

## **Requirements to Apply for Counseling Internship**

- 1.) Cover Letter and Resume
- 2.) 2 Letters of Recommendation at the time of application (A third will be required at the time of interview)
- 3.) Willingness to work between 16-24 hours a week, with hours primarily in the afternoons and evenings to accommodate our clients (Typically a minimum of 2 nights per week from 1-9pm)
- 4.) Willingness to be on call an average of 12-24 hours per week (typically shifts will overlap with your internship days at 360) for the crisis response program for lock-out and runaway youth

## **If you are selected for an Internship with 360, here are items you will need to provide in the future:**

- 1.) Official transcripts from your bachelor's degree
- 2.) A copy or picture of your bachelor's diploma
- 3.) A valid driver's license, proof of current auto insurance, and either a social security card OR passport
- 4.) Application for Employment (which will be emailed to you)
- 5.) Short Bio for Website (instructions provided at a later date)

## **Other Important Information**

- Each year, 360's Counseling Department accepts internship applications between January and March.
- Internships typically start in the middle of May, or at the beginning of the summer or fall semester of the Master's program you are enrolled in.
- Internships last between 9-12 months on average.

## **Contact Information**

Please send your application materials to Margot Smith, Clinical Director at [msmith@360youthservices.org](mailto:msmith@360youthservices.org) or at the following address:

360 Youth Services  
Attn: Margot Smith  
1548 Bond Street., Suite 114  
Naperville, IL 60563

For questions not answered in this Application Review, please contact Margot at (630) 717-9408 ext 1143.