

# Counselor Education

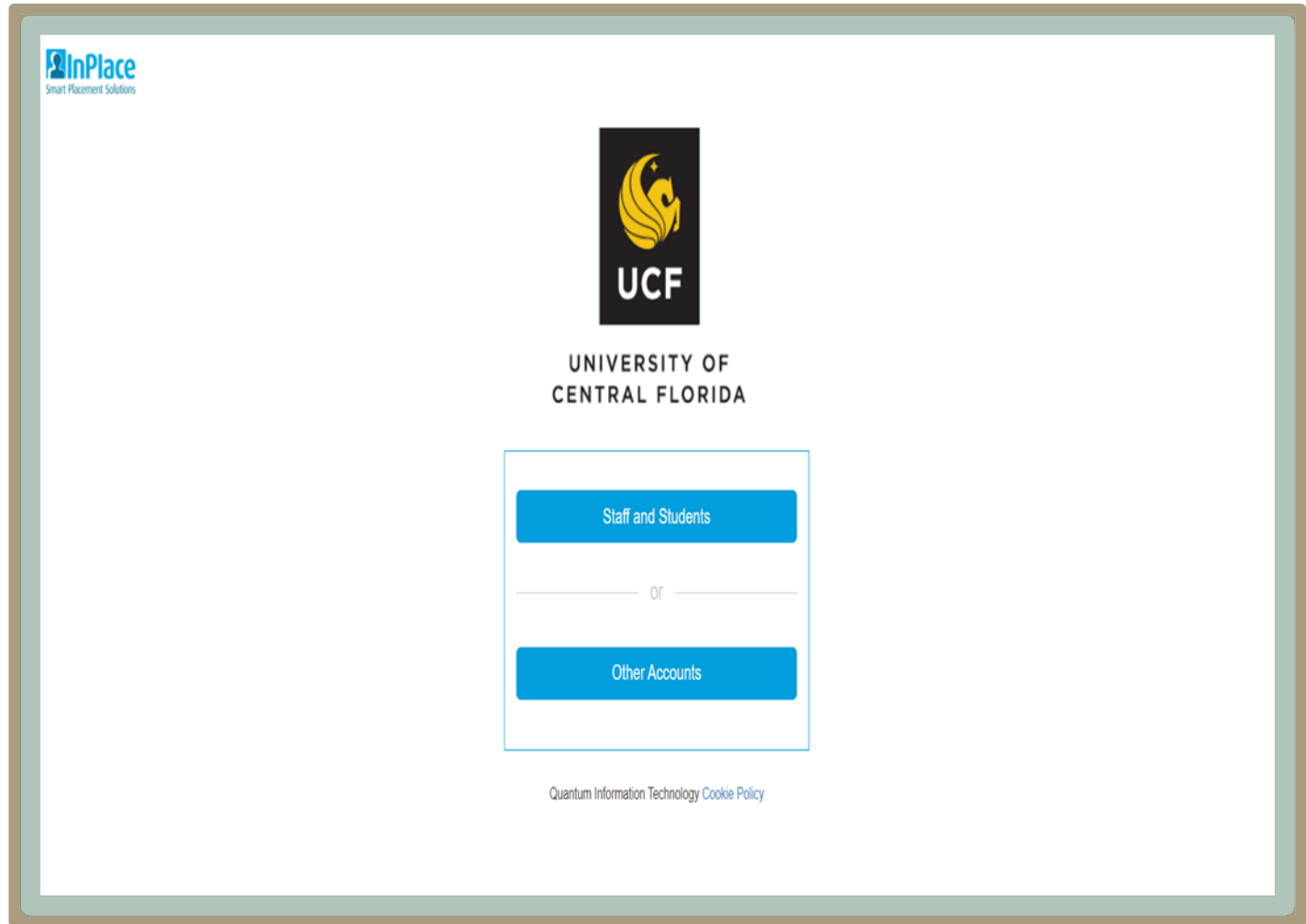
Practicum & Internship Application

# Login

In order to access the internship application, please navigate to:

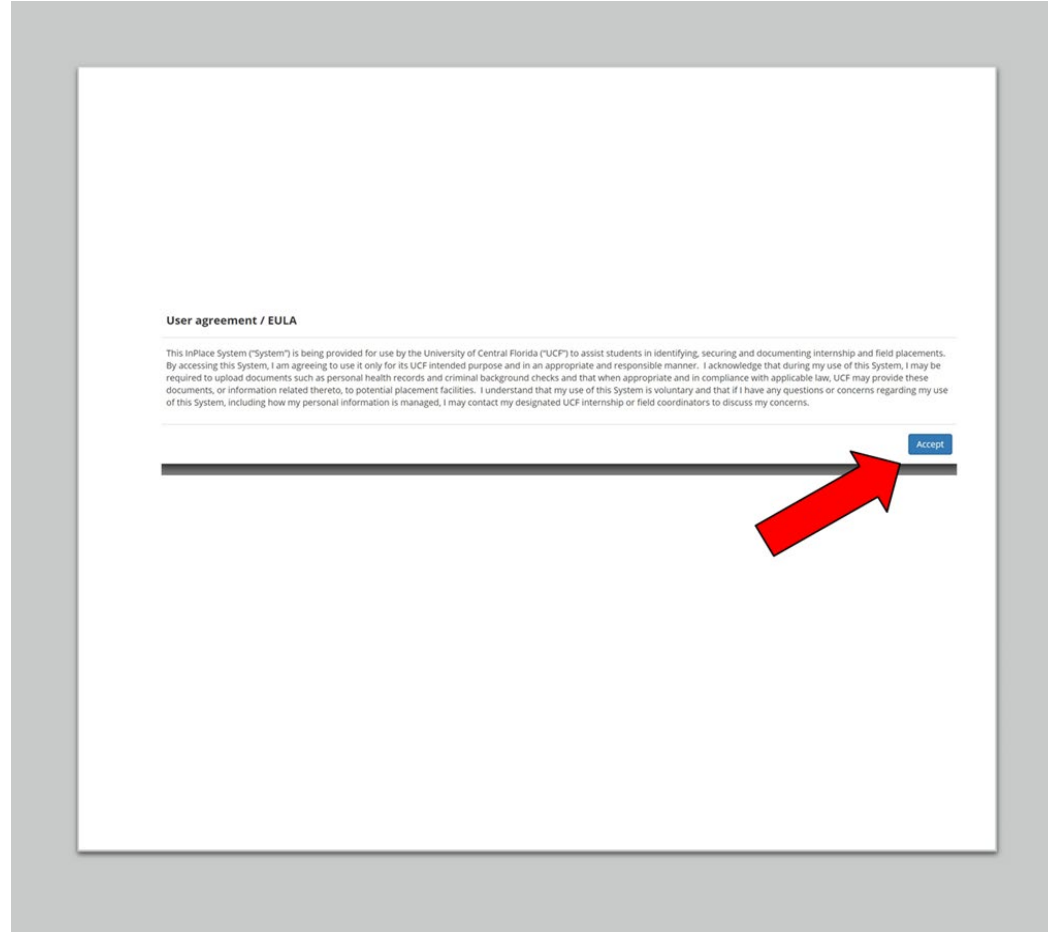
<https://centralflorida-us.inplacesoftware.com/>

Click on the button titled “Staff and Students” to login to your InPlace account.



# User Agreement

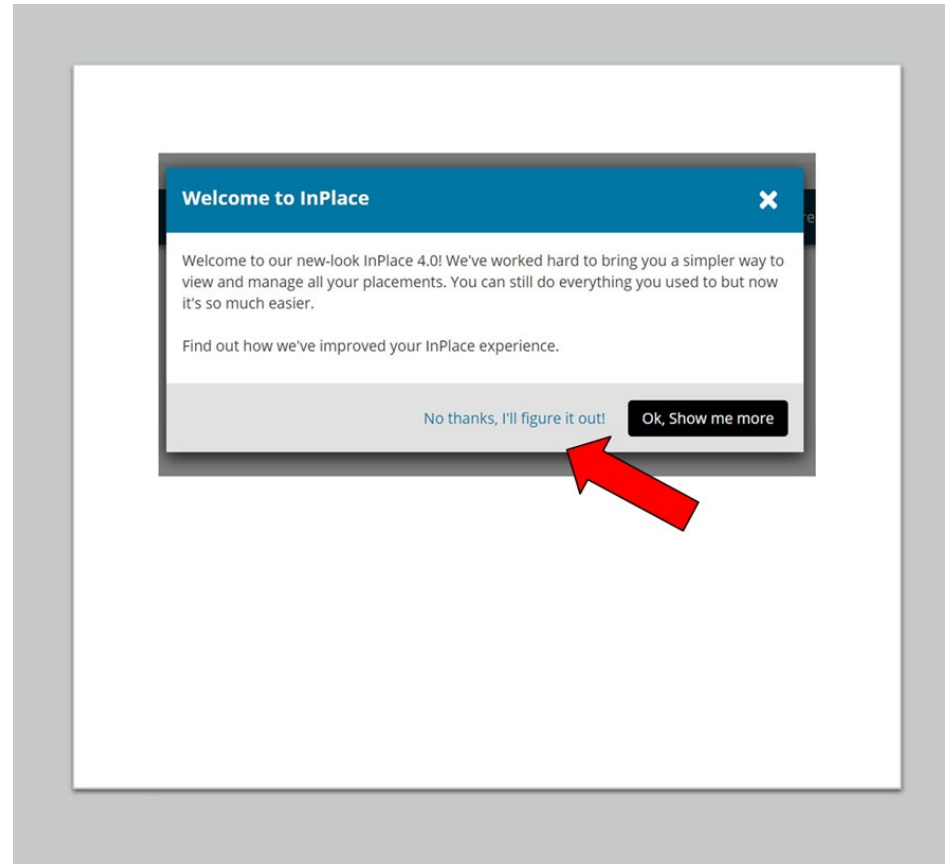
When logging in for the FIRST time, you will see a User Agreement/EULA. You can read through and click on Accept.



# Welcome

Welcome to InPlace – you can click on **Ok, Show me more** for a tutorial, OR continue on with the following slides to complete your application.

Once you click on **No thanks, I'll figure it out!**, you will be at the homepage to your InPlace Account.



# Student Dashboard

This is the homepage of your InPlace account.

To begin applying for your application, select the *Counselor Education Application* located on your “To Do” list.

The screenshot shows the InPlace Student Dashboard for a user at the University of Central Florida (UCF). The dashboard is divided into two main columns: 'Confirmed' and 'Available'. The 'Confirmed' column shows the user's next attending institution as 'UCF - University of Central Florida' from 06/01/2021 to 08/31/2021, with a 'View All Confirmed' button. The 'Available' column shows 'View Available' and 'View Shortlisted' buttons. Below the main content, there is a 'To Do' section with 11 items, including a 'Response required to Counselor Education Application (Fall 2021) due Oct 1, 2021'. A 'Notifications' section shows 3 notifications, including 'You have been assigned to Counselor Education Application - Fall 2021. Starting on: 09/01/2021'. The top navigation bar includes 'Home', 'Confirmed', 'Available', 'Requirements', 'Calendar', 'Shared Documents', and a user profile '1050316'.

**UCF** **InPlace**  
Smart Placement Solutions

Home Confirmed Available Requirements Calendar Shared Documents | 1050316 ▾

**Confirmed**

NEXT ATTENDING:

**UCF - University of Central Florida** ▶  
06/01/2021 - 08/31/2021

View All Confirmed

**Available**

View Available View Shortlisted

**To Do** 11

Response required to Counselor Education Application (Fall 2021) due Oct 1, 2021 ▶

**Notifications** 3

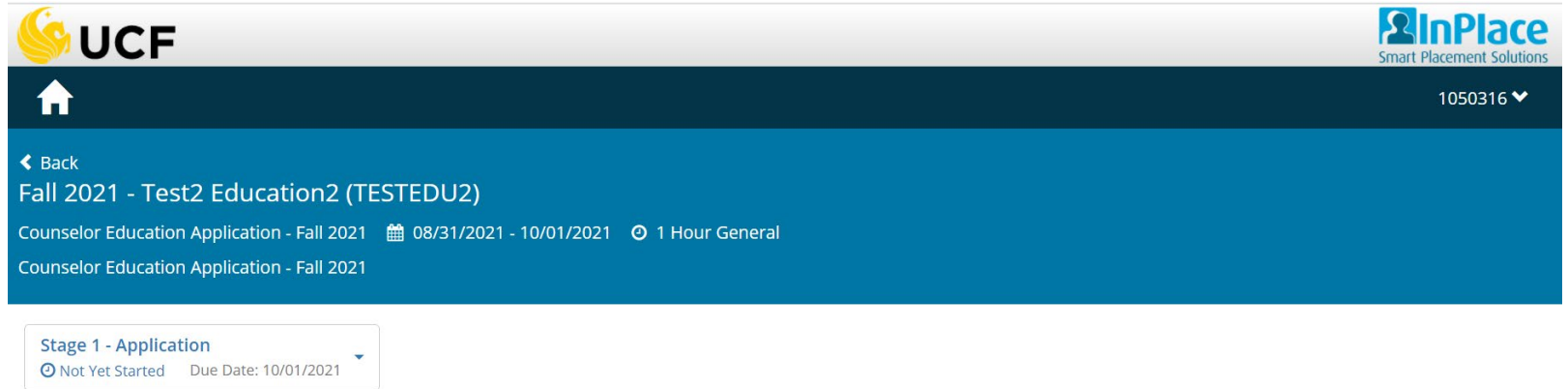
You have been assigned to Counselor Education Application - Fall 2021.  
Starting on: 09/01/2021

# Stage 1 – Application

As a student intern, you will be responsible for completing the application (Stage 1). At a later date, you will log back in to view Stage 2 – Faculty Status and Stage 3 – Course Section.

You WILL NOT be able to view Stage 2 or Stage 3 at this time.

Please proceed to Stage 1 – Application.



The screenshot displays the UCF InPlace application interface. At the top left is the UCF logo, and at the top right is the InPlace logo with the tagline 'Smart Placement Solutions'. Below the logos is a dark blue navigation bar containing a home icon and the user ID '1050316'. The main content area has a blue header with a back arrow, the text 'Fall 2021 - Test2 Education2 (TESTEDU2)', and details: 'Counselor Education Application - Fall 2021', a calendar icon, '08/31/2021 - 10/01/2021', and '1 Hour General'. Below this is a white box with a dropdown menu set to 'Stage 1 - Application', a clock icon, 'Not Yet Started', and 'Due Date: 10/01/2021'.

# Application Information

You will complete the application by reading each item and responding to or uploading a required document for each.

If an item does not pertain to you, you will not have to respond.

ALL items with **RED** asterisks are required.

## Application Information

### 1. CE Application Type \*

- Practicum I
- Practicum II
- Practicum III (Permission Required)
- Internship I
- Internship II
- Internship III
- School Counseling Intern Part-time First Semester
- School Counseling Intern Part-time Second Semester
- School Counseling Intern Full-time

### 2. CE Application Semester \*

- Spring 2022

# Faculty Advisor

Select your faculty advisor from the list. Your advisor is who completed your Plan of Study (and found in MyUCF).

### 3. Faculty Advisor \*

Select your Faculty advisor from the list (those enrolling in SCH Internship, select Dr. Van Horn as advisor).

- Dr. Barden
- Dr. Dillman-Taylor
- Dr. Hagedorn
- Dr. Hundley
- Dr. Joe
- Dr. Jones
- Dr. Kelchner
- Dr. Norman
- Dr. Shillingford-Butler
- Dr. Super
- Dr. VanHorn
- Dr. Zeligman



# Major, Aspire Grant, School-Based Practicum

Choose your Counselor Education Major.

Are you interested in the Aspire Grant **(for Interns only)**?

Are you interested in possibly completing your practicum in a school setting **(for Practicum only)**?

## 4. CE Major \*

- Clinical Mental Health Counseling
- Marriage, Couple, and Family Therapy
- School Counseling

## 5. Aspire Grant

Are you interested in applying for the Aspire Grant? (For Interns only)

- Yes
- No

## 6. School-Based Practicum

I am interested in possibly doing my Practicum in a school setting. (For Practicum Only)

- Yes
- No

# Second Language, Previous Course Grade

Please specify if you have a second language and proficiency in the comment box (i.e. are you bilingual?)

Did you receive a B or better in Previous Clinical Course (i.e. Techniques, Practicum, or Internship) **N/A for School Counseling Interns.**

## 7. Second Language \*

Specify second language and proficiency in the comment box (select all that apply).

- None - Not Proficient in any other Language
- Spanish - Basic
- Spanish - Moderate
- Spanish - Fluent
- Other - Basic (specify in Comments field)
- Other - Moderate (specify in Comments field)
- Other - Fluent (specify in Comments field)

Comment

## 8. Previous Course Grade

B or better (or I grade) in Previous Clinical Course (i.e. Techniques, Practicum, or Internship) (N/A for School Counseling INTERNS)

- Yes
- No

# Upload GPS

You will need to upload a PDF landscape copy of your Graduate Plan of Study (the one **from MyUCF** that lists your course grades). Instructions for accessing your GPS can be found under the Shared Documents tab on your student dashboard.

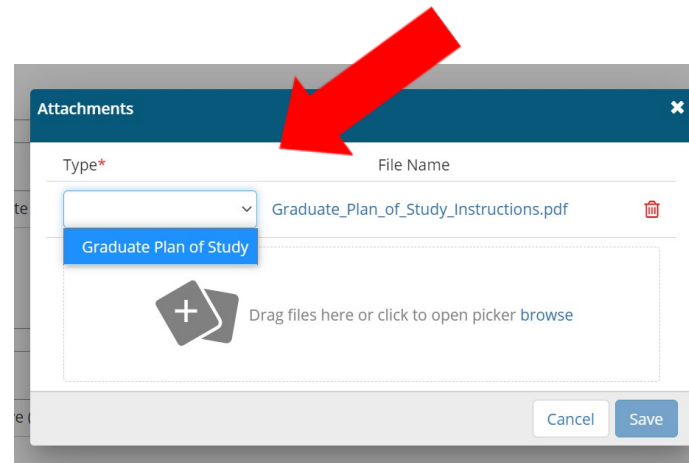
Do NOT upload the Plan of Study that you completed with your advisor.

## 9. Upload GPS \*

Please upload a PDF version of your Graduate Plan of Study (found in myUCF, not the Plan of Study that was done with your advisor).

Documents (0)

Add Attachment



## 9. Upload GPS \*

Please upload a PDF version of your Graduate Plan of Study (found in myUCF, not the Plan of Study that was done with your advisor).

Documents (1)

Graduate\_Plan\_of\_Study\_Instructions.pdf (Graduate Plan of Study)

Add/Manage Attachments



# Next Semester Enrollments

Indicate the days you are planning to take courses next semester. **Classes will be verified.**

## 10. Next Semester Enrollments

For next semester, on what days do you have (or anticipate having) classes (i.e. MHS6803/MHS6830). Classes will be verified.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

# For School Counseling Interns Only

Indicate the school district where you would like to complete your internship. Write Elementary, Middle, or High (or no preference) in the comment box and include school name(s).

## 11. For School Counseling Interns Only

Indicate the county where you plan to do your internship.

- Brevard
- Lake
- Orange
- Osceola
- Seminole
- Volusia
- Other (upon approval)

Comment

# Emergency Contact

Please input your Emergency Contact's first name, last name, and phone number.

## Emergency Contact

1. Emergency Contact First Name \*

2. Emergency Contact Last Name \*

3. Emergency Contact Phone Number \*

123-456-7890

# Acknowledgement

Read the acknowledgment carefully, then check the box.

A pop-up screen will appear asking if you are ready to submit. If you are ready, you can click the submit button. If you started your application and would like to come back, then choose Save as Draft.

## Acknowledgement

### 1. Please Acknowledge \*

By checking the box below, I acknowledge that I give the Counselor Education Program permission to register me for MHS6803, MHS6830, or SDS 6947 (for School Counseling) accordingly.

Acknowledged by Test2 Education2 (TESTEDU2)

Draft Automatically Saved 08/31/2021 09:39:32 PM

Save as Draft

Submit

**Confirm** ✕

If you submit this Survey, you can no longer make changes, and your response becomes available for review.

If you are not ready for submission, save your changes as a draft.

How do you want to proceed?

Save as Draft Submit

# To Do

Once you submit the application, you will be reverted to your homepage. You will notice the internship application is no longer on your 'To Do' list.

**UCF** InPlace Smart Placement Solutions

Home Confirmed Available Requirements Calendar Shared Documents | 1050316

**Confirmed**

NEXT ATTENDING:

**Early Childhood Internship Application** ▶  
08/11/2021 - 09/15/2021

View All Confirmed

**Available**

View Available View Shortlisted

**To Do** 11

**Notifications** 4

Your Placement at Counselor Education Application - Fall 2021 is now starting on 08/31/2021



Now That You  
Have  
Successfully  
Submitted Your  
Application –  
What's Next?

1. Next, your application will be reviewed by your faculty advisor.
2. Once your application is complete and approved, it will be routed to Counselor Education Program to assign your course section.
3. Before the end of the semester, you will receive notification to your knights email from the Counselor Education Program to check your faculty status (Stage 2) and course section (Stage 3) in InPlace.