internship training ethics and legal issues supervision self care record keeping risk management and more Professionals and interns involved with internships practicums and field placements in Psychology Social Work Counseling and related helping disciplines

Starting a Successful Practice in Clinical Psychology and Counseling Owen J. Bargreen, 2013-10-08 Clinical psychology is a quickly growing profession yet it is a challenging one the preparation is arduous the training is highly selective and the results an established and financially successful practice are not easy to achieve This book explains how to prepare for and surmount all of the hurdles presented to those who hope to eventually develop a lucrative and rewarding practice in clinical psychology It is the first of its kind to focus primarily on financial success though it does also look at the personal stresses and rewards of the profession The author provides tips from his own experience and from other financially successful private practice psychologists and offers business techniques and pointers that are not explained in training programs Undergraduate students contemplating a career in psychology will find advice on preparing for the GRE applying to graduate schools and getting involved in research and clinical work For graduate students an overview of a graduate clinical psychology program preparing and completing a dissertation and gaining experience in psychological testing are provided Chapters then focus on how to build and manage a private practice the best ways to manage personal and business finances and how to practice good self care Additionally the book includes a chapter by an expert on student loan repayment that examines how to best work through the process of paying back student loans while building a practice

Handbook of Education, Training, and Supervision of School Psychologists in School and Community, Volume I Enedina García-Vázquez, Tony D. Crespi, Cynthia Riccio, 2010-12-20 Published with the sponsorship of the Trainers of School Psychologists this two volume handbook examines the essential tenets of the school psychology profession critically reviews training and practice issues and evaluates how the traditional and changing skills and issues translate into meeting the needs of children and the systems that serve them Volume I focuses on the professional issues and topics that form the core of the university curriculum for the school psychology specialist degree It explores contemporary university training programs the foundations of school education and key areas of responsibility for school based mental health professionals and takes a look at the future of training for school psychologists Specific issues such as the teaching of specialty skills and training for unique areas and special populations are also discussed By way of raising questions and issues that ultimately play out in the

field it lays the groundwork for Volume II which is dedicated to bridging the training and practice gap *A Guide to Practicum and Internship for School Counselors-in-training* Jeannine R. Studer, Joel F. Diambra, 2010 School counseling is a rather specialized field yet students entering it do not have a single comprehensive resource to guide them through the process This text covers all aspects of the practicum and internship experience from the initial contact with your supervisor to detailed descriptions of each of the different roles you will have and will help you gain an understanding of the school culture and how to begin thinking about and developing your own philosophy of school counseling Specific topics covered include popular counseling theories used by school counselors working with special populations of students application of the ASCA ethical standards the administration of day to day tasks such as arranging an office space and managing your time and elements of the guidance curriculum including individual student planning responsive services and systemic support Each chapter contains activities case studies hypothetical situations and worksheets designed to facilitate your understanding of and role in the profession All material presented is consistent with both the CACREP accreditation standards and the American School Counseling Association's National Model R **Demystifying the School Psychology Internship** Daniel S. Newman, 2013-03-05 If you are a doctoral or non doctoral student about to begin your internship in school psychology you may have several questions about the process and what it will involve and you may even be facing some anxiety about it If you are a site or university supervisor preparing for the beginning of the internship year you may be looking for ways to improve the internship experience for your students or for yourself and your fellow supervisors Newman has used his many years of experience working with interns and field supervisors to create this guide to the school psychology internship process to address these common concerns He provides a comprehensive overview of the school psychology internship process from start to finish describing actions that can be taken to promote a high quality dynamic internship experience Emphasis is placed on the idea that the internship year is a dynamic and formative experience not a static event and that interns and supervisors both must be active planners coordinators and shapers of the experience Each part of the book explores a different phase of the internship from the first days through job applications and interviews Helpful and pragmatic tools are included throughout such as evaluation tools best practice guidelines and sample forms Online resources are also available to complement the book and include reproducible material from the book videos students can use to practice their interviewing skills and links to helpful resources **Evidence-Based School Counseling** Greg Brigman, Elizabeth Villares, Linda Webb, 2017-10-05 Evidence Based School Counseling presents a unique method for training graduate students to become effective school counselors that is presented in a Tell Show Do Coach approach to instruction and reflective of ASCA CACREP and CAEP standards This method is based on three interrelated components a the ASCA National Model especially its Mindsets Behaviors for Student Success and its related student competencies b the extensive research base associated with social emotional learning SEL non cognitive factors and college career readiness and c evidence based

programs tied to this research base and suited to school counselor implementation The text highlights how the new ASCA Mindsets Behaviors for Student Success have been modeled after this research base and provides resources for school counselors to find evidence based programs and interventions connected to this research Evidence Based School Counseling provides extensive practice and coaching so students can arrive at practicum and internship feeling confident and they can hit the ground running as they start their careers

Research in Education, 1974

Assessment for Experiential Learning Cecilia Ka Yuk Chan, 2022-09-29 Chan's book explores the challenges in assessing experiential learning deepens our understanding and inspires readers to think critically about the purpose of assessment in experiential learning Experiential learning has been studied and proven to be effective for student learning particularly for the development of holistic competencies i.e. 21st century skills soft skills transferable skills considered essential for individuals to succeed in the increasingly global and technology infused 21st century society Universities around the world are now actively organising experiential learning activities or programmes for students to gain enriching and diversified learning experiences however the assessment of these programmes tends to be limited unclear and contested Assessment plays a central role in education policies and students approach to learning But do educators know how to assess less traditional learning such as service learning entrepreneurship cross discipline or cross cultural projects internships and student exchanges While the current assessment landscape is replete with assessments that measure knowledge of core content areas such as mathematics law languages science and social studies there is a lack of assessments and research that focus on holistic competencies How do we assess students ability to think critically problem solve adapt self manage and collaborate Central to the discussion in this book is the reason students are assessed and how they should be assessed to bring out their best learning outcomes Offering a collection of best assessment practice employed by teachers around the world this volume brings together both theoretical and empirical research that underpins assessment and perceptions of different stakeholders understanding of assessment in experiential learning from students teachers and policymakers The idea of assessment literacy also plays an important role in experiential learning for example reflection is often used in assessing students in experiential learning but how reflection literate are educators are they aware of the ethical dilemmas that arise in assessing students These questions are discussed in detail The volume also introduces a quality assurance programme to recognise student development within experiential learning programmes The book will be particularly informative to academic developers teachers students and community partners who struggle with the development and assessment for experiential learning those who plan to apply for funding in experiential learning and policymakers and senior managements seeking evidence and advice on fine tuning curricular assessment designs and quality assurance The Open Access version of this book available at www.taylorfrancis.com has been made available under a Creative Commons Attribution Non Commercial No Derivatives 4.0 license

Educating

Educators with Social Media Charles Wankel, 2011-01-17 Social media are increasingly popular platforms for collaboration

and quick information sharing This title collects reports on how these technologies are being used to educate educators with social media in creative and effective ways It examines the processes design delivery and evaluation of instruction using social media *A Comprehensive Guide for Counselor Education* Devona M. Stalnaker-Shofner,Tanisha N. Sapp,2025-02-06 This book prepares doctoral learners and new counselor educators to enter into the profession of counselor education and supervision The work outlines the total experience of teaching in counselor education by providing a practical guide for navigating higher education using best practices grounded in research and based on the lived experiences of seasoned counselor educator contributors Using case scenarios points of reflection as well as the professional and personal accounts of current educators this book serves as a soup to nuts guide outlining current best practices in counselor education Written from a social justice perspective with efforts to emphasize diversity equity inclusion accessibility and belonging more than 70% of the textbook contributors identify as Black Indigenous or People of Color BIPOC Additionally all contributors identify as female with varying sexual identities physical body sizes and abilities thus disrupting the dominant narrative The chapters range in scope and cover topics such as best practices and strategies for teaching praxis curriculum development and strategies to develop CACREP specialization programs based on the 2024 CACREP standards and extant research The book also provides chapters addressing recommendations for navigating higher education such as finding and landing the job the first year as a counselor educator the promotion and tenure process and concludes with a section on personal and professional development for new and experienced counselor educators A bonus feature of this book is the inclusion of a technological component offering a companion website with a repository of activities exercises and resources *Resources in Education* ,2001-04 *Handbook of School Counseling* Hardin L.K. Coleman,Christine Yeh,2011-04-06 The mission of this forty eight chapter Handbook is to provide a comprehensive reference source that integrates counseling theory research and practice into one volume It is designed to meet the needs of entry level practitioners from their initial placement in schools through their first three to five years of practice It will also be of interest to experienced school counselors counselor educators school researchers and counseling representatives within state and local governments *A Study of Organizational Patterns and Faculty Resource Requirements for Clinical Nursing Instruction in Baccalaureate Nursing Programs* Elmer W. Moio,1986 *Optimising New Modes of Assessment: In Search of Qualities and Standards* Mien Segers,F. Dochy,E. Cascallar,2006-04-11 This is an essential book for all those concerned with the field of assessment It addresses relevant and timely conceptual and practical issues from a research perspective and based on research results clearly provides solutions to practical applications at the cutting edge of the emerging area of new modes of assessment In a clear and rigorous manner the authors explore new methods and study the various quality aspects of innovative approaches

ACA Ethical Standards Casebook Barbara Herlihy,Gerald Corey,2014-11-04 This practical guide is ideal both for teaching future members of the profession about their ethical responsibilities and for reinforcing ethical competence among

current professionals We strongly recommend this book Jeffrey E Barnett PsyD ABPP W Brad Johnson PhD Loyola University Maryland United States Naval Academy Coauthors Ethics Desk Reference for Counselors 2nd Edition Herlihy and Corey s text boosts the reader s ethical understanding leaps and bounds above mere reading of the ACA Code of Ethics With multifaceted case study examples and an integrated approach to tackling ethical dilemmas this book is a must read for students counselors counselor educators and supervisors Shannon Hodges PhD Michael Knight Niagara University Graduate Student Niagara University ACA Ethics Revision Task Force Member The seventh edition of this top selling text provides a comprehensive resource for understanding the 2014 ACA Code of Ethics and applying its principles to daily practice Each individual standard of the Code is presented with an explanatory case vignette and a Study and Discussion Guide is provided at the beginning of each major section of the Code to stimulate thought and discussion Common ethical concerns with instructive case studies are then explored in individual chapters Topics addressed include client rights and informed consent social justice and counseling across cultures confidentiality counselor competence working with minor clients managing boundaries client harm to self or others counselor training and supervision research and publication and the intersection of ethics and law Chapters new to this edition examine managing value conflicts and the issues surrounding new technology social media and online counseling The Casebook also contains an Inventory of Attitudes and Beliefs About Ethical Issues to assist counselors in developing a personal ethical stance This eighth edition provides a current and comprehensive discussion of counselors legal and ethical responsibilities an examination of state and federal laws as they relate to practice and helpful risk management strategies Attorney Nancy Wheeler and Burt Bertram a private practitioner and counselor educator offer real world practical tips to help navigate professional risks while providing competent clinical care New or updated topics include matters surrounding informed consent current case law on duty to warn protect and issues surrounding suicide in college university settings electronic records and ransomware concerns and updates on state licensure board data regarding boundary violations The authors legal and ethical decision making model will assist counselors and students with processing their own legal and ethical dilemmas and the ACA Code of Ethics is included as a handy reference Requests for digital versions from ACA can be found on www.wiley.com To purchase print copies please visit the ACA website Reproduction requests for material from books published by ACA should be directed to publications@counseling.org

Student-Teacher Relationship Quality Research: Past, Present and Future Matteo Angelo Fabris, Karine Verschueren, Debora Roorda, Claudio Longobardi, 2022-11-24

Proceedings of the Conference on Training Clinical Child Psychologists June M. Tuma, 2013-12-16 This volume is derived from the conference on Training Clinical Child Psychologists held in South Carolina The goal of the meeting was to identify examine and assess the major influences directions goals and actions of consequence to clinical child psychology and to clinical child psychologists Proceedings Conference on Training Clinical Child Psychologists explores issues pertaining to the goal of training competent psychologists to work with children youths

and families The objectives of this volume and the conference are to stimulate discourse meaningful to clinical child psychologists and to the total psychological community to clarify major issues and alternative actions and to formulate and implement feasible proposals for strengthening the professional preparation of clinical child psychologists Topics included in this volume include roles and responsibilities of clinical child psychologists and the boundary issues curriculum issues models of training credentialing and licensing and recommendations guidelines and conclusions drawn from the conference Also included are the Guidelines for Training Psychologists to Work with Children Youths and Families Appendix E Contributors include June M Tuma Donald K Routh Michael C Roberts Patricia J Aletky Stanley F Schneider Alan O Ross Honore M Hughes Anthony P Mannarino Thomas H Ollendick Annette M LaGreca Carolyn Schroeder Jerome H Hanley David S Glenwick Steven M Neuhaus Frank D Fincham Gary B Melton Douglas G Ullman Howard Markam William O Donnelly Sandra W Russ Donald K Freedheim Jane W Kessler Donald Wertleib Dennis Drotar Andrew S Bradlyn Lynne Doran Sheila Eyberg James H Johnson Jean C Elbert Robert D Felner Raymond P Lorion Al Finch Diane J Willis Marilyn T Erickson Martha Perry Richard R Abidin Felicisima C Serafica Charles Wenar S Joseph Weaver Jacquelin Goldman Rochelle L Robbins

The 2002 Guide to the Evaluation of Educational Experiences in the Armed Services American Council on Education, American Council on Education Staff, 2005 Long considered to be the standard reference work in this area this three volume set describes more than 8 000 courses offered between January 1990 and the present by various service branches and the Department of Defense Long considered to be the standard reference work in this area this three volume set describes more than 8 000 courses offered between January 1990 and the present by various service branches and the Department of Defense

Handbook of Counseling Psychology Steven D. Brown, Robert W. Lent, 1992-05-08 This practical reference work has been revised and updated to review major contemporary areas of counselling and educational psychology practice It includes discussion of personal counselling developmental psychology and vocational and educational counselling

The Encyclicon - Volume 2 Thomas L. Saaty, Brady Cillo, 2021-02-28 Volume 2 has a very detailed description of the strategic criteria used to rate the importance of the sub networks of Benefits Opportunities Costs and Risks BOCR The Encyclicon is an advanced dictionary of structures used to represent complex decisions The first dictionary of hierarchic decision making was the Hierarchon Since hierarchies are a special case of networks the examples given here can be regarded as more general and complete representation of decision making In particular except for a group of market share examples they all involve decisions made by considering Benefits B Opportunities O Costs C and Risks R They also involve a synthesis of these BOCR merits into a single overall best outcome for a decision This is the first volume of the series of Encyclicon books Each of the books contains different models from different years collected by a different author along with Thomas L Saaty and although all books tackle similar topics there are different models and different approaches on how to summarize and represent models for general use These books are meant as a reference guide when you try to set up ANP or AHP complex

decision models The case studies in the books are linked to online reference material related to that which often include the super decision model power point presentation and the original report of the case

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