Directions for Internship/Practicum Application Process

 Eligibility/Prerequisites/Forms

o Undergraduate Internship

o Graduate Practicum

 **Application Open** – Dates that you will be allowed to begin application process.

 **Step 1 –Intent:** This section of the application process signifies your***Intent*** to complete your

internship/practicum and by filling out this portion of the application you are acknowledging that all prerequisites have been met. Each of the following must be converted to a PDF file and uploaded ***prior to submission*** and no later than Intent deadline. You may enter Intent application page as many times as needed to upload information and save until all designated materials are attached **OR Intent Deadline passes.** If you miss the Application Intent Deadline

– late applications may be accepted for a fee of $125 on an individual basis.

o Goals/objectives to be sought during the Internship/Practicum.

o Potential site(s) and/or area of emphasis

o Current resume

o Updated checksheet, signed and dated by advisor

o Liability Insurance verification (this is not the same as health insurance, see your

advisor with questions.)

o Tuberculosis (TB) test results – Please download form

o Hepatitis B Shot Series (evidence of 1st shot is required to be included – remaining 2

shots must be submitted prior to beginning internship/practicum). Please download form

o FBI/BCI background check (evidence of payment is required and to be included in Form 1 – Intent is submitted. Please download form

o Current First Aid/CPR certification

 **Step 2 – Application Intent Email**: You will receive an email that either Approves or Denies

your *Application Intent information*). If your Application Intent form is denied then you will need to re‐apply the following semester. No exceptions!

 **Step 3 –** **Program Approval:** Once you receive an email confirming approval of you

*Application Intent* materials (form 1) you will be allowed to continue the application process and seek **Program Approval** of your desired Internship/Practicum site and projects to be completed (form 2). Please note that you must meet the deadline for Program Approval. *No late submissions will be accepted.*

o Download the appropriate Internship/Practicum Professional Standards and Site Approval form. You will need to have this form approved and signed by site supervisor and program advisor.

 **Step 4 – Program Approval Email:** You will receive an email that either *Approves or Denies your Program Approval information.* If you receive a denial email then you will need to re‐apply the following semester. No exceptions!