



SCHOOL OF NATURAL AND SOCIAL SCIENCES

Master of Arts in Clinical Mental Health Counseling

PRACTICUM/INTERNSHIP I/II PROPOSED SITE CHECKLIST

Due to the practicum/internship coordinator on or before practicum/internship orientation meeting.

Section I: To be completed by the student

Once you have located an appropriate site and site supervisor, complete this form and submit it to the practicum/internship coordinator along with the potential site supervisor's resume and copy of current license. Your selection must be approved before you can enter into a contract with the site/site supervisor.

Student's Name: _____ Date: _____

Academic Advisor: _____

Proposed Site (Agency Name): _____

Address: _____

Phone: _____ Website Address: _____

Site Contact: _____ Email: _____

Proposed Site Supervisor: _____

Please give a description of the activities you will be involved with on-site and include an estimate of how your hours will be divided between the various activities:

Will you potentially encounter any dual relationships during practicum at this site?

If yes, please describe:

Section II: To be completed by the proposed site supervisor

Thank you for your interest in serving as a site supervisor for one of our students. Please answer the following questions which outline the program requirements for site supervisors:		YES	NO
1	Do you have at least a master's degree in counseling or related profession?		
2	Are you a licensed/certified professional with a minimum of two years of experience? If yes, please include type of license/certification here:		
3	Do you have relevant training in counseling supervision? If yes, please include type of training here:		
4	Are you interested and willing to dedicate time to the student?		
5	Will you provide the student with weekly interaction that includes at least one hour per week of supervision throughout practicum/internship?		
6	Will you provide the <i>practicum</i> student with 40 direct service hours during the 100 on-site hours? Or the <i>internship</i> student with 150 direct service hours during the 300 on-site hours?		
7	Will you attempt to provide the student with the opportunity to work with clients of diversity (cultural background) for a minimum of 10 hours during the practicum/internship? (direct or indirect)		
8	Will you attempt to provide the student with the opportunity to work with clients with disabilities for a minimum of 10 hours during the practicum/internship? (direct or indirect).		
9	Will you provide the student with a variety of experiences appropriate for the level of experience of the student?		
10	Will you provide the student with a setting for individual counseling which has assured privacy and sufficient space?		
11	Are you willing to allow the student to audio/video record counseling sessions for supervision (provided the appropriate consent is obtained) or observe live sessions and provide feedback?		
12	Are you willing to examine student work by video, observation, or live supervision?		
13	Are you willing to complete an orientation module online at your convenience prior to beginning supervision of the student?		
14	Are you willing to communicate with the East Texas Baptist University faculty supervisor on a regular basis?		
15	Are you willing to evaluate the student and the program through the evaluations provided and do so within the stated time frame?		

Would you like to receive a site visit during the semester you are serving as a supervisor?

Yes No

(Please note that if the Site Supervisor is located more than 60 miles from East Texas Baptist University, the site visit may need to be made via HIPPA compliant conferencing.)

Which of the following does the site permit/provide? *(Check all that apply.)*

video recording audio recording

live supervision by site supervisor live supervision by faculty supervisor