

PhD in CES Internship Application and Approval Process

Internship courses focus on experiential learning activities within the scope of a CES identity. Students engage in skills that reflect advanced training and education in the counselor education core competencies: *counseling, supervision, teaching, research & scholarship, and leadership & advocacy*. These courses are designed to prepare students to be leaders in counselor education and the profession of counseling in both Christian and secular settings. Students are expected to accrue 600 internship hours (200 per internship course/semester) across three semesters.

Students cannot register themselves for Internship courses. To apply for internship, follow these steps:

1. **Make an internship plan and identify an internship site supervisor.** CES students are responsible for securing their own internship and a qualified internship supervisor. Students should develop a plan for how they will accrue the required hours, which competency areas they will address (*counseling, supervision, teaching, research & scholarship, and leadership & advocacy*), learning activities within each area, and who will supervise the experiences. Students are encouraged to reference the PhD Practicum and Internship Handbook for more information and requirements.
2. **Complete the Internship Intent form.** Click [here](#) to complete the internship intent form. You will need to upload the following items to this form: Unofficial Transcript (from Genisys) and current proof of liability insurance. Once the form has been successfully completed, you will be shown a link to submit the university field placement application. If you are not ready to submit this application at the time, copy and save the link that is shown. *If you make an error on the intent form, do not resubmit. E-mail Karen Mercer, Field Placement Liaison, at karemer@regent.edu.*
3. **Complete the Application for Internship, Practicum, Externship, or Field Placement electronic form.** This link will be shown to you once you submit the intent form. To submit this application, you will need: Site name and address, supervisor name, title, e-mail, and phone number. You will be asked to provide a Job Description. In this box you should provide your plan for internship (see number 1 above). Additionally, you will be asked for 3 objectives. These can be broad goals that you seek to accomplish with the internship (ex: Develop skills in teaching counseling courses through syllabi development, grading, and facilitating class content. Demonstrate research skills by participating in a faculty led research project.) **Please note that the work scheduled dates MUST be the starting and ending dates of the semester in which you are taking the internship.** The number of anticipated hours should be 200. *If you lose the link to the university application, e-mail Karen Mercer, Field Placement Liaison, at karemer@regent.edu. She will send you the link once it's confirmed your internship intent form is complete.*
4. **Wait for approval.** The application will be sent to the CES Program Director for approval. If there are any questions or concerns, you will be contacted at that time. Once approved, you will be automatically registered for the appropriate internship course by the registrar. **The registration is your notification of approval.**

The CES Internship Application Deadlines are as follows:

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| Fall Semester: | June 1 st |
| Spring Semester: | October 1 st |
| Summer Semester: | February 1 st |

****Please note that the registrar will begin enrollment once registration officially opens for the semester you have applied for.****