Orientation Agenda

I. Overview of the Practicum and Internship Program

II. Legal Information/Background Check
   a. A copy of your liability insurance must be turned in prior to 5/24/19
   b. You must complete your background check by 5/24/19. If you are using our
      “service”, no copy is needed. If you are using a background check that you
      had completed within the six months, a copy must be turned in prior to
      5/24/19.

III. Procedures for Obtaining a Site

IV. Review Current Site Listings

V. SAC-IT Information

VI. Paperwork that must be completed
   a. Site Selection Form
   b. Student Paperwork Checklist
   c. Credit Audit
   d. PSA
   e. Proof of Liability Insurance
   f. Background Check Verification

VII. Potential Internship Site Requirement

VIII. Attend Orientation Fair
   a. FEATURED Sites
      i. Armor Correctional
      ii. Bread of Healing
      iii. Catholic Charities
      iv. Christian Family Solutions
      v. Family Options
      vi. Harrigan Development Center
      vii. HIR Wellness Center
      viii. James Place
      ix. Milwaukee Academy
      x. Mount Mary University – Career Development Center & Counseling
         Center
      xi. Ozaukee County Department of Human Services
      xii. Rogers Hospital – Spiritual Care Dept. in Oconomowoc
      xiii. Walker’s Point
      xiv. West Grove Clinic
      xv. Youth & Family Project
I. Overview

The Practicum and Internship components, hereafter referred to as the clinical component, are the culminating activities in the training of students in the Master of Science (M.S.) in Counseling Program at Mount Mary University. Requirements include actual counseling experiences with clients and the opportunity for the students to demonstrate an integration and application of their counseling competencies. Students have the opportunity to utilize their counseling skills, tools, and knowledge in a supervised counseling context. The objectives of the clinical component include helping students develop and demonstrate knowledge, skills, and techniques so that they can become effective counselors.

The clinical component of the program consists of three courses, generally taken in three consecutive semesters. Each course builds upon the skills and knowledge acquired in the previous course so that by the completion of the clinical component, students have demonstrated clinical competence. The clinical courses are as follows:

1) CON 795 Supervised Practicum – 3 credits (100 hours)
2) CON 796 Counseling Internship I – 3 credits (300 hours)
3) CON 797 Counseling Internship II – 3 credits (300 hours)
4) CON 798 Counseling Internship III – 1-3 credits (taken when students have not met the 700 hour total by the end of the Internship II experience)

Practicum is to be 100 hours on site, and Internship I & II are intended to be 300 hours EACH; the essential criterion is that your hours must add up to 700 by the end of Internship II. (i.e. 40% or 280 hours of the 700 hours must be in face-to-face client contact). Additionally, students enrolled in the Clinical Mental Health Counseling concentration will also need to have 200 documented hours in work with co-occurring disorders (i.e. clients with 2 or more mental health diagnoses which often include addiction and trauma). Students unable to reach the 700 hours, or any of the required totals for face-to-face and specialty hours, by the end of internship II will be required to register for Internship III and choose between 1-3 credit hours (see requirements for Internship III on p. 8 of the Practicum & Internship Policy and Procedure Manual). Each class in the clinical sequence (CON 795 – 797) meets CACREP and WI DSPS requirements for hours and supervision: 1 1/2 hours of group supervision each week of the semester provided by a faculty supervisor AND no less than 1 hour of individual or triadic supervision provided by an onsite agency supervisor, each week of the semester. Practicum class faculty/student ratio is 1:6, and Internship class faculty/student ratio is 1:12.

Students are also REQUIRED to participate in and complete the ropes course experience that takes place every fall semester. Those students who have documented medical issues that prohibit active participation can elect to either attend the event and have limited participation OR complete an interview with an experiential therapist and write a 10-15page paper (must have 10 peer reviewed sources) that details the use of no less than five experiential activities with clients seeking mental health services. Date for the Ropes Course: September 2019.

II. Legal Information/Background Check

Requirement prior to prior to 5/24/19:
✓ Completed PSA
  ○ Students must have a placement site confirmed (i.e. by providing the Practicum and Internship Coordinator with a signed PSA – page 26 of this packet) prior to
the end of the first week of practicum class or they MUST drop the course and restart the program at the following summer semester.

✓ **Proof of professional liability insurance coverage**
  o All students enrolled in the practicum and internship experience must purchase their own Professional Liability Insurance (i.e. as a student member of the American Counseling Association, in good standing, you automatically receive professional liability insurance. Therefore, we highly recommended that you join this organization). You can join ACA by going to their site [www.counseling.org](http://www.counseling.org). You must provide documentation to the Practicum and Internship Coordinator, prior to the start of your practicum, that verifies you have liability insurance. Once purchased, you will print your certificate of insurance and send it to the Practicum & Internship Coordinator.

✓ **Completed criminal background check**
  o You are required to complete a criminal background check (i.e. page 27 of this packet) or present documentation to the Practicum/Internship Program Coordinator that you have completed a criminal background check through another agency within the past six months.

*We also recommend that you carry health insurance and that you have current TB screening results documented as this may be required by your site.*

The dates of the summer Practicum are as follows:

**Summer 2019:** May 28, 2019 to August 2, 2019

All sections of class will meet on Mondays – times to be determined

### III. Procedures for Obtaining a Site

Selecting a practicum/internship site is one of the most important aspects of the student’s practicum/internship experience. At the practicum/internship site, students are offered a unique opportunity to obtain experience in the type of setting in which they will eventually be employed. Therefore, it is essential that students select sites consistent with their professional goals and objectives.

The practicum/internship site offers opportunities to work with clients, interact with other professionals, attend team meetings, and learn much about the day-to-day workings of an agency or institution. Guidelines for selecting a practicum/internship site can be found in your Practicum and Internship Policy and Procedure Manual. The selection and arrangements for a practicum/internship site occurs between February and May of each year and begins with your attendance at this orientation.

**How do I select a practicum/internship site?**

Selecting a practicum/internship site consists of the following basic steps, which are discussed, in more detail below:

a) The Practicum and Internship Coordinator meets with the practicum/internship students during orientation to determine their primary placement interests.

b) Names of one or more practicum/internship sites along with the name, phone number, and e-mail of the contact person will be provided, and students can consult the Site Placement Manual (i.e. located in the Counseling Department’s administrative office, room 351, Kostka Hall) or the electronic Site Manual posted on the MS in Counseling Group Page.
c) Students may reach out to sites for which they have contacts but are not currently one of our designated community partners; in fact, students are encouraged to do so. This is especially true if students have certain needs and/or limitations. Sites must meet certain criteria. See the Placement Site Selection Criteria section in the Practicum and Internship Policy and Procedure Manual. If you would like to be in contact with a site that is not listed as a community partner, please give the potential new site the “Potential Internship Site Requirements” document (i.e., page 28 of this packet) and let the Practicum & Internship Coordinator know of your interest in obtaining placement at a non-partner agency. You are responsible for making the initial contact and then sending the information on to the Practicum & Internship Coordinator for consideration.

d) Generally, students will need to arrange an appointment and meet with the contact person listed on the pre-approved placement sites for 2019 to discuss a possible placement. Many sites require a pre-placement interview.

e) Wait for an offer from the site and accept it (or decline it if it does not meet your needs).

f) Inform the Practicum and Internship Coordinator of your site selection by completing the Prospective Site Agreement (PSA) form, signed by the agency representative to verify you have been offered a placement, and returning it to Kostka Hall, room 358.

g) Follow-up with sites you have interviewed with by sending them a thank you note and notify them if you have chosen another site.

Contacting the Site

After today’s orientation class, you will be selecting three sites that meet your requirements for a potential placement. Once you are given approval by the Practicum & Internship Coordinator, you should make arrangements to call the site and speak with the contact person listed. It is also appropriate to make your first inquiry by e-mail if you do so with professional intent and clarity. During this initial contact, you will be identifying yourself as an MS in Counseling student at Mount Mary University, and your goal is to arrange an in-person interview to discuss placement opportunities. The sites listed on the approved list in this packet have either specifically identified that they were willing to interview students for the upcoming placement cycle OR they have not asked to be taken off the list of sites for which we hold a Clinical Affiliation Agreement on file. Sites should be selected based on whether or not the placement will be a good "fit" for both parties. Contacts/meetings are generally with either the contact person at the site or with the person who will be supervising the student (practicum/internship site supervisor).

Interviewing at the Site

The following guidelines are to assist you in interviewing with the practicum/internship site contact person or site supervisor:

1) Treat your contact with the site supervisor/contact person as though you were approaching them about a job interview. When you meet with the contact person or site supervisor, follow the general rules for job interviewing.

2) Observe as much information as you can about the placement site, so that you can ask intelligent questions.

3) Prepare to answer questions about yourself, your background, and your reasons for selecting the site.

4) Prepare questions to ask the contact person or site supervisor regarding the site.

5) Obtain a list of Site Coordinator/Supervisor expectations from your Practicum and Internship Policy and Procedure Manual to be given to the contact person.

6) Dress appropriately for the type of setting and position for which you are applying.

7) Arrive at the meeting early.

If you have any other questions regarding site selection, please ask the Practicum and Internship Coordinator.
After the Interview
It is a good idea to follow job search protocol by sending a thank you note to the people with whom you interviewed. In the note indicate a date on which you will contact them if you have not heard from them. Then follow up with a phone call. It is also a good idea to accept or reject the placement offer in writing, outlining what specifically you have agreed upon, regarding days, hours, expectations, etc.

Informing the Practicum and Internship Coordinator
Once you have secured your site, you should contact the Practicum and Internship Coordinator (scheidet@mtmary.edu) and the Program’s Administrative Assistant (russellc@mtmary.edu) with your completed “Prospective Site Agreement Form” (i.e., page 26 in this packet - requires the site supervisor’s signature). We must have the FULL mailing address, phone number, and email address of your site for contracts to be initiated. You may not start at your agency until summer semester has begun and the necessary paper work has been completed and returned to our program.

If you are going to find your own site, remember:
1. Read over the “Potential Internship Site Requirements” form and be sure that you have given a copy to any potential site that is not current a community partner.
2. You must be allowed to audio or video tape clients; when working with children, the parents must give WRITTEN permission for you to tape their child. Students will need to have both individual and group experience during their placement.
3. You must have individual supervision for at least one hour per week by someone with a master’s degree or above and licensed in their area of specialty - MS/LPC, PhD, & PsyD, are all fine and in some cases an LMFT or a MSW/LCSW will be sufficient. An individual who holds a SAC or CSAC but does not hold a master’s degree is not sufficient to function as your sole (primary) supervisor. The supervisor must have experience and training in clinical supervision.
4. The supervisor must be willing to take part in an on-site visit and complete an evaluation of your performance each semester. You will also need enough work to keep you busy on site and allow you to accumulate the required hours.
5. You will not be given final approval to use the site until an initial site visit has been completed by the Practicum/Internship Program Coordinator.
IV. Current Site Listings

PRE-APPROVED, AVAILABLE SITES FOR SUMMER 2019
CRC Only Sites*

1. AALTO ENHANCEMENT CENTER
ADDRESS: 8503 75th Street, Ste. A
Kenosha, WI 53142
SUPERVISOR/CONTACT PERSON: Kathryn Aalto
262-654-9370
aecaalto@tds.net
REQUIREMENTS: Pre-placement interview and acceptance; SAC-IT eligible
WEBSITE: http://aaltolife.com/

2. ACADIA HEALTH CARE – WAUKESHA COMPREHENSIVE TREATMENT CENTER
ADDRESS: 2422 N. Grandview Blvd.
Waukesha, WI 53188
SUPERVISOR/CONTACT PERSON: Erica Schmitz, Clinic Director- Waukesha Comprehensive Treatment Center
262-549-6600 ext.628
Erica.Schmitz@acadiahealthcare.com
ericaschmitz@ctcprograms.com
REQUIREMENTS: Pre-placement interview and acceptance; SAC-IT eligible
WEBSITE: http://www.acadiahealthcare.com/locations/waukesha-methadone-clinic

3. ALARUS HEALTHCARE
ADDRESS: Grafton, Beaver Dam, & West Bend Locations
1971 Washington St. Suite 200
Grafton WI 53024-9210
262-377-6276
SUPERVISOR/CONTACT PERSON: Mike Owens, MS, LPC, SAC-IT, Clinical Director/Owner
michael@alarushealthcare.com
262-306-9800
REQUIREMENTS: Students should not make direct contact with this agency. Send statement of interest, CV, and cover letter to Dr. Scheidegger. Pre-placement interview and acceptance; SAC-IT eligible
WEBSITE: https://alarushealthcare.com/

4. ARMOR CORRECTIONAL HEALTH SERVICES, INC.
ADDRESS: Milwaukee County Jail and House of Corrections
SUPERVISORS/CONTACT PERSON: Joel De Witt LPC, CSAC, Mental Health Director
jdewitt@armorcorrectional.com
Joel.DeWitt@milwaukeecountywi.gov
Milwaukee County Jail/House of Corrections
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: https://www_armorcorrectional_com/

5. AURORA BEHAVIORAL HEALTH SERVICES, AURORA FAMILY SERVICES
ADDRESS: 1220 Dewey Ave.
Wauwatosa, WI 53213 (Aurora Psychiatric Hospital)
SUPERVISORS/CONTACT PERSON: Dr. Jay Chrostowski
414-454-6626
jay.chrostowski@aurora.org
REQUIREMENTS: Pre-placement interview and acceptance; all placements go through Dr. Chrostoski
WEBSITE: www.aurorahealthcare.org/services/behhealth/index.asp-29

Specialty programs used in the past:
- Aurora Behavioral Health – Eating Disorder Program
1220 Dewey Avenue
Wauwatosa, WI. 53213
Supervisor:
- Aurora Behavioral Health – Partial Hospitalization Program
1220 Dewey Avenue
Wauwatosa, WI. 53213
Supervisor: Andrea Thompson
Andrea.thompson@aurora.org
- Aurora Behavioral Health - Psychiatric Hospital
1220 Dewey Avenue
Wauwatosa, WI. 53213
Supervisor: Paul Zenisek, LCSW
Addictions Specialist
Aurora Psychiatric Hospital
Paul.zenisek@aurora.org
414-454-6708
OR
Katheryn Mente, MS, LPC,SAC-IT, NCC
Program Psychotherapist (MI-IOP)
Aurora Psychiatric Hospital
Katheryn.mente@aurora.org

6. AURORA WALKER’S POINT COMMUNITY CENTER
ADDRESS: 130 W. Bruce St., Suite 200
Milwaukee, WI. 53204
SUPERVISOR/CONTACT PERSON: Leslie Davis, Ph.D.
414-225-4222
7. **THE BENEDICT CENTER**

**ADDRESS:** 1849 N Dr. Martin Luther King Drive  
Suite 101  
Milwaukee, WI 53212  
(414) 347-1774

**SUPERVISOR/CONTACT PERSON:** Benedict Center Sisters Program - North  
(414) 585-9994  
Benedict Center Sisters Program – South  
(414) 346-4406  
Janet Miller  
414-347-1774, ext. 214  
jmiller@benedictcenter.org

**REQUIREMENTS:** Pre-placement interview and acceptance; SAC-IT eligible

**WEBSITE:** [www.benedictcenter.org](http://www.benedictcenter.org)

8. **BREAD OF HEALING CLINIC (several outreach locations)**

**ADDRESS:** 1821 N. 16th St.  
Milwaukee, WI. 53205

**SUPERVISOR/CONTACT PERSON:** Michele Cohen, Ph.D., LPC  
Smichelecohen-dr@yahoo.com

**REQUIREMENTS:** Pre-placement interview and acceptance

9. **CATHOLIC CHARITIES**

**ADDRESS:** 3501 South Lake Drive  
Milwaukee, WI 53207-0912  
(414)769-3414

**SUPERVISOR/CONTACT PERSON:** Jessica Brandt, Volunteer Coordinator  
jbrandt@ccmke.org  
Mandy, Clinical Supervisor

**REQUIREMENTS:** Students should not make direct contact with this agency. Send statement of interest, CV, and cover letter to Dr. Scheidegger. Pre-placement interview and acceptance; SAC-IT eligible

**WEBSITE:** [www.ccmke.org](http://www.ccmke.org)

10. **CBM (CENTER FOR BEHAVIORAL MEDICINE)**

**ADDRESS:** 250 N Sunny Slope Rd  
Suite 203  
Brookfield, WI 53005  
262-782-2820

**SUPERVISOR/CONTACT PERSON:** Neal Moglowsky, MS, LPC/ Kim Skerven, Ph.D.  
moglowsky@sbcglobal.net  
kimskerven@att.net
REQUIREMENTS: Pre-placement interview and acceptance; requires knowledge of DBT and 20 hours a week commitment.
WEBSITE: http://www.cbm-dbt.com/

11. CHILDREN’S HOSPITAL OF WI. – Locations in Milwaukee, Racine/Kenosha
ADDRESS: 8207 22nd Ave, #155
Racine, WI.
SUPERVISOR/CONTACT PERSON: Milwaukee – Rick Lockwood
rlockwood@chw.org
Racine: Jenny Miller, MSE, NCC, LPC
Manager of School-Based Mental Health Services - Community Services; Phone: 262-664-7408
jlmiller2@chw.org
OR
Dr. Gretchen Huletz
ghuletz@chw.org
262-652-5522
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: https://www.chw.org/careers

12. CHRISTIAN FAMILY SOLUTIONS
ADDRESS: W175N11120 Stonewood Drive
Germantown, WI 53022
SUPERVISOR/CONTACT PERSON: Jodie Martens, LCSW
jmartens@wlcfs.org
262-345-5516
REQUIREMENTS: Submit a current CV and letter of intent then must have a Pre-placement Interview and Acceptance
WEBSITE: https://christianfamilysolutions.org/

13. DIVISION OF VOCATIONAL REHABILITATION*
ADDRESS: 7900 W Burleigh St
Milwaukee, WI 53222
SUPERVISOR/CONTACT PERSON: Suzanne Walter, MS, CRC, LPC
Supervisor – Northwest Office
Suzanne.walter@dwd.wisconsin.gov
414-874-1660
REQUIREMENTS: Pre-placement interview and acceptance; Appropriate pre-placement paperwork completed
WEBSITE: https://dwd.wisconsin.gov/dvr/

14. EASTERSEALS OF SOUTHEAST WISCONSIN*
ADDRESS: Workforce Training Center
505 Northview Road
Waukesha, WI 53188
SUPERVISOR/CONTACT PERSON: Beth Andrea Lohmann, MSW
Employment and Community Services Director
bethl@eastersealswise.com
262-953-2208

**REQUIREMENTS:** Pre-placement interview and acceptance
**WEBSITE:** [http://www.easterseals.com/wi-se/](http://www.easterseals.com/wi-se/)

**15. EMPATHIA**
**ADDRESS:** N17 W24100 Riverwood Drive, Suite 300
Waukesha, WI 53188
**SUPERVISOR/CONTACT PERSON:** David Goehner
dgoehner@empathia.com
800.634.6433

**REQUIREMENTS:** Pre-placement interview and acceptance
**WEBSITE:** [http://www.empathia.com/](http://www.empathia.com/)

**16. FAMILY OPTIONS COUNSELING**
**ADDRESS:** 3505 N 124th St.,
Brookfield, WI
**SUPERVISOR/CONTACT PERSON:** Dr. Christy Diorio
414-431-4444
cdioiro@familyoptions.com

**REQUIREMENTS:** Resume and cover letter needed
Pre-placement interview and acceptance
**WEBSITE:** [www.familyoptions.com](http://www.familyoptions.com)

**17. FAMILY SERVICES OF RACINE – locations in Racine, Bristol, & Paddock Lake**
**ADDRESS:** 420 7th Street
Racine, WI 53403
(262) 634-2391
**SUPERVISOR/CONTACT PERSON:** Liz Hanson Will, LCSW, Executive Director

**REQUIREMENTS:** Resume and cover letter needed
Pre-placement interview and acceptance
**WEBSITE:** [https://www.fsracine.org/](https://www.fsracine.org/)

**18. FAMILY THERAPY TRAINING INSTITUTE OF AURORA FAMILY SERVICES**
**ADDRESS:** 3200 W. Highland Blvd.
Milwaukee, WI 53208
**SUPERVISOR/CONTACT PERSON:** Corey Klein, MS, LPC
414.345.4451
Corey.Klein@aurora.org

**REQUIREMENTS:** Completed CON 741 (Family); Resume and cover letter needed
Pre-placement interview and acceptance
**WEBSITE:** [https://ahc.aurorahealthcare.org/services/familysocial/familycounseling.asp](https://ahc.aurorahealthcare.org/services/familysocial/familycounseling.asp)
[https://ahc.aurorahealthcare.org/services/familysocial/training.asp](https://ahc.aurorahealthcare.org/services/familysocial/training.asp)
19. FORWARD CHOICES
ADDRESS: 6040 W. Lisbon Ave
Milwaukee, WI. 53222
SUPERVISOR/CONTACT PERSON: Michael Wallner, M.S., LPC
414-442-1751
forwardchoicesllc@att.net
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: http://forwardchoices.com/contactus.html

20. GENESEE LAKE SCHOOL*
ADDRESS: 36100 Genesee Lake Rd.
Oconomowoc, WI.  53066
SUPERVISOR/CONTACT PERSON: Jessica LeFevre, MS, LPC
262-569-5510 x3045
jessica.lefevre@geneseelakeschool.com
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: http://www.geneseelakeschool.com/

21. HARRIGAN DEVELOPMENT CENTER*
ADDRESS: 1001 W Glen Oaks Ln,
Suite 245 Mequon, WI 53092
SUPERVISOR/CONTACT PERSON: Andy Harrigan, MS, LPC, Owner
262-347-3711
andy.harrigan@harrigandevelopment.com
REQUIREMENTS: Resume and cover letter needed
Pre-placement interview and acceptance
WEBSITE: www.harrigandevelopment.com

22. The HEALING CENTER
ADDRESS: 130 W. Bruce St. - 4th Floor
Milwaukee, WI 53204
SUPERVISOR/CONTACT PERSON: Sarah Smith, Volunteer Coordinator
414-225-4247
Sarah.j.smith@aurora.org
REQUIREMENTS: Pre-placement interview and acceptance; Trauma Informed
WEBSITE: http://www.thehealingcenter.org/

23. HIR WELLNESS CENTER
ADDRESS: P.O. Box 70662
Milwaukee, WI, 53207
SUPERVISOR/CONTACT PERSON: Lea Denny, MS, LPC-IT, NCC
Founder & CEO
Mental Health First Aid (MHFA) Instructor
414-315-7271
leadenny@hirwellnesscenter.org
REQUIREMENTS: Pre-placement interview and acceptance; Trauma Informed
WEBSITE:  www.hirwellnesscenter.org

24. INDEPENDENCE CENTER
ADDRESS:  2025 Washington Street
Waukegan, IL  60085
SUPERVISOR/CONTACT PERSON:  Gene Marcerone, LCSW, CADC
847-360-1020 x 1024
gmarcerone@icwaukegan.org
REQUIREMENTS: Pre-placement interview and acceptance; Trauma Informed
WEBSITE:  www.icwaukegan.org

25. JAMES PLACE
ADDRESS:  129 W. Broadway Street
Waukesha, WI.  53186

2522 W. Capitol Dr.
Milwaukee, WI  53206
SUPERVISOR/CONTACT PERSON:  Karen Cumblad
kcumblad@elmbrook.org
REQUIREMENTS: Pre-placement interview and acceptance
Agreement with and signature on Elmbrook Church “Statement of Faith”
WEBSITE:  http://www.elmbrook.org/articlelink.asp?iid=3128

26. JEWISH FAMILY SERVICES
ADDRESS:  1300 N. Jackson St.
Milwaukee, WL  53202
SUPERVISOR/CONTACT PERSON:  Jim Welsh
jwelsh@jfsmilw.org
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE:  www.jfsmilw.org

27. JOURNEY MENTAL HEALTH CENTER
ADDRESS:  25 Kassel Ct.
Suites 105
Madison, WI  53711
608-280-2700
SUPERVISOR/CONTACT PERSON:  Robert Stindt, MSSW LCSW SUD SAC CS-IT
Clinical Manager, Internship Program
Journey Mental Health Center
608-280-2419
bob.stindt@journeymhc.org
REQUIREMENTS: Pre-placement interview and acceptance; SAC-IT eligible
WEBSITE:  www.journeymhc.org
28. LAD LAKE
ADDRESS: Administrative Offices
W350 S1401 Waterville Road
P.O. Box 158
Dousman, WI 53118
Four locations in several different communities
SUPERVISOR/CONTACT PERSON: Dereck Wolfgram, MSW, TIC, SAC-IT
Clinical Coordinator
262.965.9432
Clinical Services Supervisor
dereckwolfgram@ladlake.org
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: www.ladlake.org

29. MEDICAL COLLEGE OF WISCONSIN – DEPARTMENT OF
PSYCHIATRY AND BEHAVIORAL HEALTH
ADDRESS: 1155 N. Mayfair Rd.
Milwaukee, WI 53226
SUPERVISOR/CONTACT PERSON: Robert Huberty, MSW, LCSW
414-955-8929
rhuberty@mcw.edu
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: www.mcw.edu/psychiatry.htm

30. MENTAL HEALTH AMERICA OF WISCONSIN, STRONG FAMILIES
HEALTHY HOMES PROGRAM (formerly Invisible Children’s Program)
ADDRESS: 600 W. Virginia Street
Suite 502
Milwaukee, WI 53204
414-276-3122
SUPERVISOR/CONTACT PERSON: Karissa Vogel or Anne Ruiz
karissa@mhawisconsin.org
anne@mhawisconsin.org
Phone: 414-336-7964
Fax: 414-276-3124
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: www.mhawisconsin.org
Facebook: www.facebook.com/mhaiwi
Twitter: www.twitter.com/mhaofwisconsin

31. META HOUSE
ADDRESS: 2625 N. Weil Street
Milwaukee, WI 53212
414.962.1200
SUPERVISOR/CONTACT PERSON: Ms. Sarah Joyce, LPC
sjoyce@metahouse.org
REQUIREMENTS: Pre-placement Interview and Acceptance. Non-smoking requirement, SAC-IT eligible
WEBSITE: www.metahouse.org

32. MILWAUKEE ACADEMY
ADDRESS: 9501 W. Watertown Plank Rd.
P.O. Box 13397
Wauwatosa, WI 53213
414-257-3141
SUPERVISOR/CONTACT PERSON: Dana Dorn, LCSW
ddorn@clinicarecorp.com
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: http://www.clinicarecorp.com/milwaukee/

33. MOUNT MARY UNIVERSITY STUDENT SERVICES
*Counseling Center
ADDRESS: 2900 N. Menomonee River Parkway
Milwaukee, WI. 53222
SUPERVISOR/CONTACT PERSON: Tom Troast, Ph.D.
414-930-3485
troasst@mtmary.edu
REQUIREMENTS: Pre-placement interview and acceptance

Promise Program & Grace Scholars
ADDRESS: 2900 N. Menomonee River Parkway
Milwaukee, WI. 53222
SUPERVISOR/CONTACT PERSON: Elisabeth Koerner, Promise Program Director
koernere@mtmary.edu
Tiffany Tardy, Grace Scholars Program Director
Tardyt@mtmary.edu
REQUIREMENTS: Pre-placement interview and acceptance

Student Engagement
ADDRESS: 2900 N. Menomonee River Parkway
Milwaukee, WI. 53222
SUPERVISOR/CONTACT PERSON: Kayla Sells
414-930-3445
sellsk@mtmary.edu
REQUIREMENTS: Pre-placement interview and acceptance

34. NORTHSHORE CLINIC & CONSULTANTS – Cedarburg, Milwaukee, West Allis, & West Bend Locations
ADDRESS: W62 N248 Washington Ave, Suite 207
Cedarburg, WI 53012
262-375-1116
207 E Buffalo St, Suite 510
Milwaukee, WI 53202
414-545-1950

2363 S. 102nd St
West Allis, WI 53227
414-545-1950

1615 Barton Ave
West Bend, WI 53090
262-334-5323

SUPERVISOR/CONTACT PERSON: Kristi
(262) 375-1116

REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: http://www.northshoreclinics.com/

35. OAKWOOD CLINICAL ASSOCIATES – Locations in Salem & Kenosha

ADDRESS: 24804 75th St.
Salem, WI

4109 67th St.
Kenosha, WI

SUPERVISOR/CONTACT PERSON: Jannette Solere
jsolere@oakwoodclinical.com
262-652-9830

REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: http://oakwoodclinical.com/

36. OZAUKEE COUNTY DEPARTMENT OF HUMAN SERVICES

ADDRESS: 121 W. Main Street
P.O. Box 994
Port Washington, WI 53074

SUPERVISOR/CONTACT PERSON: Paul Grady, LCSW
262-284-1042
pgrady@co.ozaukee.wi.us

REQUIREMENTS: Pre-placement interview and acceptance, SAC-IT eligible
WEBSITE: www.co.ozaukee.wi.us

37. OZAUKEE COMMUNITY THERAPIES

ADDRESS: 101 Falls Road
Suite 210
Grafton, WI 53024

SUPERVISOR/CONTACT PERSON: Erin Perez, MA, LPC, Clinic Director
erin@ozaukeecommunitytherapies.com
38. PATHFINDERS – YOUTH SHELTER
ADDRESS: 1614 East Kane Place
Milwaukee, WI. 53202
SUPERVISORS/CONTACT PERSON: Please contact the Pathfinders Volunteer Manager
Susan Raines
sraines@pathfindersmke.org
414-271-1560

REQUIREMENTS: Pre-placement interview and acceptance
Students will be asked to complete the application that the P/I coordinator
of your university has on file.
It's very helpful for students to include either their resume or CV with
their application.
WEBSITE: www.pathfindersmke.com (go to “services” → internships tab)

- HAND-IN-HAND PROGRAM
ADDRESS: 4200 N. Holton Street, Suite 400
Milwaukee, Wisconsin 53212
SUPERVISOR/CONTACT PERSON: Follow the above procedure for Pathfinders. If
Students are interested in the Hand in Hand Program specifically, they just
need to mention that on their application.
Luci Staudacher
lstaudacher@pathfindersmke.org
414-964-2565

REQUIREMENTS: Pre-placement interview and acceptance; interest in trauma work

39. RACINE COUNTY HUMAN SERVICES DEPARTMENT
ADDRESS: SAIL Program
2000 Domanik Dr.
Racine, WI. 53403
SUPERVISOR/CONTACT PERSON: Keith Lunogl, Clinical Director
Dee Dee Caldwell, SAIL Program (i.e., residential
crisis program)
Doraann.caldwell@racinecounty.com
262-638-6417

REQUIREMENTS: Pre-placement interview and acceptance; SAC-IT eligible
WEBSITE:

40. ROGERS HOSPITAL
ADDRESS: 34700 Valley Road
Oconomowoc, WI 53066
SUPERVISOR/CONTACT PERSON: Dr. David Jacobi
REQUIREMENTS: Pre-placement interview and acceptance; Knowledge of exposure therapy, SAC-IT for Herrington Center

WEBSITE: [https://www.rogershospital.org/](https://www.rogershospital.org/)

- **Herrington Center:** Chad Wetterneck
  262-646-4411, ext. 1759
  cwetterneck@rogershospital.org

41. **ROOTS COUNSELING**
ADDRESS: 1863 N. Farwell Ave,
Milwaukee, WI 53202
SUPERVISOR/CONTACT PERSON: Alicia Fleischmann
ICS, CSAC, LPC, NCC, MA, CNA, CCM
Clinical Director
Roots Counseling Services
414.273.8484 x22
rootsmke.org

REQUIREMENTS: Pre-placement interview and acceptance; SAC-IT secured prior to start
WEBSITE: [http://www.rootsmke.org](http://www.rootsmke.org)

42. **SEBASTIAN FAMILY PSYCHOLOGICAL PRACTICE**
ADDRESS: 1720 N. Florist Ave., Suite 175
Glendale, WI. 53209
SUPERVISOR/CONTACT PERSON: Ben Rader, Psy.D.
414-247-0801
benmrader@yahoo.com

REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: [http://sebastianfpp.com/](http://sebastianfpp.com/)

43. **SECOND CENTURY WOMEN’S TRANSGITIONAL RESIDENTIAL DRUG TREATMENT PROGRAM**

*NOTE: This is the women’s recovery facility for the Matt Talbot Recovery Centers*
ADDRESS: **Matt Talbot location:**
2613 W North Ave,
Milwaukee, WI 53205
Phone: (414) 342-5474

**Women's Program location:**
2187 s. 85th Street
West Allis, WI 53227

SUPERVISOR/CONTACT PERSON:
Antonio DeShazor
antoneod@mtrcinc.org
414-793-3896

REQUIREMENTS: Pre-placement interview and acceptance, SAC-IT eligible
WEBSITE: [http://mtrcinc.com](http://mtrcinc.com)
44. SIXTEENTH STREET COMMUNITY HEALTH CENTER
ADDRESS: 1032 South Cesar E. Chavez Drive
Milwaukee, WI 53204
414.672.6220
SUPERVISOR/CONTACT PERSON: Valynda Wells or Cynthia Franzolin
valynda.wells@sschc.org or
Cynthia.franzolin@sschc.org
414-672-1353
REQUIREMENTS: Pre-placement Interview and Acceptance. Spanish language required
WEBSITE: www.ssch.org

45. ST. ROSE YOUTH & FAMILY CENTER - THERAPEUTIC DAY EDUCATION PROGRAM
ADDRESS: 3801 North 88th Street
Milwaukee, WI. 53222
SUPERVISOR/CONTACT PERSON: Natalie Zanoni , L.P.C., N.C.C.
NatalieZanoni@ladlake.org
414-466-9450
REQUIREMENTS: Pre-placement interview and acceptance, Trauma I
WEBSITE: www.strosecenter.org

46. UMOS, INC., LATINA RESOURCE CENTER
ADDRESS: 802 W. Mitchell Street
Milwaukee, WI 53204
SUPERVISOR/CONTACT PERSON: Mariana Rodriquez, Program Manager
414-389-6508
mariana.rodriguez@umos.org
REQUIREMENTS: Pre-placement interview and acceptance

47. UNITED COMMUNITY CENTER (PLACEMENT WOULD NEED TO BE IN THEIR AODA PROGRAMS)
ADDRESS: 1028 S. 9th Street
Milwaukee, WI.
SUPERVISOR/CONTACT PERSON: Dino Arestigui
darestigui@unitedcc.org
REQUIREMENTS: SAC-IT upon acceptance, fluency in Spanish a plus but not necessary
Pre-placement interview and acceptance
WEBSITE: www.unitedcc.org

48. UNIVERSITY OF WISCONSIN-WAUKESHA – personal counseling
ADDRESS: 1500 N. University Ave. A112
Waukesha, WI 53188
SUPERVISOR/CONTACT PERSON: Michael Weber, MS, NCC, LPC
Michael.weber@uw.edu
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: http://waukesha.uwc.edu/

49. WALKERS POINT, GROUP HOME AND SHELTER
ADDRESS: Administrative Office & Transitional & Supportive Housing:
2030 W. National Ave.
Milwaukee, WI 53204
And
Teen Crisis & Runaway Program:
732 S. 21st Street
Milwaukee, WI 53204
SUPERVISOR/CONTACT PERSON: GROUP HOME: Kathy Griffin
414-672-1360
kgriffinwptlp@sbcglobal.net
YOUTH & FAMILY CENTER: Zanita Cullen,
M.S, LPC Zanita.cullen@walkerspoint.org
414-647-8200
TEEN CRISIS & RUNAWAY PROGRAM:
Jennifer Bowman, M.S., LPC-IT, NCC
Jennifer.bowman@walkerspoint.org
414-647-8200

REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: www.walkerspoint.org

50. WASHINGTON COUNTY HUMAN SERVICES
ADDRESS: 333 E. Washington Street
West Bend, WI 53095-2503
  • Washington County Human Services - Acute Care Services
SUPERVISOR/CONTACT PERSON: Jackie Moglowsky
Jackie.Moglowsky@co.washington.wi.us

REQUIREMENTS: Pre-placement interview and acceptance

51. WAUKESHA COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES
ADDRESS: 514 Riverview Ave.
Waukesha, WI 53188
SUPERVISOR/CONTACT PERSON: Joan Sterweis
261-548-7715
jsternweis@waukesha.county.gov
Mr. Jeffrey Lewis – Inpatient Unit –
jlewis@waukeshacounty.gov; Dr. Gordon Owley –
Outpatient - gowley@waukeshacounty.gov; John Kettler –
jkettler@waukeshacounty.gov

REQUIREMENTS: Resume and cover letter needed
Pre-placement interview and acceptance
WEBSITE: https://www.waukeshacounty.gov/HHS
52. WEST GROVE CLINIC
ADDRESS: 10012 W Capitol Drive, Suite 101
Wauwatosa, WI 53222
SUPERVISOR/CONTACT PERSON: Jaimie Hauch, MS, LPC, SAC
Jaimie.hauch@gmail.com
414-810-4844
REQUIREMENTS: Pre-placement interview and acceptance; SAC-IT required; This site offers case management experience, group work, and limited individual work. This site is most suited to students with little previous experience in the mental health field.
WEBSITE: http://westgroveclinic.com/

53. WISCONSIN RESOURCE CENTER
ADDRESS: 1505 North Drive
Winnebago, WI 54985
SUPERVISOR/CONTACT PERSON: Paula Harry, MS, LCSW
(920) 426-4310 ext. 4714
Paula.Harry@dhs.wisconsin.gov
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: https://www.dhs.wisconsin.gov/wrc/index.htm

54. YOUTH AND FAMILY PROJECT
ADDRESS: 630 Elm Street
West Bend, WI 53095
SUPERVISOR/CONTACT PERSON: Emily Christensen
262-338-1661
echristensen@youthandfamilyproject.org
REQUIREMENTS: Pre-placement interview and acceptance
WEBSITE: http://www.youthandfamilyproject.org/

55. ZABLOCKI VA CENTER*
ADDRESS: 5000 W National Ave.
Milwaukee, WI 53295
414-384-2000
SUPERVISOR/CONTACT PERSON: Anne-Marie
414-384-2000, ext. 41702
Patricia Christensen, MS, CRC, LPC
Vocational Rehabilitation Counselor
Building 7, rm. 217, ext. 42129
Patricia_Christensen3@va.gov
REQUIREMENTS: Interested students must request permission to contact through Dr. LeeZa Ong. Pre-placement interview and acceptance
WEBSITE: https://www.milwaukee.va.gov/
V. SAC-IT Information

M.S. in Counseling Program - SAC-IT Application Process & Course Equivalents for SAC-IT Application

The following courses and corresponding semester hours fulfill the 100-hour requirement for the application for the SAC-IT License. Students enrolled in the Clinical Mental Health Counseling concentration may apply for this training license after the completion of 21 hours in the program, if the 21 hours have included the course requirements listed below. Furthermore, you must have an offer of a Practicum/Internship, and form #2770, signed by that agency supervisor. It is permissible to complete all the paperwork, except form #2770, and submit the documents while you wait for a Practicum/Internship offer. Once you have an offer of placement, the final form (#2770) can be submitted. Decisions regarding granting of the SAC-IT are the sole responsibility of the DSPS, Substance Abuse Counselor Board.

General Instructions for completing the SAC-IT Application

- Go to http://dsps.wi.gov/Default.aspx?Page=0a35138c-09f9-4ca5-9944-43e9b0cef8f8 – click on “application forms” - Form #2743. Fill out pages 1-3
- Complete Form #3079. Check “SAC-IT” and complete the top portion; your advisor or the P/I Coordinator will complete the bottom portion.
  - Faculty advisors should complete all portions of the bottom, check the SAC-IT box, and put the date as the semester that they finished the required courses for the license. Sign where it requires a signature under the SCHOOL and make a copy before giving it back to the student. Our preference is to mail the form ourselves.
- Disregard Form #3080 as it is completed after your internship is completed.
- Complete form #2832 by identifying a set of courses that they will be using to meet the 100 hours of substance abuse. Based on which courses the student uses, they will send a word document that contains the course descriptions of each course (Course descriptions can be found on our MS in Counseling Group Page. The courses you will be using to complete the education section (pages 2-7 of this form) are to be selected from the following:

  - **Substance Abuse Assessment (15 hours)**
    - CON 714 (15 hours)
  - **Substance Abuse Counseling (15 hours)**
    - CON 612 (45 hours)
    - CON 714 (5 hours)
  - **Substance Abuse Case Management (10 hours)**
    - CON 714 (15 hours)
  - **Substance Abuse Education (15 hours)** – Will need 2 courses completed
    - CON 714 (10 hours)
    - CON 715 (10 hours) or CON 775 (10 hours) or CON 740 (5 hours)
  - **Substance Abuse Professional Responsibilities (20 hours)**
    - CON 600 (45 hours)
  - **Electives (25 hours needed)** – Complete one
    - CON 650 (45 hours)
CON 700 (45 hours)
CON 740 (45 hours)
CON 741 (45 hours)

• Take **Form #2770** to the site where they have an accepted offer of internship placement & the supervisor there will complete this form.
• Send an Unofficial Transcript – Students can print this from a MMU login
• Retain 2 copies of all completed documents – 1 copy for your files and 1 copy for your Practicum/Internship file.

*The cost of this process as of 1/22/18 is $150.00 - $75.00 for the initial credential and $75.00 to take the WI Statues and Rule Exam

### VI. Paperwork

a. Site Selection Form (return by 2/8/19)
b. Credit Audit (return by 2/8/19)
c. Verification of completion of 18 credit hour self-evaluation (return by 2/8/19)
d. Prospective Site Agreement (PSA) (return by 5/24/19)
e. Proof of Liability Insurance (return by 5/24/19)
f. Proof of Completed Background Check (return by 5/24/19)

Notes:
SITE SELECTION FORM

NAME: ____________________________________________________________

I PLAN TO CONTACT THE FOLLOWING THREE SITES PRIOR TO 3/8/19
1.____________________________________________________________________
2.____________________________________________________________________
3.____________________________________________________________________

Return above selections to Dr. Scheidegger by 2/8/19

Tear Here

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STUDENT PAPERWORK CHECKLIST
Return when all items have been completed – no later than 5/24/19

NAME: ____________________________________________________________

A. _____ I have completed my 18-credit hour Self-evaluation & it is in my permanent file

_________________________________________________________ Date

Signature of your Advisor

B. _____ I have completed and returned the “Credit Audit” form ____

____  I have completed the Background Check ____

____  I have completed/returned proof of my Liability Insurance ____

_________________________________________________________ Date

Signature of P/I Coordinator

23 | P a g e
M.S. IN COUNSELING PROGRAM – Mount Mary University
Clinical Mental Health Counseling Concentration
Advising Guide (60 credit hours)

Credit Audit Date: ______________
Student: ______________________________________________________

Please place a check mark by those courses you have completed. For courses you are taking this semester (Spring 2018), indicate with the notation WIP.

Counseling Core: 30 credits

- CON 600 Professional Identity & Ethics *
- CON 601 Orientation to Practicum/Internship *
- CON 610 Theories of Counseling*
- CON 611 Career Development
- CON 612 Techniques of Counseling*
- CON 630 Behavioral Science Statistics and Research
- CON 700 Multicultural Counseling*
- CON 720 Counseling Assessment and Program Evaluation
- CON 740 Group Procedures in Counseling*
- CON 741 Family Systems Theory, Research and Practice
- CON 750 Counseling across the Lifespan

Clinical Mental Health Counseling Concentration: 27 credits

- CON 650 Trauma Counseling I*
- CON 714 Addiction Counseling*
- CON 715 Professional Issues in Addiction Counseling
- CON 770 Psychopathology*
- CON 775 Psychopharmacology
- CON 785 Advanced Issues in Clinical Mental Health Counseling
- CON 795 Supervised Practicum (CMHC placement) – 100 hours/40 in face-to-face
- CON 796 Counseling Internship I (CMHC placement) – 300 hours/120 in face-to-face/100

AODA & Trauma
- CON 797 Counseling Internship II (CMHC placement) – 300 hours/120 in face-to-face/100

AODA & Trauma

All courses are three-credit courses unless otherwise indicated

Elective Courses: 3 Credits
Elective courses (offered for 1-3 credits) may be selected upon consultation with your Graduate Advisor.

- Elective Course Title/Credits
- Elective Course Title/Credits

*Classes must be completed prior to starting Practicum

Exit/Graduation requirements:
18-credit Self-Evaluation Date complete: __________
Thesis or Comprehensive Exam (circle one) Date complete: __________
Professional Counselor Job Portfolio Date complete: __________

NBCC Exam: ____ Yes ____ No If “yes” date: April ____ Oct. ____
M.S. IN COUNSELING – Mount Mary University  
Clinical Rehabilitation Counseling Concentration  
Advising Guide (60 credit hours)

Advisor: _____________________________________________________

Student: ________________ ____________________________________

All courses are three-credit courses unless otherwise indicated.

**Counseling Core: 30 credits**

- CON 600 Professional Identity & Ethics*
- CON 601 Orientation to Practicum/Internship* (0 credits, 2nd Friday of Spring Semester)
- CON 610 Theories of Counseling*
- CON 611 Career Development
- CON 612 Techniques of Counseling*
- CON 630 Behavioral Science Statistics and Research
- CON 700 Multicultural Counseling*
- CON 720 Counseling Assessment and Program Evaluation
- CON 740 Group Procedures in Counseling*
- CON 741 Family Systems Theory, Research and Practice
- CON 750 Counseling across the Lifespan

**Clinical Rehabilitation Counseling Concentration: 27 credits**

- CON 615 Introduction to Clinical Rehabilitation Counseling & Case Management
- CON 640 Medical & Psychosocial Aspects of Disabilities
- CON 650 Trauma Counseling I*
- CON 714 Addiction Counseling*
- CON 760 Psychiatric Rehabilitation & Intervention
- CON 770 Psychopathology*
- CON 795 Supervised Practicum (CRC placement) – 100 hours/40 in face-to-face
- CON 796 Counseling Internship I (CRC placement) – 300 hours/120 in face-to-face/90

AODA & Trauma
- CON 797 Counseling Internship II (CRC placement) – 300 hours/120 in face-to-face/90

AODA & Trauma

**Elective Courses: 3 Credits**

Elective courses (offered for 1-3 credits) may be selected upon consultation with your Graduate Advisor.

- Elective Course Title/Credits __________________________________________________
- Elective Course Title/Credits __________________________________________________

*Classes must be completed prior to starting Practicum

**Exit/Graduation requirements:**

18-credit Self-Evaluation  
Thesis or Comprehensive Exam (circle one)  
Professional Counselor Portfolio  

Date complete: __________

Professional Counselor Portfolio  

Date complete: __________

Date complete: __________

NBCC Exam: ____ Yes  ____ No  
If “yes” date: April ____  Oct. ____
STUDENT INFORMATION
Student Name: ________________________________
Preferred phone #: ______________ E-mail: ______________
Address: ____________________________________________________________________

AGENCY INFORMATION
Practicum/Internship Start Date: 5/28/19  End Date: 5/15/20
Prospective Agency Name: ________________________________
Site Address: __________________________________________________________________
Number of Intended Hours to be Completed @ this Site: ________________
Director’s name: ________________________________
Site Supervisor: ________________________________
Job Title: ________________________________
Phone: ______________ e-mail Address: ______________
Highest Degree: __________ Field: ________________________________
State License Type & Number: ________________________________

Site Supervisor Signature: ______________________ Date: __________
Student Signature: ________________________________ Date: __________

APPROVAL:
Practicum & Internship Coordinator Signature:
________________________________________________________________________ Date: __________

*Submit Completed Form to the Practicum & Internship Coordinator – before you are allowed to start at your internship
PROOF OF LIABILITY INSURANCE
MT. MARY UNIVERSITY
Counseling Department
M.S. in Counseling Program

Our program recommends that you join the American Counseling Association if you have not already done so. As a student member of the American Counseling Association, in good standing, you automatically receive professional liability insurance. Therefore, we highly recommend that you join this organization. You can join ACA by going to their site www.counseling.org. You must provide documentation to the Practicum and Internship Coordinator, prior to the start of your practicum that verifies you have liability insurance. Once purchased, you will print your certificate of insurance to the Practicum & Internship Coordinator.

PROOF OF COMPLETED BACKGROUND CHECK – CERTIFIED BACKGROUND CHECKS

Student Instructions for Accessing the Background Check Service
Castlebranch.com is a service that allows students to order their own background checks online. Information collected through Castlebranch.com is secure, tamperproof, and kept confidential. The services performed by Castlebranch.com are based on guidelines provided by the college, so all the information needed can be obtained from one source. The results are available on the Castlebranch.com website where the student, as well as the school, can view them.

2. In the Package Code box, enter the package code: MO99
3. Enter your payment information – Visa, MasterCard, or Money Order. Follow the online instructions to complete the order. COST is $26.00 (as of 1/22/19)
4. Once the order is submitted, you will receive a confirming email containing the password needed to view the results of the background check. To view the results, visit https://www.castlebranch.com/online_submission/package_code.php?redirectFrom=cbg enter the password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are typically available in approximately three days, although some searches take longer. Please allow adequate time when ordering. The Program Director will automatically have access to the results.

For A Summary of Your Rights Under the Fair Credit Reporting Act visit www.ftc.gov. For questions regarding the background check, contact https://www.castlebranch.com/online_submission/package_code.php?redirectFrom=cbg phone: (888) 723-4263 or customerservice@castlebranch.com

The only exceptions to this policy for students enrolled in the Clinical Mental Health concentration is as follows: Any student having had a background check completed in the last six months, may provide documentation of the findings to the Program Director and/or the Practicum and Internship Coordinator and be waived from utilizing the service.
VII. Potential Internship Site Requirements

MS in Counseling Program – Clinical Mental Health Counseling (CMHC) Concentration

POTENTIAL INTERNSHIP SITE REQUIREMENTS

Agency Requirements

1. Participate in a brief phone conversation with Tammy Scheidegger, Ph.D., Practicum & Internship Coordinator, to discuss the general parameters of becoming a Community Partner.

2. Schedule a time for Dr. Scheidegger to make a trip to your agency to meet with a designated site representative and complete a site visit. This is an opportunity for both parties to be sure that all requirements can be met and that a Clinical Affiliation Agreement can be initiated by our program to begin the process. During the site visit, your representative will be given a packet of information from our program that includes the following documents that must be completed and returned to move forward:
   a. Clinical Affiliation Agreement
   b. Supervisor Experiences Form
   c. Agency Information Sheet

3. Once the MS in Counseling Program has received the above documents, the designated site supervisor(s) must complete a one-time, supervisor orientation training. Supervisors are granted CEs for the training, free of charge. This training must be completed prior to the end of the 1st semester that any student is placed at your agency. Any and all supervisors working with a Mount Mary student must complete this training.

4. Our MS in Counseling Program – Clinical Mental Health Counseling (CMHC) concentration, generally places students one time per year (the beginning of summer semester – mid May), for a year-long placement period. Our program asks that your agency make a representative available to interview potential students sometime during the months of February – May each year. As is customary, your agency holds exclusive rights to offer or refuse placement to anyone that is interviewed. In any given placement cycle, if you offer any student a placement, they will ask you to sign a document entitled “Prospective Site Agreement”, which they will provide to you. Once that document has been received in our office, a Site Contract, specific to that student, will be sent to your agency from our program.

Site Supervisor’s GENERAL Requirements

1. The Site Supervisor must hold a master’s degree or Ph.D. in Counseling or Counselor Education and Supervision and hold licensure in the state of Wisconsin to practice as a psychotherapist. Those individuals with a master’s or Ph.D. degree in Psychology, Marriage and Family Therapy, or Social Work and licensed in the state of Wisconsin to practice as a psychotherapist. Those who hold CSACs or an ICS may also function as supervisors if any of the above licensed individuals are also available, on site, to supervise. All of the aforementioned individuals must complete a Supervisor Experiences Form, attend the supervisor’s orientation, and keep an updated CV on record with our program.

2. Students must be allowed to audio and/or video tape clients (with HIPPA approved devices), with the client’s signed permission, for the purpose of supervision. When this is not possible, and only when it has been pre-approved by the Practicum & Internship
Coordinator, the approved supervisor can provide a minimum of 1 hour of in-session, direct supervision with live evaluation and documentation.

3. The student must have one (1) hour of individual supervision per week, by their designated supervisor. A portion of this weekly supervision must be spent reviewing the taped (or live demonstrations) sessions and providing feedback to the student. Group supervision cannot be substituted for this requirement. Although administrative supervision (i.e. compliance with agency standards) is necessary, the weekly individual supervision is intended to be a component of the student’s training and therefore should focus on clinical growth and development.

4. Students must be able to gain experience in individual counseling and either lead or co-lead a minimum of one group during their year-long experience.

Contact Information
Tammy H. Scheidegger, Ph.D., LPC, NCC
Practicum & Internship Coordinator
Mount Mary University
MS in Counseling Program
2900 N. Menomonee River Parkway
Milwaukee, WI 43222
414-930-3434
scheidet@mtmary.edu