Checklist for Field Counseling Practicum Course  
EDCG 5356

The semester before you plan to take practicum:
Review the site list and contact potential sites for your practicum

- Names of contact persons and contact information changes frequently. You may need to verify this information from the site’s website.
- If the site you select is not on the site list, inform Dr. Peters so he can investigate adding the site to the list.
- Most sites require a criminal background check. Complete this before the semester starts. These sites will not allow you to see clients until you have been cleared.
- Many sites have other qualifying conditions. Be sure to ask what these are before you commit to the site to be sure are able to meet their requirements. Examples of some qualifying conditions include:
  - Some sites have limited spaces for practicum students and they interview potential students several months ahead of time to determine best “fit”.
  - Some sites require practicum students to attend intensive training with them before seeing clients. It is the student’s responsibility to attend this training before the semester starts, or immediately after it starts.
  - Some sites require practicum students to commit to 6 months (2 consecutive practicum semesters).
  - Some sites do not allow taping of clients, which requires practicum students to secure a second site that allows taping so they can complete their course assignments. Students need to have both the 1st and 2nd sites secured before the practicum semester starts.
  - Some sites require students to already have completed one practicum course before they will accept them.
- Students complete the Practicum/Internship Clearance Form and submit it to Dr. Collins or Ms. McClain in room # 122 before the end of the previous semester. You cannot enroll in practicum without this form.
  - Pick up this form from room # 122
  - Site supervisors must sign the form
  - Students will not be released to enroll in practicum until this form is completed. Practicum classes fill up quickly. The earlier students submit their forms, the more likely they are to get their preference of the available spaces in the class.
- Students secure liability insurance before the practicum semester begins. Students may not accrue practicum hours and cannot see clients until a hard copy of the liability insurance form has been turned in. Students may purchase liability insurance from:
  - American Counseling Association - website: http://www/aca/org
  - Healthcare Service Providers Organization - Website: http://www.hpsp.com
• American School Counseling Association for students in the school counseling track - website: [http://www.schoolcounselor.org](http://www.schoolcounselor.org)
• Because of the intensity and demands of practicum, students are encouraged to not take other courses the same semester they are taking practicum.

**For your first practicum class session**

• It is very important that you attend the first session of your practicum class. Your instructor will provide important information and answer questions regarding the requirements of practicum. You will also receive forms that need to be completed before you can see clients.
• Bring the contact information (phone number & e-mail address) for your site supervisor.
• Bring a hard copy of your liability insurance