To insert your own header,

1. *Double click* on the words "SHORT FORM OF TITLE" at top left of the page to open the header box.
2. Highlight the words and type your own, in all capitals.
3. To exit the header box, double click in a white space on the paper outside it.
4. For other questions, call the Writing Center at 612-728-5154 or e-mail [tcwrite@smumn.edu](http://sgppinet.smumn.edu/library/WC/ProgramSpecific%20Documents/CP-MFT/tcwrite%40smumn.edu)
5. To delete this information box, click on the outer edge and press the Delete key.

Title of Paper

Your Name

Saint Mary's University of Minnesota

Schools of Graduate & Professional Programs

Number and Name of Course

Instructor's Name

Date of Submission (e.g., October 12, 2017)

This page has been formatting for APA as follows:

* Margins at 1" on all sides
* Font at Times New Roman 12 pt.
* Page header at top left, ½ inch from top edge
* Page number at top right ½ inch from top edge

**~To delete an information box, click on the outer edge of the box and press the Delete key~**

Abstract

APA abstracts are typically 150 to 250 words in a single double-spaced paragraph. Do not indent the paragraph. For additional information on abstracts, see the APA manual, pp. 25-27, section 2.04, or seek advice from your instructor or advisor.

Title is not a heading and should not be boldfaced.

Table of Contents

Description and Evaluation of the Practicum Experience

To enter page numbers in the Table of Contents, simply click at the end of the dot row and type the number.

On this Table of Contents page, the Tab Key has been converted to a “Dot Leader” key to ensure that your page numbers line up evenly on the right margin. If you need to change some of the sample headings to fit the contents of your own paper, be aware that you cannot indent by using the Tab key (which has been formatted to insert dots on this page). Instead do one of the following:

Click Format, Paragraph and change left indentation to .5”

 -Or-

 Use the Ruler Bar to drag the indentation into place.

When you leave the Table of Contents page, the Tab key returns to normal for indenting paragraphs.

**~To delete an information box, click on the outer edge of the box and press the Delete key~**

Title is not a heading and should not be boldfaced.

Site Description

Practicum Duties and Supervision

Critical Evaluation

The Practicum Site

The Practicum Experience

Ethical and Professional Issues

Literature Review

First Level 2 Heading

Second Level 2 Heading

Third Level 2 Heading

Fourth Level 2 Headings

Discussion

Conclusion

Statement of Competencies and Approach to Counseling

Competencies

Theoretical Orientation

Professional Strengths and Needs for Development

Professional Development

References

Resume

Title of Paper

**Description and Evaluation of the Practicum Experience**

Title is not a heading and should not be boldfaced.

Sample headings are used throughout to represent the general components of the paper and their relationships to one another. However, headings may vary according to practicum experience and topic of the literature review. This section is written in first person “I.”

**Site Description**

Under this heading describe the practicum site, including population served, staff, theoretical orientation and treatment philosophy, and other relevant information. Subheadings in this section may vary but should be formatted as shown.

 **Population served.**  For all level 3 headings, begin text here and allow subsequent lines to wrap to the left margin.

 **Staff.** For all level 3 headings, begin text here and allow subsequent lines to wrap to the left margin.

 **Theoretical orientation.** For all level 3 headings, begin text here and allow subsequent lines to wrap to the left margin.

**Practicum Duties and Supervision**

Describe your work at the practicum site and explain the nature of supervision you received. Subheadings may vary or may be unnecessary.

 **Practicum duties.**

 **Supervision.**

**Critical Evaluation of the Practicum**

 Evaluate the site in terms of its success in meeting its goals and in providing a successful learning/training experience. Consider both strengths and weaknesses of the agency. The site does not receive a copy of the integration paper unless the student chooses to provide it.

 **The practicum site.**

 **The practicum experience.**

**Ethical and Professional Issues**

Discuss ethical and professional issues arising during the practicum experience. Specific ethical standards for psychologists may be cited as appropriate. Subheadings in this section may vary or may be unnecessary.

**Literature Review: Topic Name**

Provide an introduction to your literature review, but do not label the introduction. This section is written in third person (no “I” voice). Begin your research with a question: What are you trying to find out about your topic? Make sure your purpose is clear to readers. Organize your literature review *thematically*. In other words, what are the subtopics associated with your topic and research question? For guidelines on APA headings, see p. 62 (section 3.02) of the APA manual or p. 35-39 in the *Introduction to the APA*.

 Be sure to *synthesize* the information in the documents you include. Do not simply summarize the documents one after the other. How do the research findings from one document relate to others and to your research question and subtopics? At the end of your review, in the conclusion, you will need to draw conclusions from the aggregation of documents you read.

 Headings in your literature review will depend upon your topic. After all the literature findings have been presented, you will need one or more level 2 headings to conclude your literature review (e.g. **Discussion, Conclusion, Recommendations**). For additional help with your literature review, see the literature review resources on the Writing Center's website.

**Competencies and Approach to Counseling**

Describe yourself as a counselor and prospective counselor. This section is often written in the first person. The following headings should be included in this section.

**Competencies**

 State clearly your competencies in terms of client population and diagnoses, counseling techniques, and other areas of clinical practice. Back up your statement of competence with a brief description of training and supervised experience in each area. It is important to make distinctions among competence levels at different levels of supervision (e.g., competent to work with minimal supervision, competent to work with extensive supervision). It is also appropriate to include some discussion of work experiences relevant to the counseling field.

**Theoretical Orientation**

Articulate your theoretical approach to counseling and psychotherapy. Make reference to “standard” approaches (e.g., family systems, feminist, cognitive) as appropriate. This section should include a rationale for the election of specific interventions and contain an explanation of what guides therapy. Note that an extensive general overview of a “theory of personality”
 is not required in this section. Examples of clinical experience are particularly appropriate in this section.

**Professional Strengths and Needs for Development**

Briefly state your strengths as well as your needs for development in counseling and related work.

**Professional Development**

Discuss your needs for professional development and your plans for the future.

References

Begin typing here. Do not press Enter at the end of a line until you are ready to begin a new entry. Do not use Tab (or the space bar) to indent lines on the reference page.

Title is not a heading and should not be boldfaced.

Resume or Curriculum Vitae

On this page, automatic hanging indents have been set for you.  *If you accidentally erase the setting*, do not try to create hanging indents manually by using Enter and Tab. For directions on resetting auto-hanging indents, see p. 64 of the *Introduction to the APA*.

If your references have been formatted with auto-hanging indents, you can alphabetize quickly with auto-sort:

1. Highlight the list from first word to last word, *excluding* the "References" heading.
2. On the Home tab, find and click the Sort icon.
3. Select settings for Paragraphs, Text, Ascending (these are default settings)
4. Click Ok.

Notice the variation in formatting of titles on the reference page. Follow the APA manual (p. 185, section 6.29) or p. 29-30 of the *Introduction to the APA*.

**~To delete an information box, click on the outer edge of the box and press the Delete key~**