



Crafton Hills College **Counseling Internship Program**

Thank you for your interest in the Crafton Hills College Counseling Internship Program. This is a non-paid summer internship designed to provide opportunities to participate in the day-to-day assignments and duties of Counseling Faculty at Crafton Hills College.

Internship Functions:

- Shadow counselors during appointments and walk-ins learning Career, Academic and Personal Counseling skills.
- Learn detailed information regarding college programs, requirements for certificates/degrees, assessment analysis and placement recommendations, transcript review, graduation requirements, special programs, degree requirements, and transfer process.
- Become familiar with all community college Student Services and processes including Admissions and Records, Financial Aid, Disabled Student Services and Programs (DSP&S), Extended Opportunity Programs and Services (EOP&S), Health and Wellness, and Learning Resource Center.
- Learn the college catalog, class schedule, ASSIST, Eureka, Datatel, and other counseling tools and resources.
- Participate in college and counseling programs such as orientation, SOAR, probation workshops, and career training.

Internship Requirements:

- Enrolled in a qualifying Master's Degree Program from an accredited institution and completing an internship or practicum requirement.
- Excellent written and oral skills
- Competent technology skills
- Strong desire to work within a community college.

Internship Application Procedure: *(Submission of application does not guarantee internship)*

Submit the following documents:

1. Application
2. Cover Letter
3. Resume

Please submit all documents in a single PDF file to:

Jimmy Grabow

JGrabow@craftonhills.edu

Please include "internship application" in the subject line

Completed applications must be received by March 10, 2018 for Summer 2018 interns

Potential candidates will be notified to participate in an interview with the Counseling Faculty.



Counseling Internship Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Are you enrolled in a graduate program? YES NO Anticipated Graduation Date? _____

Do you plan on working in a community college? YES NO

Education

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to an internship offer, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____