

# UVM COUNSELING PROGRAM

## Practicum/Internship Field Site Information Form

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### SITE INFORMATION

Name of Agency/School: Counseling Service of Addison County (CSAC) – Youth and Family Services

Physical Address: 89 Main Street, Middlebury, VT 05752

Website: [Counseling Services of Addison County](#)

Phone Number: 802-388-6751

Fax Number: Enter fax number

Type of School: ☐ Elementary  
☐ Middle  
☐ Secondary  
☐ Public or ☐ Private

Type of Agency: ☒ Community Counseling  
☐ College Counseling  
☐ Alcohol/Drug Counseling  
☐ Integrated Health/MH  
☐ Other: Enter information

Executive Director: Rachel Cummings

Phone Number:

Email Address:

Contact Person: Corinna Stewart (Associate Director)

Phone Number: 802-388-6751

Email Address: [cstewart@cscac-vt.org](mailto:cstewart@cscac-vt.org)

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### PRACTICUM/INTERNSHIP EXPERIENCE INFORMATION

For K-12 school sites only, are you available to host a student for (check all that apply):

☐ Practicum (approx. 4-5 hrs per week, Spring only) ☐ Internship (approx. 20-24 hrs/week across year)\*

*\*Note: For clinical mental health sites, it will be assumed that this form is being completed as an internship site*

Responsibilities of a practicum or internship student (please differentiate internship vs. practicum responsibilities):

*(Briefly list the responsibilities a practicum/internship student would be expected to assume in your school/agency and identify client population(s) you serve)*

We provide individual and group supervision weekly with licensed staff. Our licensed clinicians include Master's level psychologists, clinical mental health counselors, social workers and alcohol and drug counselors. We match supervisor to student need.

We provide substance abuse treatment and mental health. We offer school based mental health internships and general outpatient mental health placements.

### Internship Activities:

- Minimum of 20 hours per week, 9 month commitment.
- Clinical notes/case management
- Team meeting participation/Peer supervision
- Licensed individual and group supervision weekly
- Individual counseling
- Group and family counseling
- Crisis services
- Open dialogue
- Office (or zoom) based
- Outreach community based

Please check which of the following activities the practicum/internship student would participate in:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Classroom guidance          | <input checked="" type="checkbox"/> Family/couples counseling          | <input type="checkbox"/> Individual counseling - college age                               |
| <input checked="" type="checkbox"/> Group counseling | <input checked="" type="checkbox"/> Individual counseling - children   | <input type="checkbox"/> Individual counseling - adults                                    |
| <input type="checkbox"/> Consultation                | <input checked="" type="checkbox"/> Individual counseling - adolescent | <input type="checkbox"/> Other ( <i>please specify</i> ): Click or tap here to enter text. |

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#### SITE SUPERVISOR INFORMATION

Check one:

- ☐ Licensed Mental Health Counselor  
☐ Licensed School Counselor  
☒ Psychologist  
☐ Social Worker  
☒ Certified Drug and Alcohol Counselor  
☐ Psychiatrist

If there is a second supervisor, check one:

- ☐ Licensed Mental Health Counselor  
☐ Licensed School Counselor  
☐ Psychologist  
☐ Social Worker  
☐ Certified Drug and Alcohol Counselor  
☐ Psychiatrist

Name of Site Supervisor: Corinna Stewart

Graduate Degree(s) and Licenses Held: MA-Psych, LADC

Position Title:

Years of Experience in the Field **Post-Licensure**:

Name of Second Site Supervisor: Supervisors vary based on specific placement; CSAC has many qualified supervisors

Graduate Degree(s) and Licenses Held: Enter information

Position Title: Enter position title

Years of Experience in the Field **Post-Licensure**: Enter # of Years

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#### APPLICATION INFORMATION

Internship Application Deadline: Rolling, but applications should be in by January.

Internship Application Materials Required: ☒ Cover Letter ☒ Resume ☒ Site Application  
☒ Interview Required ☐ Other: Click or tap here to enter text.

Site Is Available for the Following Semester(s): ☐ Fall ☐ Spring ☐ Summer  
(Only two semesters of internship are required)

Internship Provides Stipend: ☐ Yes ☐ No ☒ Possibly

Other Relevant Application Information:

Please send the application through the website application process and attach a resume & brief cover letter. \* If students have difficulty with the web app, it is fine to email me directly – Corinna Stewart [cstewart@csac-vt.org](mailto:cstewart@csac-vt.org)

- Please indicate in cover letter your interest in working in Youth and Family Services, as well as a basic description of what area of clinical focus you are interested in.
- Interviews will start sometime in February.
- All interns must pass background checks (including driving record)

Where (to whom) to submit materials: [Online Application](#)

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#### FORM COMPLETED BY

Name: Liana Redmond

*For office use only:*

Date received/updated by the UVM Counseling Program: December 2020