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4C Counseling Internship

CALIFORNIA COMMUNITY COLLEGE COUNSELOR INTERNSHIP PROGRAM (4C INTERNSHIP PROGRAM) Spring 2016

The California Community College Counseling Internship (4C) was created and developed by the Counseling Department at Santa Monica College. It is designed to assist individuals who are new to the counseling field as they transition out of their classroom setting and into the professional environment of academic counseling. Since its inception, the Counseling Department has provided groups of interns with the opportunity to engage in an intensive training program with the intention of providing new professionals with the exposure, information and skills necessary to successfully assist community college students. This is in accordance with the Vision, Mission and Goals of Santa Monica College and specifically addresses "the critical importance of each individual's contribution to the achievement of the mission."

UPDATE: Due to specific employment restrictions, SMC employees currently employed in any capacity are encouraged to contact the Human Resources department prior to submitting an application.

OVERVIEW

- The California Community College Counselor (4C) Internship Program is unpaid and focuses on academic counseling at the community college level
- The Internship Program will consist of eight weekly training meetings, a rotation through various counseling areas, observation of counseling sessions, and a mentor component
- The selection process is competitive, and a limited number of spaces are available
- Participation in the 4C Internship Program is NOT a guarantee of future employment at SMC

NOTE: The 4C Internship is not for counselors with a lot of experience already. It is designed for applicants with little or no CCC experience. Applicants with significant CCC counseling experience should apply directly to our Part-Time Counseling application pool. Information about this can be found at the bottom of this web page.

REQUIREMENTS

Education Requirement:

Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work (MSW) or career development, marriage and family therapy, or marriage, family and child counseling, OR the equivalent. Note: A license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, pursuant to title 5, section 53410.1). Applicant must have proof of degree completion.

OR

Applicant is completing any of the above Master's programs by August, 2016. Applicant must show proof of potential degree completion as part of the application.

TRAINING PROGRAM

- The program consists of a two-hour training class offered for eight weeks, and 5-6 additional hours of arranged activities per week.
- All participants in the 4C training program must participate in all eight mandatory training classes every:
 - **Thursday from 2:00-4:00 PM**
 - **From March 3 through April 28, 2016**
 - Alternative dates will not be possible
 - Note: there will be no training meeting during Spring Break: Thursday April 14, 2016
- In addition, Interns will be required to participate in 5-6 additional hours of observation and training each week, which can be arranged according to individual schedules.
 - These additional hours can be somewhat flexible; however, they must be distributed over at least two days, and at least 3-4 of these additional hours must be daytime hours.
 - Interns are given through Friday April 29, 2016 to finish these additional hours.

PROCESS FOR SUBMITTING AN APPLICATION

A complete application consists of:

- A cover letter stating why you wish to participate in the 4C program
- Resume
- One to three letters of recommendation (sent by applicant or recommender)
- Unofficial transcripts
- If Master's degree is not yet completed, a verification of program completion by August 2016

Please send all documents via email to Robin Ramsdell at ramsdell_robin@smc.edu. If you prefer, the documents can be sent to the address below:

Santa Monica College
Counseling Department
Attn: Robin Ramsdell
1900 Pico Boulevard

Santa Monica, CA 90405

INTERVIEWS

Applicants who are selected for interviews for the 4C training program will be asked to interview either on either Wednesday, December 16 or Thursday, December 17, 2015. Alternative dates will not be possible.

DATES AND DEADLINES

Application deadline: Monday, November 30, 2015, by 5:00 p.m.

Interviews: Wednesday, December 16 or Thursday, December 17, 2015

Training Program: Thursday, March 3 – Friday, April 29, 2016

Mandatory Training Classes: Thursdays, 2-4 p.m., March 3 to April 28, 2016 (No meeting on April 14)

No training program during the week of SMC Spring Break: Monday, April 11 – Friday, April 15, 2016

COUNSELOR EMPLOYMENT OPPORTUNITIES

Those not interested in the 4C Internship Program, who only wish to file a district application for a paid counselor position, can visit <https://jobs.smc.edu> for an application. Please select the "Part Time Faculty" tab. NOTE: there are three different counseling applications. Be sure to click on the one you want.

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