

**M.A. Community Counseling  
Tentative Practicum Application Timeline  
Training Year 2011-2012**

**Task List and Order of Events**

Tasks/Order of Events	Due Dates	Done	Remarks
<b>November, 2010</b>			
Determining Readiness to apply	Fall 2010		
Practicum Information Meeting	October 15		
Declaration of Intent – Submit the <b>Practicum Intent To Apply Form</b> to the Training Department	11/19/10		
Preparation for Application Documents: <ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Curriculum Vitae</li> <li>• Contact at least 3 professors/professionals, &amp; fill out Request Forms to obtain consent for letters of recommendation               <ul style="list-style-type: none"> <li>a. _____</li> <li>b. _____</li> <li>c. _____</li> </ul> </li> </ul>	November - December		
<b>December</b>			
Student will receive an e-mail with the necessary information to view the electronic site information files.	12/3/10		
Review site files & create list of sites of interest			
<b>January, 2011</b>			
<b>Accept Practicum Fair, Roosevelt University</b>	Mid-January		
<b>Submit to Training Coordinator, Counselor Education (Jonathan Webb, jpwebb@argosy.edu)</b> <b>Practicum Application Packet:</b> <ul style="list-style-type: none"> <li>• <b>Professional Development Requirements Form</b></li> <li>• <b>The Practicum Placement Request Form</b> with site rank orders</li> <li>• <b>A curriculum vitae</b></li> <li>• <b>A brief description of clinical goals and interests</b></li> </ul>	1/21/11		

**NOTE:** all forms are contained in the Training Manual (see website below).

Tasks/Order of Events	Due Dates	Done	Remarks
<b>February, 2011</b>			
An <b>Eligibility Statement</b> will be sent via e-mail to student ( <i>a copy of this letter should be included in each application</i> ).	2/1/11		
A list of <b>approved sites</b> will be distributed to students via e-mail.	2/4/11		
<b>Start mailing out application materials</b> to sites. Be sure that you send out all the required materials in a package. Sites most likely will not consider incomplete applications.	2/14/11		
Interviews with sites begin. Counseling students may accept offers at any time. Please note that a verbal acceptance is binding.	Mid-February 2011		
<b>March</b>			
<b>April to End of August</b>			
Sites should have called applicant for interview			
Clearinghouse process continues to secure practicum positions			
Students must send <b>an acceptance letter to the site</b> after you verbally accept the offer.	Upon accepting an offer		
Send a <b>copy of the acceptance letter</b> to the Training Coordinator by fax at (312) 777 7748; Or e-mail at <a href="mailto:jpwebb@argosyu.edu">jpwebb@argosyu.edu</a> . Also <b>specify your estimated start day</b> in the letter or in the e-mail.	Same time Acceptance letter is sent		
Complete an <b>Agreement Form</b> with your site supervisor and submit to the Training Director, Dr. Koch, <a href="mailto:gkoch@argosy.edu">gkoch@argosy.edu</a> .	Same time Acceptance letter is sent		

**NOTE:** all forms are contained in the Training Manual (see website below).