

Internship at a Glance

Note: Start this process the semester before beginning your Internship experience.

1. Successful completion of EDCO 669 (Counseling Practicum I).
2. Pick up Intent Form from Dr. Norman or the Counseling Program office.
3. Complete Intent Form and return with resume attached.
4. Schedule appointment with Dr. Norman.
5. Meet with Dr. Norman and receive the Internship Handbook.
6. Confirm Placement.
7. Return Initial Paperwork (see Internship Handbook).
8. Attend Internship Seminar Class.
9. If you will not complete your internship by the end of the semester you must request an extension from the Clinical Coordinator.
10. Meet with Dr. Norman to discuss how to monitor your progress.
11. Progress will be monitored through your attendance at regularly scheduled on campus meetings.

Dr. Rhonda L. Norman
Clinical Coordinator
Graduate Programs in Counseling
3800 Victory Parkway
Cincinnati, Ohio 45207-6612
(513) 745-3450
(513) 745-2920
Norman@Xavier.edu

