

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 in order 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 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: You must provide complete field site information (as outlined in the Checklist) to the Director of Training and Placement (Dr. Linda Ball) by email (DirectorofTrainingandPlacement@cp.tamuc.edu) before the semester begins so that the site can be approved. Failure to do so may result in your being dropped from enrollment.

STEP 5: 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:

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 7 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)	

6. A qualified field site supervisor must have a minimum of

years of post-Master's experience?

Save the form and return it to DirectorofTrainingandPlacement@cp.tamuc.edu