

# UVM COUNSELING PROGRAM

## Practicum/Internship Field Site Information Form

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### SITE INFORMATION

Name of Agency/School: Essex High School

Physical Address: 2 Educational Drive, Essex Junction, VT 05452

Website: [Essex High School](#)

Phone Number: 802-857-7465

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**

Contact Person: Kate Littlefield

Phone Number: **Enter phone number**

Email Address: [klittlefield@ewsd.org](mailto:klittlefield@ewsd.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*

Please check the following population(s) that your organization serves:

Children  Adolescents  College Age  Adults  Other (*please specify*): [Click or tap here to enter text.](#)

Responsibilities of practicum/internship student:

(Briefly list expectations and responsibilities of practicum/internship student and please identify any unique client population(s) you serve – i.e., trauma, substance abuse, etc.)

- **Meet individually or in small groups with students to provide short-term counseling utilizing different counseling techniques such as DBT, CBT, SFBT**
- **Complete screeners such as the CRAFFT-N and Columbia Suicide Severity Rating**
- **Assess needs of students with varying clinical needs from depression & anxiety to trauma and substance abuse.**
- **Identify and refer students to appropriate level of care (including providing short term counseling services or longer term bridge services)**
- **Engage in weekly supervision with site coordinator and other team meetings as appropriate**
- **Provide consultation and support to faculty and staff as needed**

Please check which of the following activities the practicum/internship student would participate in and indicate a percentage:

*\*Note: Individual counseling and a minimum of 20 hours of group counseling are required for all internship sites.*

Individual Counseling: **40 %**  Classroom Guidance/Instruction: **>5 %**  Assessment: **20 %**  
 Group Counseling: **20 %**  Workshop(s) Facilitation: **>5 %**  Intake: **10 %**  
 Family/Couples Counseling: **>5 %**  Consultation: **>5 %**  Case Management: **10 %**

Other (*please specify & include percentage*): [Click or tap here to enter text.](#)

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## SITE SUPERVISOR INFORMATION

Name of Site Supervisor(s): **Kate Littlefield, LCMHC, Licensed School Social Worker**

Graduate Degree(s) and Licenses Held: **MS Community Mental Health for Children & Families, LCMHC, Licensed School Social Worker**

Position Title: **SAP Counselor**

Field Discipline (CMH, SW, Psychologist, SC, SAP): **SAP**

Years in Field Post Licensure: **6**

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## APPLICATION INFORMATION

Internship Application Deadline: **January 7, 2021**

Internship Application Materials Required:  Cover Letter  Resume  Site Application  
 Other: One UVM faculty reference with contact information

Open House/Information Session?  Yes  No

If yes, please provide more information: **Can provide virtual open house on January 5, 2021.**

Site Is Available for the Following Semester(s):  Fall  Spring  Summer

Internship Site Provides Compensation/Stipend:  Yes  No  Possibly

Other Relevant Application Information: **Interns will need to complete a background check and trainings related to working in an educational institution.**

Where (to whom) to submit materials: Kate Littlefield at [klittlefield@ewsd.org](mailto:klittlefield@ewsd.org)

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## FORM COMPLETED BY

Name: Kate Littlefield

*For office use only:*

Date received/updated by the UVM Counseling Program November 2021