Checklist for Field Experience Site

1. Contact information for Site
   a. Name of agency, department, program, site
   b. Agency’s practicum/internship coordinator, telephone number, e-mail address

2. Site information
   a. Turnover rate of therapist
   b. Number of practicum/internship students
   c. Office location of Counselor Trainee
   d. Number of Counselor Trainees
   e. Average length of time at site to complete hours
   f. Expected number of direct hours to earn weekly

3. Supervision
   a. Contact information for supervisor
   b. LPCC-S or PCC-S supervisor
   c. Weekly, hour-long supervision
   d. Location of supervisor in relation to site
   e. Cost of supervision
   f. Availability of live/recorded supervision of session
   g. Names of primary and backup supervisors
   h. Specify how feedback will be provided
   i. Expected time frame for supervisor’s feedback to student concerning written work

4. Hours
   a. Days/times available to see clients
   b. Starting and ending dates
      i. Days and hours of work (allow for minimum 7-9 hours, with a maximum of 20 hours per week)
      ii. Expected number of clients of various types (assessment; treatment; individual, family, group, etc.)

5. Experience
   a. Type of orientation/training
   b. Training/continuing education opportunities
   c. Type of clientele
      i. Specify the ways in which diversity will be addressed in this placement (e.g., by exposure to clients from various ethnic or cultural backgrounds, etc.)
   d. Goals
      i. Specify the major competencies, skills and values which the student hopes to acquire or develop during this practicum placement
   e. Intended activities
      i. Regular meetings which the student is expected to attend
   f. Other activities
   g. Written work
      i. Time frame for preparation of initial drafts (reports, progress notes, etc.)