



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 drop-ins, 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 Nationally Certified and Master Career Counselor (NCC & MCC) 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 maximum of 20 on-site hours per week with at least 15 of these being direct-service to clients over a two-semester period.

Submit the completed application, personal statement, and references to Conquaya James, NCC & MCC cjames22@gsu.edu. Students who advance in the application process will be called for an in-person 30-minute interview. 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?

Personal Statement:

Please respond to the following prompt in a brief essay of 1-2 pages and submit this along with your application. Documents should be double-spaced, use 12 pt. font, and standard 1-inch margins.

Describe your own career path, how did you determine your course, who were the important people and experiences that most influenced you. What skills and strengths have you developed that you would apply to your work in the UCS office? Why are you seeking a practicum/internship in the UCS office? When possible, please provide examples to support your statements.



• UNIVERSITY •
CAREER SERVICES

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 **March 3, 2017**.

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, NCC & MCC, Assistant Director for Career Development 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 and Master Career Counselor (NCC & MCC) in the University Career Services (UCS) office, the counselor intern provides career-counseling services to Georgia State University students and alumni.

Essential Functions:

- 1. Under the supervision of the NCC & MCC, fulfil 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 is 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 this form below and return it to Conquaya James, NCC & MCC, Assistant Director for Career Development 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).

