APPLICATION

COUNSELING CENTER
RESOURCE & RELAXATION ROOM ASSISTANT

Your interest in the internship at the Counseling Center Resource & Relaxation Room is greatly appreciated. We have 8 unpaid internships and positions available during the fall and spring semesters. The primary purpose of the Resource Room is to provide information and assistance to students. The Resource Room provides materials in the form of books, pamphlets and handouts, video and audio tapes, and computer information. We also offer a relaxation room to help students manage daily stress. Students who use the Resource Room may be referred by their counselors at the Counseling Center, other people on campus, or self-referred. Thus, confidentiality for ALL Resource & Relaxation Room users is of the utmost importance.

As a Resource & Relaxation Room Assistant, you will be trained to help students find necessary information and facilitate the use of interactive computer programs and the internet. Resource & Relaxation Room Assistants will also help create new materials, find up-to-date resources, review resources, and publicize the Resource & Relaxation Room. There are also opportunities to participate on outreach teams to present outreach programs to BSU students.

Resource & Relaxation Room Assistant Requirements:

- Internship: Register through the department for your major for internship credit and coordinate the credit portion of the internship with this department
- Staff the Resource & Relaxation Room weekly,
- Attend weekly Intern seminars, and
- Resource & Relaxation Room Assistants may not have used Counseling Center services during the time of their internship.

Responsibilities

1. Staff the Resource & Relaxation Room: 3 hours a week per internship credit hour
2. Participate in all Resource & Relaxation Room meetings.
3. Attend and be on time for scheduled meetings and Resource & Relaxation Room shifts.
4. Complete Resource & Relaxation Room projects as assigned.
5. Complete seminar projects as assigned.
6. Adhere to dress code and all Counseling Center policies.
7. Maintain confidentiality of students using the Resource & Relaxation Room.
8. Present outreach programs to BSU students, attend weekly outreach meetings.

**Objectives of the Internship experience are to:**

1. Develop and demonstrate competence of successful work behaviors, such as: dependability, leadership, teamwork, and professional demeanor.
2. Develop problem solving, critical thinking, communication, and interpersonal relations skills.
3. Develop skills in computer-based, self-help tutorials, and office applications.
4. Learn about mental health related issues, resources, and services.
5. Gain awareness of diversity related issues and demonstrate ability to integrate multicultural competence in a professional setting.
6. Develop skills and demonstrate competence in ability to present on a variety of mental health issues through psychoeducational outreach workshops and trainings.
7. Develop skills and tools to reach personal goals related to professional development.
8. Develop knowledge and professional practices that assure adherence to ethical standards and confidentiality.

Return application (below) to Dr. Ellen Lucas, Ph.D., Counseling Center, 320 Lucina Hall. Thank you for your interest!
APPLICATION
COUNSELING CENTER
RESOURCE & RELAXATION ROOM ASSISTANT

Name: _______________________________     Phone: _______________

Email Address: ___________________________________________________

Current Campus Address: __________________________________________

Campus Address for Semester as Resource & Relaxation Room Assistant (if different):
________________________________________________________________

If for internship credit, what department are you applying for internship:
________________________________________________________________

How many internship credit hours: _______

Semester/Year For Which You Are Applying: ___________________________

Academic Major: ____________________     Minor: _____________________

Credits Completed: __________     GPA: __________

Year in College: ___ Freshman   ___ Sophomore   ___ Junior   ___ Senior

1. Please describe any related experience: ____________________________
________________________________________________________________
________________________________________________________________
2. Describe past or current involvement in any activities or organizations: ____
________________________________________________________________
________________________________________________________________
3. Why do you want to become a Resource & Relaxation Room Assistant:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

4. What qualifications do you possess that will make you an effective Resource &
Relaxation Room Assistant:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

5. In what areas do you see yourself in need of additional training: __________

__________________________________________________________________________

__________________________________________________________________________

6. Are you interested in participating in an outreach team to present programs? If so,
what teams are you interested in?

    ___ Career                                ___ Sexual Assault
    ___ Diversity                            ___ Stress Management
    ___ Eating Disorders                     ___ Substance Abuse
**Availability:** Please indicate times that you will **NOT** be available to work in the Resource & Relaxation Room during the semester for which you are applying (i.e., classes, job commitments).

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Application information is confidential.
I have fully completed this application accurately to the best of my knowledge.

Signed: _________________________________     Date: _______________

Return this form **and class schedule for the semester for which you are applying** to Dr. Ellen Lucas, Ph.D., Counseling Center, 320 Lucina Hall.