

STUDENT CHECKLIST FOR FIELD PLACEMENT

PRIOR to practicum and internship field experiences:

- Select sites to interview (you can consult with Dr. Suarez if you have questions)
- Once chosen, confirm your site with the CTC and your advisor
- Complete the contract based on the template in the Field Placement Handbook
- Obtain liability insurance to cover your time on practicum and internship (**must be turned in EACH semester and BEFORE you can begin to accrue hours and see clients**)
- Submit signed contracts and copies of liability insurance to Dr. Suarez prior to the deadlines listed in the Field Placement Handbook
- **START** logging in hours and **MAKE COPIES** of everything
- Have copies of logs signed and ready to turn in weekly
- Submit the midterm evaluation during mid-semester
- Develop and present at least one case conceptualization with audio or video tape in your group supervision class per semester
- Attend weekly group supervision classes, as well as the additional weekly triadic supervision if in practicum

AT THE END of practicum and internship:

- Be certain all of your hours are complete
- Submit all of the following to your group supervisor:
 - Completed Semester Summary Sheet
 - Completed Field Placement Summary Sheet (Advanced Internship only)
 - Final Evaluation of student from site supervisor
 - Final Evaluation of site from student
 - Final Evaluation of site supervisor from student
 - All final logs