

Sample Letter of Introduction to request placements

This proforma letter can be used by you to contact agencies when seeking your placement

Dear (insert name of agency contact)

This letter is to introduce (insert your name) who is currently completing the Master in Counselling degree offered by Monash University. Monash University has a proud tradition of providing counselling courses to postgraduate students. The Professional Placement component of these courses is essential for giving students the opportunity to gain valuable skills, experience and knowledge and the opportunity to apply these in a professional counselling environment. It is also an opportunity for supervisors to draw on their vast knowledge and experience to guide and encourage these professionals of the future.

Students are required to experience placement for a total of 280 hours (35 full days approx.). This comprises 100 direct contact hours, 160 non-contact hours and 20 supervision hours.

Whilst on placement, students will be expected to involve themselves in general agency activities as well as working with a range of clients, under the direct supervision of an experienced counsellor. The professional placement experience is designed to develop a range of professional skills and to acquaint students with issues of professional ethics and practice in counselling.

Thank you very much for your professional assistance with student placements. We look forward to working with you.

Yours sincerely,



Dr Nicky Jacobs
Course Leader
Master in Counselling
Monash University

Sample Student Placement Request Letter

Mark Alan Stewart



Sample Student Placement Request Letter:

The Internship, Practicum, and Field Placement Handbook Brian N. Baird, Debra Mollen, 2023-04-18 The Internship Practicum and Field Placement Handbook offers real world knowledge of the skills interns in the helping professions need through every phase of their internship practicum or field placement The focus is on topics that may not have been addressed or fully developed through regular academic coursework meeting clients fees for service supervision ethics legal issues diversity clinical writing case notes and clinical records personal safety self care advocacy technology termination and planning for the future Every phase of the internship is discussed sequentially from finding and preparing for placements to concluding relationships with clients and supervisors Drawing from the fields of psychology counseling social work school counseling and psychiatry this edition has been thoroughly updated with the latest research and clinical literature ethical codes of the leading professions and legal and regulatory developments at federal and state levels This edition also features up to date coverage of remote education training supervision and practice as impacted by Covid 19 and technological changes Diversity awareness and insights are woven through every element of the text taking into account recent developments such as Black Lives Matter the MeToo movement gender identity awareness Other emerging issues are also addressed including the impact of the opioid epidemic and substance abuse deaths and the ethical legal issues that may arise relating to reproductive health and abortion related legislation In text exercises and thought problems are incorporated into each chapter for students to develop insights and skills Eleven online appendices are also included containing learning plans supervision agreements evaluation forms and ethical guidelines that students will need in preparation for the next phase of their training The Internship Practicum and Field Placement Handbook is an invaluable resource for students faculty and supervisors engaged in the challenging experience of transitioning from academia into clinical training in the field 40

Active Learning Strategies for the Inclusive Classroom, Grades K-5 Linda Schwartz Green, Diane Casale-Giannola, 2011-01-24 This book is a compilation of approximately 40 strategies that serve as blueprints for instructional design The first chapter describes in depth the research and foundations that support these strategies Chapter Two provides information for the reader in terms of how to use this book and how to choose and use strategies to fit both the content and the needs of the learners Chapter Three presents and describes several strategies The book is designed as a user friendly resource that is directly applicable to practice All of the book's strategies support teachers in their efforts to engage and motivate diverse learners as they meet academic and social objectives Each strategy is presented with an explanation directions for use sample applications and classroom vignettes Applications for different ages abilities and learning needs of the students and for a variety of content areas are suggested The book is focused on the elementary school age level *Resources in Education*, 1999

The Complete IEP Guide Lawrence M. Siegel, 2023-07-01 Recipient of the 2017 BRONZE Winner for Education Award from Foreword Indies Get the educational services and support your child deserves Federal law guarantees

every child a free appropriate education and the goal of the Individualized Education Program IEP is to assure that every child with special needs receives what the law promises But you know that your family must make sure the school follows through This powerful book covers eligibility rules and assessments working with outside experts developing your child's ideal educational program preparing for and attending IEP meetings and resolving disputes with school districts The 11th edition explains the law and provides key forms sample letters and resources you need at every stage of the IEP process With it you can ensure your child gets a good education the education your child deserves How to Write the Perfect Personal Statement Mark Alan Stewart, 2009-07-30 This guide demystifies critical aspects of the admissions process for graduate and professional schools by providing insight into how to write personal statements whom to approach for letters of recommendation and how to make the best impression at the interview Early Years Placements Jackie Musgrave, Nicola Stobbs, 2025-02-28 This is a key text for all those undertaking placements or work based learning WBL in early years settings Taking a practical approach underpinned by theory and research it guides student practitioners through their WBL to help them achieve an outstanding experience There is a focus on the variety of child parent and practitioner perspectives plus case studies involving the full range of ages from across the early years While it is invaluable in answering key questions about placements it also encourages a reflective and critical approach throughout that develops and promotes professionalism It is completely up to date with the latest Early Years Foundation Stage and includes reference to the Early Years Teachers Standards Fieldwork Educator's Guide to Level I Fieldwork Debra Hanson, Elizabeth DeJuliis, 2024-06-01 A new resource for occupational therapy academic fieldwork coordinators and fieldwork educators Fieldwork Educator's Guide to Level I Fieldwork is a practical guide for faculty and clinicians to design and implement Level I fieldwork experiences for occupational therapy and occupational therapy assistant students Fieldwork Educator's Guide to Level I Fieldwork was designed to address the challenges of integrating Level I fieldwork with classroom learning experiences Expansive and versatile the book meets the recently expanded definition of Level I fieldwork according to the 2018 Accreditation Council for Occupational Therapy Education standards including faculty led experiences standardized patients simulation and supervision by a fieldwork educator in a practice environment Each unit of the text builds upon the previous unit The first unit provides fundamental knowledge on experiential learning and includes an orientation to the purpose of Level I fieldwork in occupational therapy Building on this foundation the second unit equips the reader with resources to develop a Level I fieldwork learning plan suitable for their setting The final units focus on situational scenarios that emerge during Level I fieldwork placements and provides a framework for assessing student learning during Level I fieldwork While each chapter is designed to build upon one another they also can be used as stand alone resources depending on the needs of the reader What is included in Fieldwork Educator's Guide to Level I Fieldwork Up to date terminology Experiential learning frameworks and models in diverse contexts including role emerging and simulation Strategies for addressing anxiety and

student stress management and supporting students with disabilities Models to support clinical reasoning development during Level I fieldwork Mechanisms to foster student professional development and communication skills Be sure to also look into the successive textbook Fieldwork Educator's Guide to Level II Fieldwork which was designed in tandem with this book to be a progressive resource that exclusively focuses on Level II fieldwork

Technical Writing and Professional Communication Baalaaditya Mishra, 2025-01-03 Technical Writing and Professional Communication is divided into two parts Technical Communication and Professional Communication This comprehensive guide covers essential chapters on technical communication followed by the most important aspects of professional communication We all know that communication is an integral part of our lives whether via text or speaking to convey our thoughts and feelings to others Different communication skills are needed for various situations For example we use informal communication with family and friends but for job interviews business meetings or interactions with teachers formal communication is necessary Communicating formally is a crucial skill and mastering technical and professional communication is essential This book provides the knowledge and tools needed to excel in both areas making it an invaluable resource for anyone looking to improve their communication skills

Internship, Practicum, and Field Placement Handbook Brian N. Baird, 2015-07-14 The Internship Practicum and Field Placement Handbook Seventh Edition is a practical guide to the real world knowledge and skills that students need when they begin working in the field of mental health This text guides interns through every phase of the internship process from finding placements to concluding relationships with clients and supervisors Along the way students learn about ethics clinical writing and record keeping working with peers and supervisors understanding diversity and self care and safety Following an evidence and competency based approach the latest research findings are reviewed from the fields of psychology social work and counseling

Your IEP Playbook Lisa Lightner, 2025-10-13 An easy to understand guide to navigating and implementing your child's individualized education plan IEP In Your IEP Playbook A Parent's Guide to Confident Advocacy disability parent and special education advocate Lisa Lightner delivers a practical guide for parents and caregivers of children with disabilities doing their best to navigate their individualized education plans IEPs This collection of realistic and implementable advice walks you through how to apply federal and state law in your unique situation develop an advocacy strategy that works and collaborate with schools and the professionals involved in your child's education You'll learn about common mistakes made by people advocating for a child with special education needs and how to avoid them You'll also discover how to ensure that your child's needs and priorities aren't overlooked or under supported The book also contains Advice on how to break down and understand the different parts of an IEP including what they mean how to read one and what to document Guidance and reproducible exercises to determine reach and monitor progress of IEP goals Strategies for composing advocacy letters to your child's school and how to time them for maximum impact Perfect for the parents and guardians of pre K to grade 12 children with special needs

Your IEP Playbook is also a must read for special education teachers case workers and people advocating for children in foster care

Student Personnel Work at the University of Minnesota Edmund Griffith Williamson,1951

Occupational Outlook Quarterly ,1981

"The Boss of the Whole School" Elizabeth Ann Hebert,2006-04-24 Elizabeth Hebert uses her 21 years of experience as an elementary school principal to offer inspiration and guidance to aspiring and practicing administrators Using real life stories from an outstanding career this book examines the responsibilities demands and challenges principals manage on a daily basis demonstrates how qualities of leadership mature over time and the conditions that both nurture and suppress it provides a heartfelt and compelling rationale for becoming and staying a principal New and veteran administrators will recognize the school scenarios and appreciate the sincere voice of the author as she passes on valuable lessons learned

Nursing Programs - 2010 Peterson's,2009-04-22 Presents brief profiles of over three thousand undergraduate graduate and postdoctoral nursing programs in the U S and Canada listing nursing student resources and activities degree programs and full time part time and distance learning options

Nursing Programs 2011 Peterson's,2010-05-18 Nursing Programs 2011 profiles nearly 3 200 undergraduate graduate and postdoctoral options at more than 700 institutions in the United States and Canada A special section The Nursing School Advisor includes indepth articles about degree and career options the admissions process and specialized programs for professions such as nurse practitioner and clinical specialist

Equal Educational Opportunity Project Series: Equal educational opportunity and nondiscrimination for students with disabilities, federal enforcement of section 504 United States Commission on Civil Rights,1997

Equal Educational Opportunity and Nondiscrimination for Students with Disabilities ,1997 This report focuses on issues relating to the development of individualized education programs for and placement of students who are classified as having mental retardation learning disabilities behavioral disabilities or serious emotional disturbances The U S Commission on Civil Rights examined present day barriers and inequities that deny students with these types of disabilities an equal opportunity to participate in educational programs The report analyzes and evaluates the Office for Civil Rights OCR implementation compliance and enforcement efforts for Section 504 of the Rehabilitation Act It discusses other Federal disability laws such as the Individuals with Disabilities Education Act IDEA and Title II of the Americans with Disabilities Act to the extent that they relate to Section 504

Professional Practicum Manual, Experiential Education in Recreation and Leisure Services David L. Jewell,1997

A Guide for International Nursing Students in Australia and New Zealand - E-Book Bernadette Hally,2008-11-01 Please note that this eBook does not include the DVD accompaniment If you would like to have access to the DVD content please purchase the print copy of this title This new book is an essential resource for overseas nurses and international students studying nursing in Australia and New Zealand It provides clear concise information about health care and nursing practice in our region and assists the reader to develop essential communication skills for practice

The Counseling Practicum and Internship Manual Shannon Hodges,2024-02-22 The

most comprehensive guide to the counseling practicum and internship experience This trusted guide supports graduate students with practical tools and insights for managing every stage of the clinical training journey Featuring personal narratives telehealth updates and a strong diversity equity and inclusion DEI focus the book prepares students for real world counseling practice and supervision It also explores trauma suicide and ethics with resources for both students and instructors What s New Stronger focus on technology telehealth and global counseling issues Expanded attention to trauma suicide prevention and safety in the field Greater emphasis on LGBTQ inclusion DEI and multicultural counseling Updated to reflect 2024 CACREP standards and COVID 19 impact Key Features Comprehensive guidance on fieldwork supervision ethics documentation trauma care and telehealth Supports confident ethical and culturally responsive counseling practice for graduate level students Includes case studies sample forms and instructor resources with chapterPowerPoints and Instructor Manual Written by an experienced counselor educator with a practical student centered approach and global perspective

Decoding **Sample Student Placement Request Letter**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Student Placement Request Letter**," a mesmerizing literary creation penned with a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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