

# UVM COUNSELING PROGRAM

## Practicum/Internship Field Site Information Form

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### SITE INFORMATION

Name of Agency/School: Howard Center Outpatient Services

Physical Address: 1138 Pine St., Burlington VT 05401

Website: [Howard Center](#)

Phone Number: 802-488-6600

Fax Number: 802-488-6601

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

Agency Administrator/School Principal: Michelle Fane, LCMHC

Phone Number: 802-488-6647

Email Address: [michellef@howardcenter.org](mailto:michellef@howardcenter.org)

Contact Person: Michelle Fane

Phone Number: Enter phone number

Email Address: [michellef@howardcenter.org](mailto:michellef@howardcenter.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:

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

Howard Center Outpatient Services has centralized its internship application process across programs. The Howard Center has the ability to provide clinical experience with the following populations and services at their outpatient sites:

- Mental Health Counseling
- Substance Use Counseling
- Children and Families
- Intellectual Disabilities
- Criminal Justice
- DBT Group Program
- Intensive Outpatient Group Program for Substance Use
- All of the sites provide co-occurring individual and group treatment services. The specific population would vary depending on the interest of the intern and the needs of the site.

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

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Classroom guidance | <input type="checkbox"/> Family/couples counseling          | <input type="checkbox"/> Individual counseling - college age                               |
| <input type="checkbox"/> Group counseling   | <input type="checkbox"/> Individual counseling - children   | <input type="checkbox"/> Individual counseling - adults                                    |
| <input type="checkbox"/> Consultation       | <input 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: Howard Center has many supervisors that meet the qualifications as checked above.

Graduate Degree(s) and Licenses Held: Enter information

Position Title: Enter position title

Name of Second Site Supervisor: Enter name

Graduate Degree(s) and Licenses Held: Enter information

Position Title: Enter position title

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## APPLICATION INFORMATION

Internship Application Deadline: Accepting applications from November 2021 – December 22, 2021

Internship Application Materials Required: ☒ Cover Letter ☒ Resume ☒ Site Application  
☐ Other:

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

Are You Able To Accommodate Summer Only\* Interns? ☐ Yes ☐ No

*\*For students who have already completed 2 semesters of internship at another site*

Internship Provides Stipend: ☐ Yes ☐ No ☒ Possibly

Other Relevant Application Information:

- Howard Center has centralized its application process across outpatient services. This includes: Child, Youth and Family Services, Pine Street Counseling (adult outpatient counseling services), and Developmental Services.
  - **Indicate in your cover letter your interests and preferences.**
- Candidates will apply on the HC website (under the intern position)
  - **Please email Michelle once you have applied so she can internally mark them as OP candidates**
- The following Howard Center internship sites need to be applied to separately: Centerpoint, Chittenden Clinic, Jean Garvin School.
- Interviews will be held sometime the week of January 10<sup>th</sup> OR 17<sup>th</sup> 2022.

Where (to whom) to submit materials: [michellef@howardcenter.org](mailto:michellef@howardcenter.org)

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## FORM COMPLETED BY

Name: Liana Redmond

*For office use only:*

Date received/updated by the UVM Counseling Program November 2021