

Instructions:

Click Submit and select your advisor and field placement coordinator (Dr. Russ Curtis for CMHC or Dr. Lisen Roberts for SCH) from the two drop-down boxes as 'signers'. Then click submit before/by the deadline.

Late or incomplete forms will not be accepted.

*Internship II should be completed by students who are doing the second half of their part-time internship (i.e., 20-hours/week for two semesters)

Notes: You must complete anything on the form highlighted in red. You may enter N/A if not applicable (e.g., if you are taking fewer than 3 courses with internship). For now, check the box that you attended the field experience information meeting in person or by video; we are currently creating a new recording.

Part III: After You are Approved for Practicum/Internship

1. After you complete tasks for Step 1, the faculty will meet to review your application.
2. If approved, you will receive an Approval form via Tevera from one of the field placement coordinators. Sign the form once you receive it. Only after you receive the Approval form may you contact the site or school to discuss the possibility of doing practicum or internship with them.
3. After your site is secured (stated by the site representative or site supervisor), complete Steps 2 & 3 tasks in Tevera (starting with 'select site' and then 'select supervisor), which include completing the placement site and supervisor information forms. Note: You will not see these forms until after you receive the approval form.

Information you need to obtain from the site and site supervisor *before* you complete the forms:

Placement Site Information:

Name of site

Email address

You may only work at a site from the first week of classes through the last week of classes, or finals week if needed. If you need to do site trainings prior to the start of classes, discuss this with your assigned practicum or internship university supervisor. Trainings may count toward indirect hours; however, you are not allowed to accrue direct hours with clients until classes begin or after classes end for the semester.