**PROCESS FOR SELECTING CLINICAL SITES**

Student placements at clinical sites are determined several factors.

* Placement at the site is determined by the availability of an opening at the site
* The Affiliation Agreement (See Appendix E) between the site and the University must be fully executed
* Willingness of an individual at the site to accept a practicum student and to provide one hour of face-to-face supervision per week.  This individual providing supervision must have at least a master’s degree or higher in Rehabilitation Counseling (for the CRC program; CRC licensed supervisor preferred), at least a Master’s Degree or higher in Clinical Mental Health Counseling (for the CMHC program; LCMHC licensed supervisor preferred), or a closely related counseling profession to one of these programs.
* Specific interests and career goals of the student in collaboration and discussion with their academic advisor
* Students’ professional presentation, as well as skill and ability
* Final decisions on placement sites will be made based upon the site’s ability and/or willingness to participate and/or by the faculty's judgment of the student’s ability to perform the various tasks, duties, and demands at each site
* The faculty advisor or supervisor will share information with the site supervisor regarding the student’s strengths, limitations and any accommodations that may be required prior to final decisions regarding a student’s placement
* Even the best efforts to secure a placement site cannot account for all the possible factors which might influence getting a clinical site confirmed in time. The Division cannot guarantee a clinical site for every student as a successful placement depends on certain factors that are beyond our control.

Note:  New clinical sites are considered for approval by the faculty.  In order for a prospective clinical site to be considered that is not on the approved list, faculty must have developed the placement and secured the signed affiliate agreement before a student could consider using the site.  Developing a prospective placement site does not guarantee a clinical site will meet the approval criteria and only the faculty can make that determination.

Practicum

1. During Spring Semester Year 1, students should review faculty-approved sites described in the Clinical Placement Manual, which may be obtained from the CRMH Program Assistant.
2. After reviewing sites, students must discuss choices with their Faculty Advisor.  Under no circumstances are students permitted to contact prospective placement sites directly.
3. During Spring Semester Year 1, students should request a “Practicum Request Form” from the Program Assistant and list their top two choices for Practicum placement.
4. Faculty, as a whole, will review student requests and make preliminary placement decisions.  Although the student’s first choice will be considered as much as possible, the final decision will be based on:
	1. Site availability.
	2. Number of students choosing a particular site.
	3. Faculty judgment regarding which site will best meet individual student needs.
5. The Clinical Coordinator or a designee will contact each site to confirm the sites availability and willingness to participate.
6. Once this confirmation has been obtained, the Clinical Coordinator or faculty advisor will notify each student of their potential placement site.
7. Once students receive confirmation, they should contact their assigned site and arrange an interview.  Students should view the interview in the same way as they would if they were interviewing for a job at the site.  Individual sites have the right to make final determination regarding whether the student will be able to do their Practicum at the site.
8. The Clinical Coordinator or faculty advisor will notify students of final placement once confirmation from the site is received.  If the student’s first choice is not possible, the student will be notified by the Clinical Coordinator or faculty advisor and the process described above will be repeated for the second site.

Internship

Prior to entering Internship, students must have successfully completed all didactic/experiential course work, successfully completed CRMH 714:  Group Counseling and CRMH 802: Practicum with a “P” or better, and successfully completed and defended their project/paper with their Committees.

All sites must be pre-approved by faculty and meet the criteria for faculty approved sites as described above.  In addition, Internship sites must serve the population that is consistent with the students chosen specialty of DD or PD.

1. Students should begin exploring specific interests for Internship with their Faculty Advisor by mid-Fall semester.  Under no circumstances should students contact a site directly.
2. By the end of Fall semester, students should submit an Internship request form to the faculty advisor or supervisor with their top two choices for placements.
3. All Internship sites must be sites that have been pre-approved by Faculty.
4. Faculty as a whole will review student requests and make preliminary placement decisions.  Although the student’s first choice will be considered as much as possible, the final decision will be based on:
	1. Site availability.
	2. Number of students choosing a particular site.
	3. Faculty judgment regarding which site will best meet individual student needs.
5. The faculty supervisor or a designee will contact each site to confirm the sites availability and willingness to participate.
6. Once this confirmation has been obtained, the faculty advisor or supervisor will notify each student of their potential placement site.
7. When students receive confirmation, they should contact their assigned site and arrange an interview.  Students should view the interview as if they were interviewing for a job at the site.
8. The faculty advisor or supervisor will notify students of final placement once confirmation from the site is received.  If the student’s first choice is not possible, the student will be notified by the faculty advisor or supervisor and the process described above will be repeated for the second site.
9. Verification to confirm the intern placement with a site is then made by the Division.
10. Verification that Allied Health has an active formal affiliation to cover the placement is confirmed (if the affiliation is becoming outdated, there will need to be a new one developed in advance of the students beginning a placement there).

Students who are interested in pursuing professional credentials other than CRC or LPC should check specific requirements for the credential prior to assignment to an Internship site.  It is the student’s responsibility to inform faculty of supervision requirements for the credential to determine whether a placement could be used to address the requirement.

Internship placements cannot be split between two sites unless preauthorized by the Division in order to obtain appropriately credentialed supervisors as related to specializations.