**Clinical Mental Health and School Counseling**

**Finding a Practicum Site: Timeline & FAQ**

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| **Timeline** | **Activity Description** |
|  | **How early do I need to begin looking for a site?**The earlier you begin to look, the more likely you are to secure a site that is most suited to your interests. Keep in mind that you will also need to find a site for your internship. If you call an Agency/School and find that they are not accepting students for the upcoming semester or do not accept Practicum students, you may want to ask if they would be willing to be an Internship site. Planning ahead will minimize stress caused by a last minute scramble! |
| **Fall of 1st Year** | **How do I get started?**One of the first questions to ask yourself as you begin to search for a practicum site is, “Who do I know?”* Do I know anyone who has connections to an agency?
* Are there any agencies I have had positive experiences with in the past?
* Are there any professionals I have worked with on past projects who may be accepting practicum students/interns or have recommendations?
* Do I know any other students who have already completed their Practicum and can recommend their site?

Attend the Welcoming Function to increase your networking opportunities. |
| **Spring of 1st Year** | **If I don’t know anyone who has a recommendation, where can I go to find lists of counselors in my area?*** Ask CHS Placement Coordinator or faculty
* Yellow Pages
* 411- United Way
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| **Summer- End of 1st Year** | **What are some factors to consider as I seek and select a placement?*** Setting: Am I interested in an urban, rural, or suburban area?
* Population: What is the average age of clients served at this site?
* Diversity: Does this site offer a wide range of experiences and clientele?
* Recording: Does this site allow video or audio recording?
* Site Supervisor Qualifications: Does the Site Supervisor meet the criteria established by CACREP and CHS?
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| **Fall of 2nd Year** | **How can I determine whether or not a site will fulfill CHS’s requirements?**To determine whether your site will be appropriate, please refer to the “Checklist for Potential Supervisor” which can be found on CHS’s website under the “Practicum Forms” section. Also, our website has helpful information about the qualifications for site supervisors. |
|  | **After I identify an agency/school I would like to contact, what are my next steps?*** First, call the agency/school and introduce yourself. Share your reason for calling, give an overview of the Practicum requirements (hours needed, time frame, recording permission, etc.) and ask if they would be interested in meeting with you to discuss the possibility of a Practicum. If they are not able to take Practicum students, ask if they have any recommendations for agencies who may be interested.
* Before meeting with your potential site supervisor, do some research about the agency/school and the population it serves.
* When you go in for a meeting, be sure to be well-prepared with questions about the site. You will also want to bring copies of the “Checklist for Potential Supervisor” and “Contract” (also found under the “Practicum Forms” section of the website).
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| **Before Thanksgiving Break** | **SIGNED AGREEMENTS****Before Thanksgiving Break** |
|  | **Will I get paid for my Practicum?**Most likely, you will not get paid during your practicum. Please do not ask potential sites whether they will provide payment since some may find this offensive as they see this as an educational experience and not a paid job. |

\*Please note that although Counseling faculty and staff will be happy to support students along the way by providing potential supervisors with more information after the initial student contact is made, **it is the responsibility of the student to find his/her Practicum site**.