

Standard Deadlines - Intern Search Phase

Below are the standard deadlines that pertain to the internship search phase. The search phase occurs during the practicum year (first year of the program for full time students), which is the year *before* the cohort is eligible to start their internship experience.

Second half of September- Approved internship sites are contacted by the fieldwork coordinator to get an estimate on how many intern positions each site will be offering. Any new internship position descriptions/ applications/ websites and timelines are requested from the site.

Second half of October- CCD Program opens Internship portal for CCD students. This portal hosts information from approved internship sites (such as: internship position descriptions/ applications/ websites/ supervision agreements/ videos about the site/ site supervisor/ etc.). These documents help students get an overview of what sites will be opening applications in the new year for internships that start in the fall the next year.

Internship Application & Interview Historical Timelines

Below we provide our programs perspective on historical timelines related to internship applications for each of our three specializations. Our program which is to recognize that these timelines may differ based on industry trends and individual sites preferences. *Sites only need to review deadlines for the specialization they work with.*

Career Counseling Specialization

Late December through Early February- Internship applications due

Early February through Early March- Interviews held for internship positions

Early March through Early April- Internship offer(s) Extended

Directly Following Accepted Internship Offer- Required program paperwork signed by students, site supervisor, and CCD Fieldwork Coordinator

First Week of May- All required program paperwork needs to be completed on Tevera no later than the first week of May.

Mid to Late May- CCD Fieldwork Coordinator will email site supervisors regarding fall internship orientation meeting.

Clinical Mental Health Counseling Specialization

Late January through Early March- Internship applications due

Early February through Late March- Interviews held for internship positions

Early March through Early April- Internship offer(s) extended

Directly Following Accepted Internship Offer- Required program paperwork signed by students, site supervisor, and CCD Fieldwork Coordinator

First Week of May - All required program paperwork needs to be completed on Tevera no later than the first week of May.

Mid to Late May- CCD Fieldwork Coordinator will email site supervisors regarding fall internship orientation meeting.

School Counseling Specialization

Timelines for the school counseling specialization can vary greatly due to differences between school districts. Below are the deadlines for which most of our district partners follow.

Early February through early March- Internship applications due

Late March- through early April- Interviews held for internship positions

Mid to Late April- Internship offer(s) extended

Directly Following Accepted Internship Offer- Required program paperwork signed by students, site supervisor, and CCD Fieldwork Coordinator

First Week of May –

- All required program paperwork needs to be completed on Tevera no later than the first week of May.
- Colorado Department of Education Internship Authorization form will need to be signed by a district level representative so that students may apply over the summer. Students will email counseling coordinators for assistance routing this document for signature.

Mid to Late May- CCD Fieldwork Coordinator will email site supervisors regarding fall internship orientation meeting.