

COUNSELING CENTER RESOURCE ROOM INTERNSHIP APPLICATION

Your interest in the volunteer internship at the Counseling Center Resource Room is greatly appreciated. We have between 5 and 8 internships available during the fall and spring semesters. Internships are rarely available during the summer semester. The primary purpose of the Resource Room is to provide information and assistance to students. The Resource Room provides materials in the form of books, pamphlets and handouts, video and audio tapes, and computer information. Students who use the Resource Room may be referred by their counselors at the Counseling Center, other people on campus, or self-referred. Thus, **confidentiality** for ALL Resource Room users is of the utmost importance.

As a Resource Room Intern, you will be trained to help students find necessary information and facilitate the use of interactive computer programs and the internet. Resource Room Interns will also help create new materials, find up-to-date resources, review resources, and publicize the Resource Room.

Resource Room Internship Requirements:

- Register for PsycSci 479 for either 2 or 3 credit hours,
- Staff the Resource Room weekly,
- Attend weekly Intern seminars, and
- Resource Room Interns *may not* have used Counseling Center services for the semester prior to beginning their internship, during internship, or the semester following the internship.

Responsibilities

1. Staff the Resource Room: 3 hours a week per credit of internship class you're taking.
2. Participate in all Resource Room meetings.
3. Attend and be on time for scheduled meetings *and* Resource Room shifts.
4. Complete Resource Room projects as assigned.
5. Complete your career portfolio and attend a diversity event during seminar.

Benefits

1. Potential for personal growth and improvement of leadership skills.
2. Internship (Psy 479) credit available.
3. Skills in managing resources and participating in a student-based assistance program.
4. Skills in computer-based, self-help tutorials, and office applications.
5. Opportunity to develop communication skills.
6. Resource manual and training materials provided.
7. Hours documented for job or graduate school references.

Return application to Dr. Ellen Lucas, Ph.D., 320 Lucina Hall (Counseling Center). Thank you for your interest!

**COUNSELING CENTER RESOURCE ROOM
INTERNSHIP APPLICATION**

Name: _____ Phone: _____ Email Address: _____

Campus Address for Semester as Resource Room Intern: _____

Address: _____

Semester For Which You Are Applying: _____

Academic Major: _____ Minor: _____

Credits Completed: _____ GPA: _____

Year in College: _____ Freshman _____ Sophomore _____ Junior _____ Senior

1. Please describe any related experience: _____

2. Describe past or current involvement in any activities or organizations: _____

3. Why do you want to become a Resource Room Intern? _____

4. What qualifications do you possess that will make you an effective Resource Room Intern? _____

5. In what areas do you see yourself in need of additional training? _____

Availability: Please indicate times that you will **NOT** be available to work in the Resource Room during the semester for which you are applying. (i.e., classes, job commitments).

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
8 - 9AM					
9 - 10AM					
10 - 11AM					
11 - Noon					
Noon - 1PM					
1 - 2PM					
2 - 3PM					
3 - 4PM					
4 - 5PM					

Application information is confidential.

I have fully completed this application accurately to the best of my knowledge.

Signed: _____ Date: _____

Return this form **and class schedule for the semester for which you are applying** to. Dr. Ellen Lucas, Ph.D., Counseling Center, 320 Lucina Hall.