

PRACTICUM & INTERNSHIP ORIENTATION

Save this form to your computer, then complete it. Once it is completed, save it for your records, and then send it to DirectorofTrainingandPlacement@cp.tamuc.edu. You **MUST** complete this form for Practicum (COUN 551) and again for both semesters of Internship (COUN 552). You will need the Handbook to answer the questions for the Orientation.

STEP 1: Download the *Practicum & Internship Handbook* and the *ACA Code of Ethics* from the Clinical web page (See the Clinical Application page). **You are responsible for using the most current edition of the Practicum & Internship Handbook.**

STEP 2: Review the Practicum and Internship Requirements from the *Practicum & Internship Handbook*.

STEP 3: Download the *Checklist for Practicum & Internship*, from the Counseling Department's web site (Clinical Application page) and review carefully.

STEP 4: Students are required to attend the practicum and internship orientation prior to applying for practicum; the orientation is hosted face-to-face/online; face to face, orientation is highly recommended.

STEP 5: You must provide complete field site information (as outlined in the Checklist) to the Director of Training and Placement (Dr. Ajitha Kumaran) by email (DirectorofTrainingandPlacement@cp.tamuc.edu). There is a deadline for submitting the application packet. Before the semester begins, the site needs to be approved. Failure to do so may result in your being dropped from enrollment.

STEP 6: After reviewing the above documents, re-visit this Internship Orientation and answer the questions below that are based on the *Practicum & Internship Handbook* and the *Checklist for Practicum & Internship*. This will provide verification to the Counseling Department that you are cognizant of all requirements.

Verification of Orientation

Name: CWID:

Leo Email: Date:

Preparation for, include semester and year:

Practicum Internship I Internship II

1. I have downloaded the Practicum/Internship Handbook from the Dept. website and reviewed it entirely.

YES ☐ NO ☐

2. I have downloaded the Checklist for Practicum/Internship from the Dept. website & reviewed it entirely.

YES ☐ NO ☐

3. How many hours of *direct service* each semester at the field site are required in Internship?

4. What items must you turn in to your instructor at the first class meeting (completed and signed by either you or your site supervisor)?

1)	
2)	
3)	
4)	
5)	
6)	
7)	

5. A qualified field site supervisor must have a minimum of years of Post-Master's Experience?

6. Did you attend the practicum/internship orientation hosted by the counseling department, if yes, what date?

YES Date:

NO

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