UNIVERSITY OF SOUTHERN MAINE
Department of Counseling, Adult and Higher Education

How to Take Credits at USM

Should you decide to take these credits at the University of Southern Maine, you may wish to contact the listed advisor for sequencing information.

Space is limited in all courses (with matriculated students having priority). This is especially true for the Practicum and Internship courses. In addition, you must register with our department one semester prior to enrolling for either of these two classes. Thus, if you wish to take practicum or internship in September, you need to fill out and submit a form to the counselor education office in 400 Bailey by September 1 of the previous year in which you hope to take the course. If you wish to take practicum or internship in the semester starting in January, you will need to register by January 1 of the previous year. The deadline to apply for the summer internship is May 15th of the previous year. **You will need to take all of the courses listed on the first page of the letter before taking practicum and/or internship.** If you are required to take both practicum and internship, you will need to take practicum prior to internship.

The forms for registering for the Practicum (HCE 690/691) and Internship (HCE 686) courses are located on our website at [http://www.usm.maine.edu/counselor-education/program-forms](http://www.usm.maine.edu/counselor-education/program-forms)

The internship course (HCE 686) consists of a regular class time at USM and hours spent working under an approved site supervisor at two levels of schools for 600 hours. (You will see the listing for your required hours in the preceding letter.) If you are required to take this course, it will be important to review the Internship web pages and the Intern Packet for School Counseling. It is also strongly recommended you review the practicum web pages in advance as well. We recognize that this may be a difficulty for some of you so it may be important to plan for it in advance.

You will also note in the Practicum and Internship web pages that you must meet with your advisor the semester before the internship to secure placement sites. You and the advisor will work for the best arrangement and then arrange for you to meet with our site coordinator as she is the one who contacts the site concerning a possible arrangement.

All this information can seem a bit complicated. We include it so that you can be aware of the information ahead of time and plan accordingly.