
Professional Sequence Checklist

The clinical experience part of the Professional Sequence ensures appropriate student preparation for licensure as a Licensed Professional Counselor (LPC) and/or School Counselor. The practicum, internship, and research experiences complement the student's academic preparation.

Professional Sequence Application

- ☐ Read and review Practicum/Internship Handbook
- ☐ Complete core curriculum with GPA of 3.0 or higher
Successfully complete 18 credit hours
- ☐ Successful completion of COUN 675: Techniques of Counseling
Must earn a grade of B or higher
- ☐ Complete Appendix A: Professional Sequence Application
- ☐ Submit Description of Growth essay
300-word essay detailing your academic, personal, and professional growth throughout master's program
- ☐ Submit Appendix B: Professional Sequence Recommendation Forms
Two (2) recommendation forms are required
MSMHC core faculty are prohibited from writing letters of recommendation
- ☐ Complete CastleBranch background check
<https://mycb.castlebranch.com/>
Enter package code: VF95BG: Background Check
Create account
Pay background check fee
Be aware that findings from this background check may prelude acceptance into professional sequence.
- ☐ Review completed application
- ☐ Send P&I Coordinator and electronic and hard copy of completed application
- ☐ Application Deadlines
Fall practicum placement: June 30th
Spring practicum placement: September 30th
Summer practicum placement: February 28th

Application Review

- ☐ Professional sequence admission committee reviews application
- ☐ Update and revise your resume / curriculum vitae (CV)
- ☐ Prepare cover letter
- ☐ Interview preparation with Viterbo Career Services
<https://www.viterbo.edu/career-services/interview-preparation>
- ☐ Receive formal letter with professional sequence admission committee decision



Practicum and Internship Coordinator (P&I)

- ☐ Schedule placement meeting with P&I Coordinator to review sites once notified of acceptance into professional sequence
- ☐ Prepare a list of questions for Practicum & Internship Coordinator
- ☐ Review website(s) of potential placement sites
- ☐ Meet with Practicum & Internship Coordinator
- ☐ Discuss placement goals
- ☐ Select three sites of interest

P&I Coordinator will communicate with sites to see if site is accepting interns

- ☐ All students interested in specific sites will be provided site specific application procedures

Placement Site Applications

- ☐ Submit Appendix D: Code of Professional and Ethical Conduct
- ☐ Review Appendix F: Viterbo Travel Policy
- ☐ Submit Appendix G: Off-Campus Activity Waiver and Release of Liability
- ☐ Submit Appendix H: Medical Information for Off-Campus Activities
- ☐ Submit Appendix I: Practicum/Internship Site Application Form
- ☐ Submit Appendix J: Verification Review of Practicum/Internship Handbook
- ☐ Submit applications to potential placement sites

Once P&I Coordinator communicates that site is accepting applications

- ☐ Complete interviews with potential placement sites
- ☐ Placement site acceptance
- ☐ Communicate site acceptance to P&I Coordinator
- ☐ Once site placement is secured, P&I Coordinator registers student for COUN 690: Counseling Practicum

Practicum

- ☐ Hour requirements:
 - 150 hours: minimum of 40 direct service hours*
 - Site supervision: 1 hour / week*
 - Group supervision (practicum class): 1.5 hours / week*
- ☐ Beginning of semester forms:
 - ☐ Submit Appendix E: Supervision Contract
 - ☐ Submit Appendix U: Practicum Supervisor Release of Information
 - ☐ Submit Appendix T: Consent to Record Counseling Sessions
- ☐ Update Appendix K: MSMHC Client Contact Log weekly
- ☐ Update Appendix L: MSMHC Supervision Hours weekly
- ☐ Middle of semester forms:
 - ☐ Submit Appendix M: Midterm Practicum Site Supervisor Evaluation



- ☐ End of semester forms:
 - ☐ Submit Appendix M: Final Practicum Site Supervisor Evaluation
 - ☐ Submit Appendix N: Post Practicum Form
 - ☐ Submit Appendix O: Certification of Counseling Practicum
 - ☐ Submit completed Appendix K: MSMHC Client Contact Log weekly
 - ☐ Submit Appendix L: MSMHC Supervision Hours weekly
 - ☐ After successful completion of Practicum, P&I Coordinator registers student for COUN 695: Counseling Internship
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Internship

- ☐ Hour requirements:
 - 300 hours: minimum of 120 direct service hours**
 - Site supervision: 1 hour / week**
 - Group supervision (practicum class): 1.5 hours / week**
 - * Three (3) semesters of two (2) credit hours option is available. Discuss with P&I Coordinator*
 - ☐ Beginning of semester forms:
 - ☐ Renew Appendix D: Code of Professional and Ethical Conduct
 - ☐ Review Appendix F: Viterbo Travel Policy
 - ☐ Renew Appendix G: Off-Campus Activity Waiver and Release of Liability
 - ☐ Renew Appendix H: Medical Information for Off-Campus Activities
 - ☐ Submit Appendix E: Supervision Contract
 - ☐ Submit Appendix U: Internship Supervisor Release of Information
 - ☐ Submit Appendix T: Consent to Record Counseling Sessions
 - ☐ Update Appendix K: MSMHC Client Contact Log weekly
 - ☐ Update Appendix L: MSMHC Supervision Hours weekly
 - ☐ Middle of semester forms:
 - ☐ Submit Appendix M: Midterm Internship Site Supervisor Evaluation
 - ☐ End of semester forms:
 - ☐ Submit Appendix M: Final Internship Site Supervisor Evaluation
 - ☐ Submit Appendix N: Post Internship Form
 - ☐ Submit Appendix O: Certification of Counseling Internship
 - ☐ Submit completed Appendix K: MSMHC Client Contact Log weekly
 - ☐ Submit Appendix L: MSMHC Supervision Hours weekly
 - ☐ After successful completion of Internship, P&I Coordinator registers student for COUN 696: Advanced Counseling Internship
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Advanced Internship

- ☐ Hour requirements:
 - 300 hours: minimum of 120 direct service hours**
 - Site supervision: 1 hour / week**
 - Group supervision (practicum class): 1.5 hours / week**
 - * Three (3) semesters of two (2) credit hours option is available. Discuss with P&I Coordinator*



- ☐ Beginning of semester forms:
 - ☐ Renew Appendix D: Code of Professional and Ethical Conduct
 - ☐ Review Appendix F: Viterbo Travel Policy
 - ☐ Renew Appendix G: Off-Campus Activity Waiver and Release of Liability
 - ☐ Renew Appendix H: Medical Information for Off-Campus Activities
 - ☐ Submit Appendix E: Supervision Contract
 - ☐ Submit Appendix U: Internship Supervisor Release of Information
 - ☐ Submit Appendix T: Consent to Record Counseling Sessions
- ☐ Apply for Graduation
 - December graduation: September 15th*
 - May graduation: January 15th*
 - <https://www.viterbo.edu/commencement/graduation-requirements-information>
- ☐ Update Appendix K: MSMHC Client Contact Log weekly
- ☐ Update Appendix L: MSMHC Supervision Hours weekly
- ☐ Middle of semester forms:
 - ☐ Submit Appendix M: Midterm Internship Site Supervisor Evaluation
- ☐ Complete Counselor Preparation Comprehensive Examination (CPCE)
- ☐ Present Action Research Project
- ☐ End of semester forms:
 - ☐ Submit Appendix M: Final Internship Site Supervisor Evaluation
 - ☐ Submit Appendix N: Post Internship Form
 - ☐ Submit Appendix O: Certification of Counseling Internship
 - ☐ Submit completed Appendix K: MSMHC Client Contact Log weekly
 - ☐ Submit Appendix L: MSMHC Supervision Hours weekly
- ☐ Graduation