



School Counseling Intern and Practicum Student Application Process and Application
Minneapolis Public Schools

All graduate students requesting a school counseling practicum or internship placement within Minneapolis Public Schools must read this form in its entirety and submit the requested documents. Please do not contact specific schools or school counselors directly. All placements and initial interviews will be facilitated through the counselors at the MPS Office of College and Career Readiness (CCR).

The MPS School Counseling Department works with university faculty to assist counseling graduate students in the completion of their internship and practicum hours. Graduate students should contact their university practicum/internship coordinator to address questions regarding state and university requirements for internship, practicum, and licensure.

To be considered for a school counseling practicum or internship placement at MPS, all graduate students must submit the following:

1. Letter of Intent (Please include university/program name, requested dates, and total hours needed including the preferred school level – e.g. Middle, High or Alternative School)
2. Resume

Letters of Intent and resumes can be emailed to Jim Bierma, MPS Lead School Counselor, at James.Bierma@mpls.k12.mn.us. Practicum or Internship Coordinators at the University of Minnesota, University of Wisconsin-River Falls, and Adler Graduate School will collect students' information and send to Jim all together at one time. To be considered for a spring placement, materials must be submitted by October 2, 2017.

Upon submission of a Letter of Intent and resume, students will be interviewed by Jim Bierma and other District Level School Counselors. At the University of Minnesota, University of Wisconsin-River Falls, and Adler Graduate School all prospective practicum students who have submitted the necessary documents will interview on their respective campus or at the Davis Center on a scheduled interview date. Students attending other universities will be contacted individually to set up an interview at the Davis Center. Students should contact their practicum or internship coordinator if they have questions.

Not all prospective practicum students and interns will be guaranteed a placement in MPS. In addition, a practicum placement or internship in MPS may not result in employment at MPS.

Thank you for your application and interest in the School Counseling Department at Minneapolis Public Schools.

Sincerely,
Jim Bierma
MPS Lead School Counselor