



## MASTERS PROGRAM IN COUNSELING INTERNSHIP APPLICATION

**RETURN TO ACADEMIC SERVICES ADVISOR BY MAY 15<sup>TH</sup> (FALL), SEPTEMBER 15<sup>TH</sup> (SPRING), OR MARCH 15<sup>TH</sup> (SUMMER)**

Please complete this Application Form by deadline above in order to register for internship class. You will receive an email approximately 3 weeks after the deadline with a permission number to register for class using the UCDAccess Portal.

All Internship Classes are Tuesdays from 5pm to 7:45pm. Students must be registered for CPCE 5930 – Internship in Counseling in order to be in internship. Only 12 students are permitted in each internship section per CACREP.

---

Name (legal name):

Student ID:

CU Email Address:

Counseling Track (circle one):

- Clinical Mental Health – General
- Clinical Mental Health – Multicultural
- Couple and Family
- School

I will have completed *all* program coursework, including practicum, before engaging in internship?  
Yes or No

Internship credit hours you plan to register for (circle one):

**1 credit      2 credits,      3 credits      4 credits      5 credits      6 credits**

Internship Site (finalized or proposed):

Internship Site approved? Yes or No

(Visit <http://sehd.ucdenver.edu/cpce-internships/> for official listing). If your site is not on this list, you must submit the internship criteria form found the internship manual to the proposed supervisor at the site who must send a memo to the Clinical Coordinator (to verify that the site meets the established internship criteria).

Is this site also your workplace? Yes or No

If yes, you will be permitted to count 50% of your work hours towards you internship and then you must have duties that are different from your current job responsibilities for the remaining 50%. You must also make arrangements for and you must have clinical supervision by someone who is not your administrative supervisor. In order to be eligible to use your workplace as an internship, you must send a memo to the Clinical Coordinator([troyann.gentile@ucdenver.edu](mailto:troyann.gentile@ucdenver.edu)) describing in detail the alternate activities in which you will engage for internship and a memo from your proposed supervisor verifying that s/he is not your administrative supervisor and that s/he meets the internship criteria for supervisors. (See internship manual)

Is this site located outside of the Denver Metro area? Yes or No

If yes, you must secure approval the Internship Coordinator prior to entering into a contract with an out-of-town site. Please complete the required steps listed above for an internship site that is not on the approved list and submit the supervisor's memo and this application to the Internship Coordinator by the date of the midterm evaluation in Practicum. Students, who are determined by the practicum staff, to need additional skill or professional development will not be permitted to participate in internship sites outside of the Denver Metro area. Please know that you will be required to arrange distance supervision with your internship Instructor each week, via appropriate technological means, determined by the instructor.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For additional information or questions regarding internship please visit <http://sehd.ucdenver.edu/cpce-internships/> or contact the Clinical Coordinator; Dr. Gentile ([troyann.gentile@ucdenver.edu](mailto:troyann.gentile@ucdenver.edu)).