

UNIVERSITY CAREER CENTER

PRACTICUM AND INTERN PROGRAM APPLICATION FORM

A. Contact & Academic Information

- Name: _____
- Local Address: _____
- Phone Number: _____ E-mail: _____
- Academic Year (circle): Undergraduate Graduate | Practicum or Internship
- Major _____ GPA: _____
- Are you employed with any other department at Texas Tech University? If so, please list below:

Please note, if an applicant is employed by another department, they cannot intern at the Career Center without earning hours for academic credit.

B. Schedule

- Desired Starting Semester: Fall Spring Summer 20_____
- What is your preferred schedule at the UCC (including hours per week)? _____

C. APPLICATION Materials

Please attach to your application: 1) a copy of your résumé/CV and 2) typed responses to the following questions:

1. Why are you interested in a practicum/internship at the University Career Center? Please explain why you are interested in the position and discuss your future career goals.
2. What contributions would you make as a practicum/internship student (special skills, strengths, experiences, ideas, personal attributes or abilities)?
3. What do you hope to gain from your practicum/internship experience at the University Career Center?

University Career Center interns and practicum students gain career development experience working under the supervision of a career counselor in a professional setting. The goal of this internship is to develop skills and obtain experience while learning the many services and resources available through our office.

D. REFERENCES

Please list 3 references including a faculty member, former employer, and/or person of your choice to be contacted.

Name: _____ Phone #: _____ Email: _____

Relationship to you: _____

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Relationship to you: _____

E. PRACTICUM AND INTERNSHIP SUMMARY

Career Counseling Intern/Practicum

Preferred Majors: Counselor Education, Counseling Psychology, or related field

Preferred Year: Master and Doctoral level

- Promote post-secondary education exploration and career development
- Conduct individual career counseling appointments with undergraduate and graduate students and alumni
- Administer and interpret career assessments (e.g. FOCUS, Strong Interest Inventory, StrengthsQuest, and MBTI) offered by University Career Center
- Conduct educational presentations and outreach on University Career Center services and topics to various classes and organizations on campus
- Collaborate with fellow student workers and staff in the University Career Center office to implement services and develop and execute programs
- Assist in University Career Centers' participation in Red Raider Orientation and other promotional events and resource fairs
- Aid staff in the planning and execution of University Career Center events
- Support the operation and promotion of the University Career Center

F. ADDITIONAL INFORMATION AND REMINDERS

If you are requesting academic or field study credit for this internship, please attach the requirements and contract from your department to this application. While the priority application deadline is 1 month prior to the beginning of your desired semester, applications are encouraged to be submitted earlier.

Please attach your résumé to this application along with your typed answers to the questions above on page 1. If selected as a candidate, interviews with the Intern Selection Committee and Director will be scheduled

Please email your application to Stephanie Harding (stephanie.k.harding@ttu.edu) and Ashley Penner (ashley.penner@ttu.edu). Questions can also be directed to Stephanie or Ashley.

Signature: _____ Date _____