UCS CAREER COUNSELOR PRACTICUM/INTERNSHIP APPLICATION

This application is for a practicum/internship opportunity within the Georgia State University department of University Career Services (UCS). Interns talk with students about their future goals in one-on-one and group sessions, interpret career assessments, assist students with career exploration, and engage in a spectrum of counseling activities associated with career development. Each intern attends group and individual sessions with a Licensed Professional Counselor (LPC) throughout the practicum/internship experience. During these sessions, counselor interns receive supervision, are exposed to current literature and theories in the field, process counseling experiences, and gain knowledge of the full functioning of a university career office. Interns should be able to commit a minimum of 20 on-site hours per week with at least 10 of these being direct-service to clients over a two-semester period.

Submit the completed application, personal statement, and references to Conquaya James, cjames22@gsu.edu. Students who advance in the application process will be called for an in-person interview and be asked to give a 10-minute presentation on a career topic of their choice. For additional information about this program, call 404-413-1832.

Name: ___________________________ Date: ___________________________

Address: __________________________________________________________

Phone: ___________________________ Email: ___________________________

Degree Seeking: Master of Science, Master of Arts, M. Ed., other ___________________________

GPA: _______ Major: ___________________________

Have you utilized UCS services before? Yes_____ No _____

If yes, what service did you use?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
References:

Provide the names, titles, institutional affiliation, phone number, and email of three references. Give the attached reference form to each of them and ask them to return the form to us by the deadline of April 15, 2016.

In addition to providing this contact information, students applying to this program should provide each reference with the attached Georgia State University Career Counseling Intern Reference Form. These forms should be returned to Conquaya James, Assistant Director for Career Development, NCCC, via email at cjames22@gsu.edu. Letters of reference should come from this list.

1. Name: ___________________________ Title: ___________________________
   Company/Institution: ___________________________
   Phone: ___________________________ Email: ___________________________
   Relationship to Student: ___________________________

2. Name: ___________________________ Title: ___________________________
   Company/Institution: ___________________________
   Phone: ___________________________ Email: ___________________________
   Relationship to Student: ___________________________

3. Name: ___________________________ Title: ___________________________
   Company/Institution: ___________________________
   Phone: ___________________________ Email: ___________________________
   Relationship to Student: ___________________________
GEORGIA STATE UNIVERSITY
CAREER COUNSELING INTERN REFERENCE FORM

Job Summary:
Under the supervision of a Nationally Certified Career Counselor (NCCC) in the University Career Services (UCS) office, the counselor intern provides career-counseling services to Georgia State University students. Additionally, the intern assists the UCS Staff with programs and activities serving the Georgia State University community and promoting the UCS department.

Essential Functions:
1. Under the supervision of the NCCC, fulfill a two-semester internship providing career services for GSU students
2. Assess individual career development needs, provide students with the necessary skills to successfully explore majors, careers, graduate school options, and learn how to conduct an effective job search
3. Provide counseling regarding career identification, decision-making, or other issues affecting the individual’s career development
4. Assist in the planning and execution of seminars and workshops to educate students on a wide variety of career development issues
5. On a rotational basis, may assist with on-campus recruitment, career fairs, and other special events.
6. Foster new and current UCS relationships with employers, faculty, and staff
7. Develop unique programs each semester to address the needs of the student population

Additional Responsibilities:
1. Performs other administrative duties as assigned

Knowledge, Skills and Abilities:
1. Basic understanding of counseling skills and techniques
2. Basic knowledge and understanding of administering and interpreting assessments
3. Basic knowledge of career fairs, recruitment techniques, and the job search is helpful but not mandatory
4. Ability to provide individual and group career counseling to clients of diverse backgrounds
5. Effective interpersonal skills in working with students, alumni, faculty, and staff
6. Excellent oral and written communication skills with the ability to deliver presentations to various sized groups and comfortable in communicating with all levels of authority and a very diverse student body
7. Knowledge of computer software application and internet proficiency

Education and Experience Requirements:
1. Enrolled in an accredited master’s degree program in counseling, human resource development or related major
2. Some experience in working with students, providing advisement services, or working in higher education
3. Experience working in a college career services office or student affairs role a plus
4. On-campus recruitment, career fairs, and special events experience also a plus

ATTENTION REFERENCE:
_______________________________ has applied to be an intern within the Georgia State University department of University Career Services. Interns will talk to students about their future career goals, administer and interpret assessments, provide career information, and more. Given the information above, please complete the information below and return it to Conquaya James, Assistant Director for Career Development, NCCC, via email at cjames22@gsu.edu.

Relationship to student: __________________________ Number of years known: __________________________

I [circle one] WOULD / WOULD NOT recommend __________________________ for this position because: (please attach additional comments).