



Counseling Practicum/Internship Site Internship Workshop

PRESENTED BY THE UTSA UNIVERSITY CAREER CENTER GRADUATE INTERNS

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Choosing a site for Practicum/Internship



Reflect on personal and professional counseling goals



What population are you looking to work with?



Be mindful of pursuing a site that will provide you with the opportunities to work in the environment you see yourself in after graduation



Be intentional with your site choices and apply to the ones most relevant to your career goals

Practicum/Internship Site List

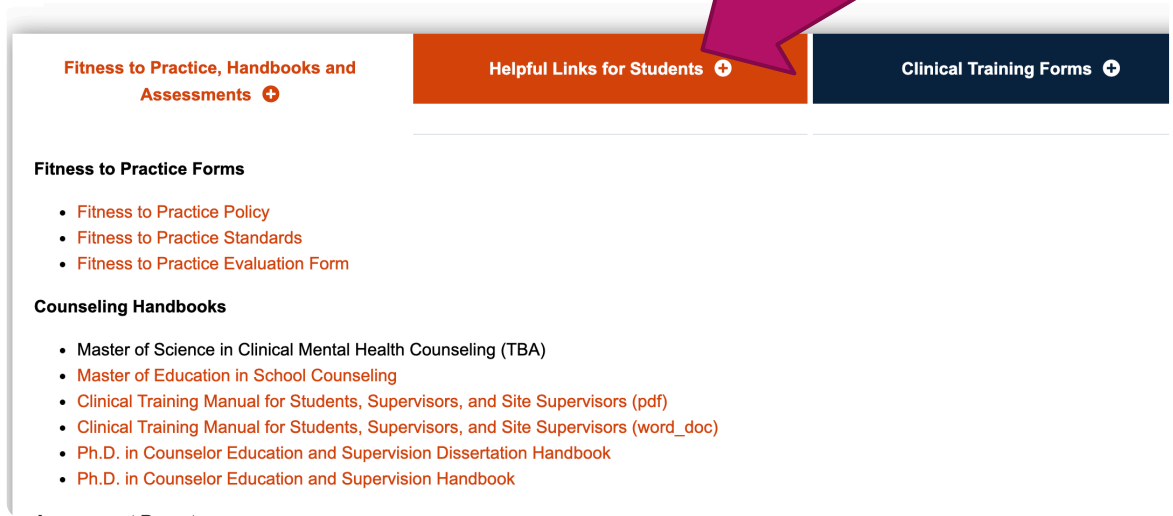
Copy/Paste Link into Internet Brower:

<https://education.utsa.edu/departments/counseling/forms-and-helpful-links.html>

Forms & Helpful Links

Students graduating from our Clinical Mental Health Counseling and Counselor Education and Supervision programs are eligible for professional licensure by the [Texas State Board of Examiners for Professional Counselors \(LPC\)](#), and the [National Board for Certified Counselors \(NBCC\)](#).

Students are expected to become actively involved in professional organizations most closely associated with their interests and program of study. Counseling students are encouraged to join the American Counseling Association (ACA). This organization acts as an advocate for the special interests of its members. It is in the students' best interest that their professional organizations be strong, purposeful, and effective in order to advocate for members, the profession, and public interests. Students will also very likely purchase their professional liability insurance coverage through their student memberships in ACA (actually, ACA provides master's students with liability insurance at no cost). Faculty members encourage students to become active, contributing members within their professional organizations.



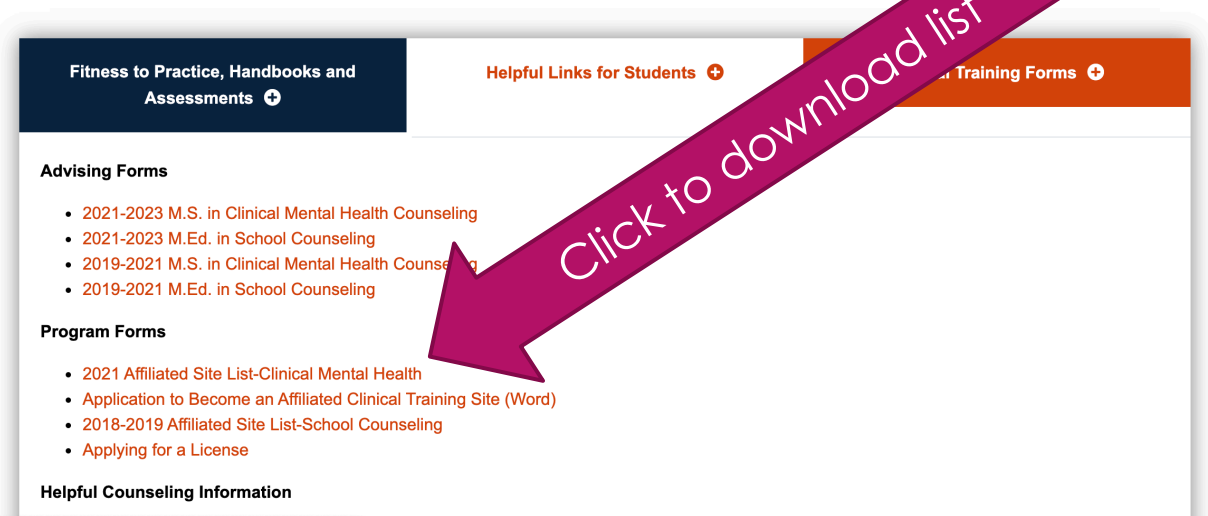
The screenshot shows a navigation menu with three tabs: "Fitness to Practice, Handbooks and Assessments", "Helpful Links for Students", and "Clinical Training Forms". A large pink arrow points from the text above to the "Helpful Links for Students" tab.

- Fitness to Practice Forms**
 - [Fitness to Practice Policy](#)
 - [Fitness to Practice Standards](#)
 - [Fitness to Practice Evaluation Form](#)
- Counseling Handbooks**
 - [Master of Science in Clinical Mental Health Counseling \(TBA\)](#)
 - [Master of Education in School Counseling](#)
 - [Clinical Training Manual for Students, Supervisors, and Site Supervisors \(pdf\)](#)
 - [Clinical Training Manual for Students, Supervisors, and Site Supervisors \(word_doc\)](#)
 - [Ph.D. in Counselor Education and Supervision Dissertation Handbook](#)
 - [Ph.D. in Counselor Education and Supervision Handbook](#)

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The screenshot shows the content area of the website with a navigation menu at the top. A large pink arrow points from the text above to the "2021-2023 M.S. in Clinical Mental Health Counseling" link in the "Advising Forms" section.

- Advising Forms**
 - [2021-2023 M.S. in Clinical Mental Health Counseling](#)
 - [2021-2023 M.Ed. in School Counseling](#)
 - [2019-2021 M.S. in Clinical Mental Health Counseling](#)
 - [2019-2021 M.Ed. in School Counseling](#)
- Program Forms**
 - [2021 Affiliated Site List-Clinical Mental Health](#)
 - [Application to Become an Affiliated Clinical Training Site \(Word\)](#)
 - [2018-2019 Affiliated Site List-School Counseling](#)
 - [Applying for a License](#)
- Helpful Counseling Information**

What if the site I want isn't on the list?

- ▶ Direct your site to fill out the UTSA Affiliate Site application under Program Forms:
- ▶ <https://education.utsa.edu/departments/counseling/forms-and-helpful-links.html>
- ▶ They may submit a completed application to the contact listed on the form

Forms and Helpful Links

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The screenshot shows a navigation menu with three tabs: "Fitness to Practice, Handbooks and Assessments", "Helpful Links for Students", and "Clinical Training Forms". Below the "Helpful Links for Students" tab, there are two sections: "Advising Forms" and "Program Forms". The "Program Forms" section contains a list of links, including "2021 Affiliated Site List-Clinical Mental Health". A pink arrow points to this link with the text "Click to download form".

UTSA

Department of Counseling, College of Education and Human Development

UTSA COUNSELING PRACTICUM AND INTERNSHIP SITE AFFILIATION APPLICATION		
APPLICANT INFORMATION		
Agency/Organization Name:		
Site Address:		
City:	County:	State:
Zip:	Phone:	Fax:
Website:		
Specialization:		
Level of placement (please check all that apply): Masters <input type="checkbox"/> Doctoral <input type="checkbox"/>		
Will the Agency pay stipends? Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly <input type="checkbox"/>		
Students are required to audio/video tape 2 counseling sessions. Do you allow students to audio or videotape for the purpose of supervision? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Auspice of Agency (please check all that apply):		
Public <input type="checkbox"/>		

Resume Writing



UTSA Career Center
Resume Templates
for download:

<https://careercenter.utsa.edu/resources/resume-sample-resource-12-2018/>



One-page marketing tool
highlighting skills, education,
and experience



Tailor your resume to reflect
relevant skillset that will
benefit internship site

Resume Sample

Firstname Lastname

City, STATE ▪ (XXX) XXX-XXXX ▪ firstname.lastname@my.utsa.edu ▪ linkedin.com/in/firstnamelastname

SUMMARY OF QUALIFICATIONS

Computer Skills Microsoft Office Suite (Outlook, Teams, Word, PowerPoint, Excel), MacOS, Virtual Platforms (Zoom, Blackboard, FaceTime), Handshake, CareerExplorer

Professional: American Counseling Association Member, United States Navy Veteran

Top 5 Gallup CliftonStrengths Learner, Input, Intellection, Context, Ideation

EDUCATION

The University of Texas at San Antonio (UTSA)

Master of Science in Clinical Mental Health Counseling (CACREP), GPA 4.0

May 2022

Honor Societies: Phi Kappa Phi Chapter 317, Chi Sigma Iota Sigma Alpha Chi Chapter

Organizations: Rowdy Chess Club, Student Veterans Association

The University of Texas at San Antonio (UTSA)

Bachelor of Arts in Psychology, GPA 3.14

Dec 2019

RELATED EXPERIENCE

UTSA University Career Center

San Antonio, TX

Career Counseling Graduate Intern

Aug 2021 – Present

- Increases job and career readiness in university students and alumni by conducting individual counseling sessions virtually and in person for degree and career exploration, resume writing, cover letter guidance, work study, internship assistance, job search strategies, and mock interviews
- Facilitates analytical discussions of career assessment results with students exploring possible career pathways and degree majors, mindfully validating individual experiences, and imparting relevant resources
- Manages own administrative process of scheduling students and arranging follow-up appointments on Handshake platform
- Advocates and respects multicultural differences by utilizing counseling skills and humble heart posture in navigating opportunities to learn more about diverse populations and best ways to assist

Community Education

- Elevated awareness of resources and services by representing and promoting the Career Center at the Fall 2021 UTSA Involvement Fair, Grad Fest, Coffee with Vets events, and Rowdy Chess Club meetings
- Co-creating and presenting an internship workshop to assist counseling graduate students in internship application processes, and submitting hours for state licensure
- Initiating partnership with Department of Counseling on Career Development graduate course and UTSA Student Affairs Wellbeing Services to equip students, interns, and professionals with most up to date career consultant skills and promoting services of UTSA's Career Center

UTSA Sarabia Family Counseling Center

San Antonio, TX

Clinical Mental Health Counseling Intern

Jan 2021 – May 2021

- Provided telehealth counseling services to individual and group settings, developing best ethical practices and professional identity under clinical supervision
- Achieved experience with theoretical orientations such as Integrative Therapy, Cognitive Behavioral Therapy, SMART Goals, Person-Centered Therapy, Solution-Focused Therapy, and the Enneagram
- Prioritized therapeutic needs of clients while fulfilling case management duties under confidentiality guidelines

WORK HISTORY

Caretaker, Private Residence, San Antonio, TX

May 2017 – Present

Bookseller, Barnes & Noble Booksellers, Annapolis, MD, San Antonio, TX

May 2016 – Dec 2016

Cryptologic Technician (CTR) Information Dominance Warfare (IDW), U.S. Navy, Fort Meade, MD

Apr 2012 – Apr 2016

Resume Sample

James Stephens

1234 Bandera, San Antonio, Texas 78248 □ 210-222-0000 □ abc123@my.utsa.edu

SUMMARY OF QUALIFICATIONS

- More than 5 years of mental health counseling specializing in assisting teenage girls with eating disorders
- Certified Licensed Professional Counselor since 20XX
- Consultant and court advocate for Bexar County in trial cases involving abused and neglected children

WORK EXPERIENCE

Mental Health Counselor

Communities in Schools, San Antonio, Texas

Month Year - present

- Managed 20 case files for low income clients seeking mental health services
- Utilized Adlerian psychology to explore maladaptive behaviors while building trust and respect with patients
- Directed weekly group therapy sessions consisting of 10-12 individuals for shared experiences
- Scheduled 4 employees for work week and managed \$4K budget for programming expenses

Supplemental Instructor

Tomas Rivera Center, (UTSA), San Antonio, Texas

Month Year - Month Year

- Attended all class meetings of the selected course, took notes and read assigned materials
- Actively recruited SI participants by making weekly announcements about the availability of SI sessions to students and posting session information every class meeting
- Conducted three 50-minute study sessions per week throughout the term
- Ascertained course requirements, planned effective learning activities and provided handouts for use during SI sessions

VOLUNTEER EXPERIENCE

Haven for Hope, San Antonio, Texas

Year - present

Big Brothers Big Sisters-Alamo Area Chapter

Year - present

YWCA of Greater San Antonio

Year - Year

MEMBERSHIPS

National Counseling Association (NCA)

Month Year - present

National Career Development Association (NCDA)

Month Year - present

EDUCATION

Master of Arts in Adult and Higher Education

The University of Texas at San Antonio (UTSA)

Month Year

GPA: 3.5

Bachelor of Arts degree in Interdisciplinary Studies

The University of Texas at San Antonio (UTSA)

Month Year

GPA: 3.8

ADDITIONAL TRAINING

CBT for Overcoming PTSD and Returning Veterans, Dr. Cochran

Month Year

Creative Processing: Telling your Story in Session, Dr. Robles

Month Year

Maintaining Forward Progress with Disgruntled Clients, ACA

Month Year

VMock: Resume Review

- ▶ <https://careercenter.utsa.edu/resources/vmock/>
- ▶ <https://www.vmock.com/utsa>



VMock

VMock is a SMART Career Preparation Platform. UTSA students are invited to submit their resume to VMock to ensure that it is better prepared for future job applications. The platform enables you to:

- Get an objective score on your resume based on recruiter criteria
- Improve the score by making changes based on targeted recommendations on aspects like presentation, language and skills
- Receive targeted suggestions for various bullets on the resume
- Ensure your resume is a fit for your target career



Cover Letter Example

Contact Information

JANE LIMON
1762 Park Way
San Antonio, TX 78249
(210) 555 -1212
limonjanc@hotmail.com

Today's Date

October 27, 20xx

Inside address

Brian Yeich (if known)
Human Resources Administrator
City of San Antonio
111 Plaza de Armas
San Antonio, Texas 78205

Salutation

Dear Mr. Yeich:

Introductory Paragraph

State the position for which you are applying and how you learned of the opening. Names of individuals can be important. Show your enthusiasm for the position, why THIS company/organization, why you would be a good fit. Stimulate the employer's interest.

Body of Letter

Include a paragraph or two. Include a transition sentence to link your education, experience and skills to the needs of the employer. Provides a strong case for how your qualifications meet the employer's needs. Highlight key strengths in terms of total experience; Describe how you will add value to the organization now; Describe how you will help the organization meet their future goals. Indicate what makes you different from other candidates.

Closing Paragraph

Refer to your enclosed resume.
Restate your interest in the position. State what you expect next (an interview).
Describe what you will do as follow-up.

Thank you in advance for your consideration.

Space for Signature

Sincerely,

Jane Limon (Advantage of technology allows you to add a real signature here, take a picture and copy, paste.)

Enclosure Line

Enclosure: Resume

Cover Letter Example

March 15, 2021

Dr. Stacy Speedlin
Sarabia Family Counseling Center Director
University of Texas at San Antonio
501 W César E Chávez Blvd
San Antonio, TX 79207

Dear Dr. Speedlin,

I recently learned about a counseling internship opportunity at the SFCC in my graduate studies at UTSA. I believe that my skills and experiences both within my collegiate program, career, and personal life make me an ideal candidate for this position.

My career history may not be as robust as some of the other candidates, but what I lack in paid experience I feel like I can more than adequately compensate for in real life mature experience and exposure namely through my volunteering with Children and Family Services including death, addiction, abuse, anxiety, family and systems instability, violence and domestic abuse, undiagnosed and diagnosed mental disorders as well as a myriad of other related experiences.

As a mother and resource parent, I have often had up to 6 children in my home at one time while concurrently serving in many volunteer positions including the library board, city sponsored philanthropic organizations, and as an officer in the PTO, and feel more than capable of handling many responsibilities, schedules, and demands simultaneously. My work ethic is exceptional, and I am adept at knowing my strengths and weaknesses and am able to ask for help when necessary and delegating when appropriate.

I am confident in the experience I bring to this position, as well as the knowledge that I am an enthusiastic and quick learner of new material and procedures. I look forward to the opportunity to interview with you in the near future.

Sincerely,

Firstname Lastname
T: (XXX)XXX-XXXX
E: firstname.lastname@my.utsa.edu

Cover Letter Example

Firstname Lastname
San Antonio, TX 78249
May 25, 2021

UNIVERSITY OF TEXAS AT SAN ANTONIO
UTSA University Career Center
1 UTSA Circle
San Antonio, Texas 78249

Dear personnel of the UTSA University Career Center,

Please accept my resume and supporting materials in application for the Fall 2021 Career Counseling Graduate Intern Position. I learned about the position the University of Texas at San Antonio's CACREP accredited Clinical Mental Health Counseling program site affiliation list. This past Spring 2021 semester I completed my Practicum hours and Clinical Assessment course. This Summer 2021 semester I will complete an Ethics course alongside other courses required for UTSA's Counseling program and this internship position. I have professional counseling goals in gaining experience with career counseling and career counseling assessments.

I have a genuine personal and professional interest in the well-being and success of others. From my military experiences working in a multicultural environment, being on the diversity and inclusion committee, and continuous advocacy for underserved populations, I personally value and appreciate the celebration of culture and diversity that is reflected in UTSA's core values.

As a current UTSA Counseling student, I believe that I would be an asset to the UTSA University Career Center as demonstrated through my Practicum experience, focus, and dedication in my current UTSA courses as well as my natural gravitation toward the empowerment and serving of others. I am committed to providing quality care and assistance to diverse communities, showing authentic compassion and genuine empathy with a heart posture of humility. It would be a privilege to serve the Career Counseling Center at UTSA. Please feel free to contact me at firstname.lastname@my.tusa.edu .com or by phone at XXX-XXX-XXXX. Thank you for your time and consideration. I look forward to your response.

Genuinely,

Firstname Lastname

Enclosure: Resume

Reaching out to sites



Be ready with updated resume



Have professional references in mind



Develop a cover letter if required



Contact via email

Contact via Email

- ▶ Dear Firstname Lastname,
- ▶ My name is Firstname Lastname, and as an admirer of your site's work and service to the community, I wish to inquire about internship opportunities.
- ▶ As a clinical mental health counseling student at the University of Texas at San Antonio, I'm seeking an internship position at your site. I have professional interest in (list theoretical orientations and populations of interest). It is my belief that my practicum experience at the Sarabia Family Counseling Center would make me a strong candidate for your internship positions.
- ▶ I have attached my resume and cover letter for your convenience. Please advise and thank you.
- ▶ Kindest regards,
- ▶ Firstname Lastname
firstname.lastname@my.utsa.edu

Interview Strategies



Research



Mock
Interview



Dress/Attire



Follow-up
email

Research the Company/Organization

What is the company history?

What counseling services do they offer?

What population are their services geared towards?

What is their mission statement, vision, and values?

Search company's most current events

Mock Interview Questions

What is your theoretical orientation?

What type of populations do you enjoy working with?

What do you look for in a supervisor?

What kind of environment do you prefer to work in?

How do you handle receiving feedback?
(How do you prefer to receive feedback?)

Why do you want this specific position?

Mock Interview Questions

Tell me about a challenge or conflict you faced at work and how you managed it.

Tell me about a time you disagreed with a decision that was made at work.

What do you know about this company?

Tell me about a time when you managed a crisis situation with a client.

Do you have any questions for the interviewer?

Interview Stream: Virtual Mock Interview

- ▶ <https://utsa.interviewstream.com/Account/Login>
- ▶ <https://utsa.interviewstream.com/Question/Interviews>

Prepare for your Interview



**HOW TO AND BEST
PRACTICES**

[View Guide](#)



HARDWARE CHECK

[Test Hardware](#)



CONTACT US

[Contact Support](#)

Dress/Attire



Dress similar to how the personnel at the office dress



Better to be overdressed than underdressed



If it is virtual, be sure your background is appropriate and clean, and try to have natural front lighting



Most counseling Intern positions are business casual

Follow up via email after the interview

- ▶ Dear Mr/Ms. Lastname,
- ▶ I wanted to take a moment to thank you for taking the time to share the great internship opportunities Company XYZ provides. After speaking with you, I am even more enthusiastic about the potential of acquiring an internship with your company.
- ▶ Learning about the hands-on training that the internship provides is what I find especially intriguing as I am driven to take on new challenges. In addition to holding similar values (*be specific*) as Company XYZ, I am confident that the knowledge I have acquired through my coursework (*be specific*) will allow me to be a great asset to your internship team.
- ▶ **(If application is not yet available)** I am eager to apply to the Fall Internship when the application opens in September. In the meantime, please let me know if I can answer any other questions or provide any additional information to demonstrate my qualifications further. Thank you and I look forward to hearing from you soon.
- ▶ Sincerely,
- ▶ Jane Doe

During and Post-Internship Strategies

- ▶ Keep track of your hours weekly (or daily)
 - ▶ Make sure you are on track to get enough hours
- ▶ Set goals and work with your supervisor to reach them
- ▶ Consider your theoretical orientation

Signing up for the NCE

Through UTSA:

- Available twice a year
- Sign up well ahead of time (June for November test)
- Kristina Talamantez will send the signup email
- Then proquest will send you an email to schedule through them

Through NBCC directly:

- Available much more often
- \$200-\$300 each time you take it

Signing up for the NCE continued

Most people schedule to take it during their first internship/ before their last semester (just in case they fail)

\$200-\$300 each time you take it

There are study sessions, bootcamps, books and practice tests available online

The test has an 85% success rate

What is the NCE?



Presentation on
the NCE:

<https://sites.google.com/view/coustudentresources/home#h.8k9de3hvoqc1>



How to become
licensed:

<https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/applying-for-a-license/index.html>

Copy and Paste these links

Steps to become a Licensed Professional Counselor:

<http://www.dshs.state.tx.us/counselor/>

- ▶ Successfully complete the 48-hour Master's degree in Counseling
- ▶ Pass the National Counselor Exam (NCE) - offered at UTSA twice a year in the fall and spring to current, eligible students. Graduates from the previous 12 months of the exam date are eligible to take the NCE through UTSA. Graduates may also take the NCE through NBCC, visit <http://www.nbcc.org/> for more information
- ▶ Pass the online Texas Jurisprudence Exam
- ▶ Apply for the LPC - Associate license (called a "temporary license"). Texas LPC Licensure Application Powerpoint:
 - ▶ <https://sites.google.com/view/coustudentresources/home#h.8k9de3hvoqc1>
- ▶ Submit an official transcript that indicates your degree was granted
- ▶ Have the Practicum/Graduate Internship Documentation form (available on the Board's website) signed by the Department of Counseling
- ▶ Complete a 3,000-hour supervised internship (must be under a Licensed Professional Counselor Supervisor; LPC-S). Of those 3,000 hours, 1,500 are direct client (group and individual) hours. The remaining 1,500 are indirect hours (staffing, consulting, writing up case notes, etc).
- ▶ Once the 3,000 hours are completed, you apply to move from an LPC- Associate to a Licensed Professional Counselor. The 3,000 hours CANNOT be completed in less than 18 months.

UTSA University Career Center's Resources

- ▶ <https://careercenter.utsa.edu/resources/>
- ▶ Please feel free to schedule an appointment for resume/cover letter review, career exploration, job search skills, or a mock interview at your convenience via Handshake:
 - ▶ Log in at <https://utsa.joinhandshake.com/> and select the 'Career Center' tab at the top of your profile and then select 'Appointments'. You will then be prompted to select a time that fits best with your schedule

How can the
Career Center
help me?

- ✓ **Career Exploration, Change or Planning:**
Assist with career assessments/interpretation, creating career action plans & more
- ✓ **Job Search Skills:**
 - Resume/ cover letter development
 - Interview skills
 - Networking
 - LinkedIn
- ✓ **Job Listings:**
Hundreds of postings for internships, work study, part-time and full-time entry level jobs
Create your profile @ utsa.joinhandshake.com
- ✓ **Graduate School:**
 - Explore potential graduate schools
 - Professional summary reviews
 - Resume/ CV reviews
 - Interview skills
- ✓ **Workshops & Events:**
Group mock interviews, etiquette dinners, coffeehouse chats, and more
- ✓ **Career Fairs:**
Several career fairs (STEM, All Majors, Educator) with employee representatives offered throughout the Fall & Spring semesters
- ✓ **On-Campus Recruiting:**
Connect with employers at table recruiting, employer information sessions & on-campus interviews
- ✓ **Career Closet:**
Need professional attire? Check out the Career Closet to rent professional business attire (stop by the Career Center front desk for more details)



Handshake (Job Bank):
utsa.joinhandshake.com

University Center
02.02.04
(210) 458-4589
careercenter.utsa.edu

Q & A
