



**UNIVERSITY OF CENTRAL FLORIDA**  
**COLLEGE OF EDUCATION**

**UCF Marriage and Family Research Institute (MFRI) Graduate Assistantship**

**In order to be considered for a graduate assistantship,**

- 1 Read the General Information / Memo of Understanding (below) and sign
- 2 Submit this application form (sign & date)
- 3 Two (2) letters of recommendation (please attach)
- 4 Copy of your current resume (please attach)
- 5 Brief interview(s) with Clinic Director and/or appropriate representative(s)

**General Information / Memo of Understanding**

This is a 30-hour weekly internship. Clinical interns will spend 15 hours per week conducting couple intakes, participating in marriage education workshops and other client related project activities. Additionally they will spend another 15 hours per week providing counseling for couples and families in the UCF Community Counseling Clinic carrying a caseload of at least 10 cases. Punctuality, professionalism, and accountability are of utmost importance. This applies to the project participant, clinic clients, the UCF MFRI and the Community Counseling Clinic. Competency in working with a varied population will be developed as part of your internship experience. The agency administrator, on-site supervisor, and/or your supervisor may have an active role in assigning your cases - not unlike internships in the community which means you will have a caseload including children (if appropriate), couples, families and adults. You will be supervised individually and in a group format according to CACREP standards.

Collaboration is required among graduate assistants and the staff of the institute. Your maturity, dependability, professionalism and desire to serve the UCF MFRI will be seriously considered in your application. Thank you for your interest.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**



**Please briefly discuss your skills in the following areas: clinical skills, social skills, paperwork/ clerical/administrative skills, case management skills, and your ability to work as part of a team:**

---

---

---

---

---

---

---

---

---

---

**Please rate yourself on the following abilities (circle one number for each item)**

1= Excellent, one of my strongest skills and I really enjoy it

2=Good. I could train others.

3= Adequate. I would be okay especially if I had additional training and support.

4 = Have not had the experience.

\_\_\_ Microsoft Word

\_\_\_ Microsoft PowerPoint

\_\_\_ Microsoft Excel

\_\_\_ Athena

Other \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_ Able to shift gears from one task to another with your full attention

\_\_\_ Telephone work: intakes, explaining things, giving directions

\_\_\_ Completing projects accurately and on time

\_\_\_ Working well with others, coordinating work alongside others

\_\_\_ Being prompt (on time or early for work)

\_\_\_ Office work: faxing, copying, filing, answering phones

**Previous clinical experience? \_\_\_\_\_ YES \_\_\_\_\_ NO**

**If YES, please describe (when, where, clients served, comments on experience)**

**Semesters available for graduate assistantship**

Summer \_\_\_\_\_

Spring \_\_\_\_\_

Summer \_\_\_\_\_

Fall \_\_\_\_\_

Anticipated graduation date:

How many classes are you planning to take during your internship (not incl. internship) \_\_\_\_\_

How many extracurricular activities do you participate in? \_\_\_\_\_

Optional - list activities \_\_\_\_\_

What days of the week would you be available for graduate assistantship? (Please circle all that apply)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9:00 - noon	9:00 - noon	9:00 - noon	9:00 - noon	9:00 - noon
noon - 4:00	noon - 4:00	noon - 4:00	noon - 4:00	noon - 4:00
4:00 - 9:00	4:00 - 9:00	4:00 - 9:00	4:00 - 9:00	4:00 - 9:00
all day	all day	all day	all day	all day

**What else, if anything, would you like us to know in this selection process?**

---

---

---

---

---

---

---

**Would you be willing to train during the week prior to the start of a semester? Y / N**

\_\_\_\_\_

**student signature** **date**

OFFICE USE ONLY

---

---

---

---

---

---

---