

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.)