PRACTICUM AND INTERNSHIP FIELDWORK EXPERIENCE

Students in Master of Counseling programs complete a 700-hour fieldwork experience at agencies, schools, hospitals and counseling centers located in their own communities. Under the supervision of their Fieldwork Site Supervisor, students provide direct and non-direct counseling services and develop the skills to work as professional counselors. During fieldwork, students also participate in an online course with their assigned Capella Faculty Supervisor and attend weekly group supervision meetings via phone and internet meeting room.

PREPARATION FOR THE FIELDWORK EXPERIENCE

Before applying for fieldwork, students complete all coursework except for the final Integrative Project. They must also attend two Residential Colloquia, where they work intensively in small groups with Capella faculty to demonstrate the knowledge and skills needed for advancing to fieldwork.

FIELDWORK REQUIREMENTS

**Practicum** consists of 100 total hours over a 10-week quarter. Forty of these hours must be direct contact, where the student works as the counselor or co-counselor during a counseling session (or, in School Counseling, during consultation with a parent or teacher or in a classroom guidance activity). Students in the Marriage and Family Counseling/Therapy Program complete 20 of these direct contact hours with couples and families. Students may need other specific counseling experiences during fieldwork depending upon their program requirements.

Students must complete 12 additional hours of individual or triadic supervision with an on-site supervisor and 48 hours of non-direct activities such as attending staff meetings and trainings, writing reports, reviewing counseling tapes, doing research, or participating in professional development.

**Internship** consists of 600 total hours across two or three quarters (20–36 weeks), which includes 240 direct contact hours. Students in the Marriage and Family Counseling/Therapy program complete 360 direct contact hours; 180 of these hours are with couples and families. Students meet with their on-site supervisors for a minimum of 12 hours each quarter. They must also complete 10 hours of facilitating or co-facilitating group counseling during Internship.

ACCREDITATION

Capella University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (NCA).

Capella’s Master’s Programs in Mental Health Counseling, Marriage and Family Counseling/Therapy, and School Counseling are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The Master’s in Marriage and Family Counseling/Therapy is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE).

The Master’s Program in School Counseling is built on the American School Counselor Association (ASCA) National Model and is part of Capella’s Professional Education Unit, which has been accredited by the National Council for Accreditation of Teacher Education (NCATE).
FIELDWORK APPLICATION PROCESS

FINDING A SITE: Students locate agencies, schools, hospitals, counseling centers or other settings in their communities that provide opportunities for fieldwork. Students also network within their state and local counseling organizations and consult with Capella Faculty Regional Representatives and program faculty to identify possible placements. Resources are available in the Capella Career Center to support learners as they prepare for fieldwork. Capella maintains a list of potential sites that are available to all learners. To have your site included on this list, contact Dr. Debra White, Chair of Fieldwork and Licensure for the Counseling Department, at Debra.White@Capella.edu.

WHEN TO APPLY: Practicum and Internship starts at the beginning of each quarter in the Capella calendar (January, April, July, or October). Once the Internship begins, fieldwork is a continuous process that spans 2–3 quarters. Fieldwork applications are submitted at the start of the preceding quarter, approximately 90 days in advance. Once a student and site have agreed to move forward with a placement, they will submit the required forms and documents to Capella before the application deadline. If a fieldwork site requires an Affiliation Agreement or Memo of Understanding, this process can be initiated by contacting the Chair of Fieldwork and Licensure at Debra.White@Capella.edu.

WORKING WITH YOUR SITE: Students provide potential sites with information about fieldwork, requirements for sites and supervisors, and instructions for completing the fieldwork application. Faculty Regional Representatives are also available to speak with potential sites about the Counseling Department fieldwork program. Sites that need additional information about fieldwork requirements and the application process can contact the Chair of Fieldwork and Licensure. Although the student completes most of the application materials, there are several forms and documents that the proposed site supervisor must submit. The Capella Clinical Coordinators review all fieldwork applications and are in contact with potential site supervisors during the application process.

FOR MORE INFORMATION

If you would like more information about Capella University or the Counseling Department fieldwork program, please contact Dr. Debra White, Chair of Fieldwork and Licensure, at Debra.White@Capella.edu.

PLEASE ALSO VIEW OUR FIELDWORK INFORMATION VIDEOS BY VISITING CAPPELLA.EDU/COUNSELINGFIELDWORK.

LEARN MORE ABOUT CAPELLA UNIVERSITY BY VISITING WWW.CAPPELLA.EDU

*ACCREDITATION: Capella University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (NCA); www.ncahlc.org. CAPELLA UNIVERSITY: Capella Tower, 225 South Sixth Street, Ninth Floor, Minneapolis, MN 55402, 1-888-CAPPELLA (227-3552), www.capella.edu