

Counseling Concentrations' Prac & Intern Readiness Checklist

A. STUDENTS – PRIOR to practicum field experiences you need:

1. Select sites to interview (you can consult with Dr Cogdal if you have questions) READ your online PI Manual!
2. Complete your practicum application form and have it turned in by the deadline
3. Your site might need a Hepatitis B shot record, background check or TB testing verification- so be prepared
4. Once chosen -You should confirm your site with the PI coordinator and your advisor
5. Once the site is confirmed, begin your contract design based on the template on website and discussions with your potential site supervisor
6. Check with Dr Cogdal to see if your site needs a new affiliation agreement. Templates are on the website and your agency completes these. School is exempt.
7. You need liability insurance to cover your time on prac and internship
8. Contracts should be ready before classes begin
9. Attend an orientation with Dr Cogdal before prac/internship classes begin. Dr. C can sign contracts then.
10. If you are school – you need TBI clearance. See info on counseling website or visit Dr Nelson's office Ball 200. She is the central holder for all clearance approvals.
11. IF you are school and you have never worked or volunteered 40 hours in a school setting – then you need to see Dr. Lancaster to sign up for the one hour course of observations in school settings!
12. Turn in signed contracts to Dr Cogdal the first week of prac/internship – do not see clients until this is finished and you have insurance!
13. START Logging in hours after the semester begins – not before and MAKE COPIES of everything! You always need your own copies!
(Also be prepared to turn in 10 tapes for practicum and possibly tapes or live supervision for interns!)

B. Students - at the END of Prac/Internship:

1. You need to have logs signed and ready to turn in (keep copies!)
2. After your site supervisor meets & evaluates you - you need to submit that evaluation to your group leader and Dr Cogdal (this is also true for your midterm evaluation)
3. You need to turn in an evaluation for your university and onsite supervisors
4. You need to complete a site description form and turn it in to Dr Cogdal with the logs and evaluations.
5. Have portfolios ready for review at the end of practicum or internship

**IF there is ever a problem, emergency or concern – go to your supervisors first and if you cannot reach them, please contact Dr Cogdal ASAP! **

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