



PROFESSIONAL SEQUENCE CHECKLIST

The clinical experience part of the Professional Sequence ensures appropriate student preparation for licensure as a Licensed Professional Counselor (LPC) and/or School Counselor. The practicum, internship, and research experiences complement the student's academic preparation.

PROFESSIONAL SEQUENCE APPLICATION

- Read and review Practicum/Internship Handbook
- Complete core curriculum with GPA of 3.0 or higher
Successfully complete 18 credit hours
- Successful completion of COUN 675: Techniques of Counseling
Must earn a grade of B or higher
- Complete Appendix A: Professional Sequence Application
- Submit Description of Growth essay
300-word essay detailing your academic, personal, and professional growth throughout master's program
- Submit Appendix B: Professional Sequence Recommendation Forms
Two (2) recommendation forms are required
MSMHC core faculty are prohibited from writing letters of recommendation
- Complete CastleBranch background check
<https://mycb.castlebranch.com/>
Enter package code: VF95BG: Background Check
Create account
Pay background check fee
Be aware that findings from this background check may prelude acceptance into professional sequence.
- Review completed application
- Send P&I Coordinator and electronic and hard copy of completed application
- Application Deadlines
Fall practicum placement: June 30th
Spring practicum placement: September 30th
Summer practicum placement: February 28th

APPLICATION REVIEW

- Professional sequence admission committee reviews application
- Update and revise your resume / curriculum vitae (CV)
- Prepare cover letter
- Interview preparation with Viterbo Career Services
<https://www.viterbo.edu/career-services/interview-preparation>
- Receive formal letter with professional sequence admission committee decision



PRACTICUM & INTERNSHIP COORDINATOR (P&I)

- Schedule placement meeting with P&I Coordinator to review sites once notified of acceptance into professional sequence
- Prepare a list of questions for Practicum & Internship Coordinator
- Review website(s) of potential placement sites
- Meet with Practicum & Internship Coordinator
- Discuss placement goals
- Select three sites of interest
 - P&I Coordinator will communicate with sites to see if site is accepting interns*
- All students interested in specific sites will be provided site specific application procedures

PLACEMENT SITE APPLICATIONS

- Submit Appendix D: Code of Professional and Ethical Conduct
- Review Appendix F: Viterbo Travel Policy
- Submit Appendix G: Off-Campus Activity Waiver and Release of Liability
- Submit Appendix H: Medical Information for Off-Campus Activities
- Submit Appendix I: Practicum/Internship Site Application Form
- Submit Appendix J: Verification Review of Practicum/Internship Handbook
- Submit applications to potential placement sites
 - Once P&I Coordinator communicates that site is accepting applications*
- Complete interviews with potential placement sites
- Placement site acceptance
- Communicate site acceptance to P&I Coordinator
- Once site placement is secured, P&I Coordinator registers student for COUN 690: Counseling Practicum

PRACTICUM

- Hour requirements:
 - 150 hours: minimum of 40 direct service hours***
 - Site supervision: 1 hour / week***
 - Group supervision (practicum class): 1.5 hours / week***
- Beginning of semester forms:
 - Submit Appendix E: Supervision Contract
 - Submit Appendix U: Practicum Supervisor Release of Information
 - Submit Appendix T: Consent to Record Counseling Sessions
- Update Appendix K: MSMHC Client Contact Log weekly
- Update Appendix L: MSMHC Supervision Hours weekly
- Middle of semester forms:
 - Submit Appendix M: Midterm Practicum Site Supervisor Evaluation



- End of semester forms:
 - Submit Appendix M: Final Practicum Site Supervisor Evaluation
 - Submit Appendix N: Post Practicum Form
 - Submit Appendix O: Certification of Counseling Practicum
 - Submit completed Appendix K: MSMHC Client Contact Log weekly
 - Submit Appendix L: MSMHC Supervision Hours weekly
 - After successful completion of Practicum, P&I Coordinator registers student for COUN 695: Counseling Internship
-

INTERNSHIP

- Hour requirements:
 - 300 hours: minimum of 120 direct service hours**
 - Site supervision: 1 hour / week**
 - Group supervision (practicum class): 1.5 hours / week**
 - * Three (3) semesters of two (2) credit hours option is available. Discuss with P&I Coordinator*
 - Beginning of semester forms:
 - Renew Appendix D: Code of Professional and Ethical Conduct
 - Review Appendix F: Viterbo Travel Policy
 - Renew Appendix G: Off-Campus Activity Waiver and Release of Liability
 - Renew Appendix H: Medical Information for Off-Campus Activities
 - Submit Appendix E: Supervision Contract
 - Submit Appendix U: Internship Supervisor Release of Information
 - Submit Appendix T: Consent to Record Counseling Sessions
 - Update Appendix K: MSMHC Client Contact Log weekly
 - Update Appendix L: MSMHC Supervision Hours weekly
 - Middle of semester forms:
 - Submit Appendix M: Midterm Internship Site Supervisor Evaluation
 - End of semester forms:
 - Submit Appendix M: Final Internship Site Supervisor Evaluation
 - Submit Appendix N: Post Internship Form
 - Submit Appendix O: Certification of Counseling Internship
 - Submit completed Appendix K: MSMHC Client Contact Log weekly
 - Submit Appendix L: MSMHC Supervision Hours weekly
 - After successful completion of Internship, P&I Coordinator registers student for COUN 696: Advanced Counseling Internship
-

ADVANCED INTERNSHIP

- Hour requirements:
 - 300 hours: minimum of 120 direct service hours**
 - Site supervision: 1 hour / week**
 - Group supervision (practicum class): 1.5 hours / week**
 - * Three (3) semesters of two (2) credit hours option is available. Discuss with P&I Coordinator*



- Beginning of semester forms:
 - Renew Appendix D: Code of Professional and Ethical Conduct
 - Review Appendix F: Viterbo Travel Policy
 - Renew Appendix G: Off-Campus Activity Waiver and Release of Liability
 - Renew Appendix H: Medical Information for Off-Campus Activities
 - Submit Appendix E: Supervision Contract
 - Submit Appendix U: Internship Supervisor Release of Information
 - Submit Appendix T: Consent to Record Counseling Sessions
- Apply for Graduation
 - December graduation: September 15th*
 - May graduation: January 15th*
 - <https://www.viterbo.edu/commencement/graduation-requirements-information>
- Update Appendix K: MSMHC Client Contact Log weekly
- Update Appendix L: MSMHC Supervision Hours weekly
- Middle of semester forms:
 - Submit Appendix M: Midterm Internship Site Supervisor Evaluation
- Complete Counselor Preparation Comprehensive Examination (CPCE)
- Present Action Research Project
- End of semester forms:
 - Submit Appendix M: Final Internship Site Supervisor Evaluation
 - Submit Appendix N: Post Internship Form
 - Submit Appendix O: Certification of Counseling Internship
 - Submit completed Appendix K: MSMHC Client Contact Log weekly
 - Submit Appendix L: MSMHC Supervision Hours weekly
- Graduation