Director of Training & Placement Linda Ball: linda.ball@tamuc.edu
Department website: http://www.tamuc.edu/academics/colleges/educationHumanServices/departments/psychologyCounselingSpecialEducation/default.aspx

Deadline for submitting applications: July 15, 2015
Deadline for completion of orientation: July 22, 2015
Deadline for providing field site information: August 05, 2015

Read this entire Checklist before proceeding any further. Note deadlines.

- Check the Counseling program’s website for applications, due dates, and updates regarding internship classes.

  Complete the application at the Dept. website the semester BEFORE you plan to take the class. Be sure to give ALL current contact information. An active email account is required.

- Check to see that you have the most current edition of the Internship Handbook (cover page). Review the Internship Requirements. Also download the ethical guidelines from ACA (all students) and ASCA (school-track only) and review before class.

- Complete the Orientation. You must complete an Orientation for every semester of practicum and internship.

  Make a copy of Responsibilities of Field Site Placements (school form or community form) from the Handbook to give to a potential site administrator or supervisor. Review this document yourself.

- Secure liability coverage (begin early) or check to see that your coverage is current. Consult Handbook for information on insurance requirements.

- Begin early looking for an appropriate field site and field site placement or finalizing arrangements at your current field site placement. You are responsible for securing a field placement site and qualified site supervisor BUT the site and supervisor MUST be approved by the clinical director well before the semester begins.

  Community-track trainees should consult the Field Site List on the Dept. website for suggested sites.

  School-track trainees should consult with principals, district counseling co-coordinators, and school counselors regarding placements. Plano and Richardson ISD will only be approved under certain conditions. Summer session Internship can be approved only for year round schools.

Trainees may use their regular employment as a field placement site ONLY under the following conditions:

  Community track: the work setting is an agency, you will perform duties different from those currently performed on the basis of a bachelor’s degree; your field site supervisor is different from your current work supervisor. Your field site supervisor or agency director must provide a letter (email acceptable) verifying these requirements.

  School track: Emergency Certified School counselors may use 10 hrs of their workweek for practicum & 20 hours for internship.

Be sure your field site supervisor meets Counseling program qualifications: Community track: a master’s degree in counseling or counseling-related field, minimum 2 years post-masters experience, LPC or LCSW in Texas.

School track: a master’s degree in counseling or counseling-related field, minimum of 2 years post-masters experience, fully certified Texas school counselor (see pg 3 for more specific information).

Set up interviews/complete arrangements with a potential field site supervisor/director/principal/coordinator. Provide the potential field site supervisor and agency director or principal with a copy of Responsibilities of Field Site Placements (school or community form) found in the Handbook if you have not already done so.

- Receive your assignment email from the program. This email contains confirmation of your acceptance for practicum or internship AND assigns you to a specific class section. Note any additional directives.

- Notify the Counseling program’s office by email (marilyn.lewis@tamuc.edu) of any change of address, phone, or email.
Receive confirmation from the field site, including plans for a field site supervisor, of their acceptance of your placement request. Community-track trainees: if you are using your worksite your field site supervisor must provide the department’s office with a letter or email detailing how the site will meet these specific requirements. Send this letter or email before August 5, 2015.

Notify the Counseling office regarding your field site placement and field site supervisor BEFORE August 05, 2015. Do not procrastinate! Provide the following to the Counseling program’s office:

- Your name, the course you plan to take (practicum or internship 1 or 2)
- Name of field placement site and complete address
- Name of qualified field site supervisor, address, phone, and email (email required)

You will not be allowed to begin class without providing this information to the Counseling program’s office well before classes begin.

Begin checking your email regularly for updates, information, and requests from the Counseling program or the Director of Training & Placement.

Enroll with the University (using MyLeo) in your assigned practicum or internship class section. You will only be allowed to enroll in the assigned section.

Copy appropriate forms from the Internship Handbook and complete these along with your field site supervisor. These items are listed in the Internship Requirements sections of your Handbook. Forms MUST be signed by the field site supervisor (NOT school principals).

Attend first class meeting with all appropriate documentation. Be sure to make a copy of everything for your own records and check for all signatures. Note: You will NOT be allowed to see students/clients without proof of liability insurance.

Start planning your next semester of field placement!!