

# UVM COUNSELING PROGRAM

## Practicum/Internship Field Site Information Form

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### SITE INFORMATION

Name of Agency/School: Norwich University Counseling and Wellness Center

Physical Address: 158 Harmon Drive, Northfield, VT 05663

Website: [Norwich University Counseling and Wellness Center](http://Norwich University Counseling and Wellness Center)

Phone Number: 802-485-2134

Fax Number: 802-485-2806

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: Nicole Krotinger, Director of Counseling

Phone Number: 802-485-2126

Email Address: [nkroting@norwich.edu](mailto:nkroting@norwich.edu)

Contact Person: Krista Day

Phone Number: 802-485-2134

Email Address: [kday@norwich.edu](mailto:kday@norwich.edu)

### 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)*

- College age students/cadets
- Completing intake assessments and appropriate documentation for casework;
- Learn how to use and maintain confidential records utilizing an electronic health record/ client management system (Titanium);
- Attending staff meetings and clinical case conference on a weekly basis;
- Making referrals to appropriate community agencies or providers if warranted;
- Co-facilitating at least one group therapy experience per academic year, based on overall need
- Helping to coordinate at least one psychoeducational outreach activity per semester to support the CWC's mission to educate students about wellness issues facing college students. This may be through facilitated discussion, presentation, workshop, or screening, in addition to student leader trainings;
- Participating in departmental assessment initiatives as appropriate;
- Attending and engaging actively in peer and individual supervision weekly.

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

☐ Classroom guidance

☐ Family/couples counseling

☒ Individual counseling - college age

☒ Group counseling

☐ Individual counseling - children

☒ Individual counseling - adults

☒ Consultation

☐ Individual counseling - adolescent

☐ Other (*please specify*): 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: Melissa Marcellino

Graduate Degree(s) and Licenses Held:

Position Title:

Name of Second Site Supervisor: Melissa Marcellino

Graduate Degree(s) and Licenses Held: MS, LCMHC

Position Title: Senior Mental Health Counselor

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## APPLICATION INFORMATION

Internship Application Deadline: Apply by Mid-January

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

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:

- Preferred experience with young adults/college students.
- Preferred experience working within a university
- Experience in training and/or speaking to small and large groups is helpful.
- Outstanding verbal and written communication skills.
- Ability to work in fast-paced, high volume environment.
- Knowledge of MS Office, Word, Excel and Outlook.

Where (to whom) to submit materials: Please email letter of interest and resume to Krista Day [kday@norwich.edu](mailto:kday@norwich.edu), Nicole Krotinger [nkroting@norwich.edu](mailto:nkroting@norwich.edu), and Krista Marcellino [kmarcellino@norwich.edu](mailto:kmarcellino@norwich.edu).

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## FORM COMPLETED BY

Name: Linnea Jahn

*For office use only:*

Date received/updated by the UVM Counseling Program November 2021 – LR