



Practicum Application Process

Please do not directly contact specific schools or school counselors in Milwaukee Public Schools. All school counseling practicum placements are determined through the School Counseling office in the Department of College and Career Readiness as noted below.

Milwaukee Public Schools' School Counseling office works cooperatively with specifically designated, collaborating graduate institutions to place school counseling graduate students who are seeking practicum experience hours to complete requirements in licensed school counseling programs. Currently, graduate students from Mount Mary University, University of Wisconsin–Milwaukee, Concordia University Wisconsin, and Lakeland University (Sheboygan/West Milwaukee) may apply for internships for a semester (fall or spring) or for a full school year. Graduate students are typically registered for counseling supervision coursework through their graduate institution during the practicum experience. The instructor/coordinator of each graduate program will provide pertinent information to students as they begin the practicum planning process.

To be considered for a school counseling practicum experience in the Milwaukee Public Schools, *graduate program advisors* must submit the applications of qualified graduate students with the following information via U.S. mail by November 15 or electronically to kingot@milwaukee.k12.wi.us:

- 1. Letter of intent, including the following:**
 - a. College program of study (institution) and program supervisor contact information
 - b. Practicum dates requesting
 - c. Total practicum hours requesting, and hours preferred at *each* school level (elementary, middle/junior, and senior high school)
- 2. Current resume – please include email and phone contact information**
Suggestion: note non-English language competence if you have it
- 3. Milwaukee Public Schools Practicum Application (Clinical Student Application)**

Submit information by November 15 (spring) and April 15 (fall) via U.S. mail to:

Ophelia T. King, Manager II, School Counseling
Department of College and Career Readiness
Office of Academics
Milwaukee Public Schools
5225 W. Vliet Street, Suite 272
Milwaukee, WI 53208
ATTN: Practicum Placement Request



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Questions may be directed to kingot@milwaukee.k12.wi.us or 414-475-8128.

Applications will be reviewed, a background check will be conducted, and selected candidates will be contacted and assigned to a school as arranged in collaboration with partnering graduate institutions.

Not all applicants are guaranteed placement. Intern placements are matched and determined based on availability of school sites and counselor supervisors. Candidates who are interested in possible future work in the diverse, urban Milwaukee Public Schools will be preferred. However, internships do not guarantee job placement. Placements are subject to change in the event of school counselor staffing changes that may occur within Milwaukee Public Schools.

Graduate students who accept practicum opportunities in other districts are requested to notify Ophelia King of change in request to maintain only current requests in Milwaukee Public Schools.

We welcome you to Milwaukee Public Schools. Thank you for your application to learn with us.