STUDENT CHECKLIST FOR FIELD PLACEMENT

PRIOR to practicum and internship field experiences you need:
- Select sites to interview (you can consult with Dr Morrill if you have questions)
- Once chosen - You should confirm your site with the PI coordinator and your advisor
- Once the site is confirmed, complete the contract based on the template in the practicum and internship manual
- You need liability insurance to cover your time on prac and internship - this must be turned in EACH semester and BEFORE you can begin to accrue hours and see clients
- Turn in signed contracts and copies of liability insurance to Dr Morrill prior to the deadlines listed in the Practicum and Internship manual
- START Logging in hours and MAKE COPIES of everything. You need to keep your originals

DURING practicum and Internship:
- You need to have copies of logs signed and ready to turn in bi-weekly
- You need to submit the midterm evaluation during mid-semester
- You need to develop and present at least one case conceptualization with audio or video tape in your group supervision class per semester
- You need to attend weekly group supervision classes, as well as the additional weekly triadic supervision if in practicum

AT THE END of practicum and Internship:
- You need to be certain all of your hours are complete
- You must turn in all of the following to your group supervisor:
  - Completed Semester Summary Sheet
  - Final Evaluation of student from site supervisor
  - Final Evaluation of site from student
  - Final Evaluation of site supervisor from student
  - all final logs