**Agenda**

* Welcome
* Introductions
* Why is a practicum or field placement so valuable?
  + “They give you the ‘real world’ chance to experience firsthand what you have been learning in your courses and reading” (Baird, 2013, pg. 1).

**General points to consider:**

* When is the best time to begin the search for a location?
  + Right now
* Summary of our program/ site requirements (all in the contract which will be posted on the blog). The site must agree to:
  + - Provide approximately 15 hours per week for a total of 150 over 10-weeks
      * 40% direct
      * 60% indirect
* Choosing a site (see below for tips)
* Contact Internship Coordinator when you have a site you think might work
  + Private practices don’t often work. If considering, the setting must be approved by the Internship Coordinator
* Supervisor requirements/responsibilities
  + Holds a Masters’ Degree in mental health or behavioral health field
  + At least 3 years experience post-masters
  + Be able to provide 45- 60 minutes of supervision weekly
* Liability Insurance Requirements
* You MUST have this prior to your first day at your site
* Must provide a copy of this to the Practicum instructor on or prior to the first day of class
* Important -Know your appropriate State Board requirements for licensure
  + Rhode Island application:

<http://www.health.ri.gov/applications/MentalHealthCounselor.pdf>

Obtaining **a Practicum: Tips\***

1. **Do your research**
   * Look at the binder at 162 Webster
   * Look on the internet at what services they provide, who they serve, and if professional mental health counselors work there
   * Ask former students
   * **DO NOT APPROACH A SITE WITHOUT DOING RESEARCH**
2. **Questions that may be answered on the website:**

* What types of counseling does your organization offer (individual, child, couple, family, rehabilitation, impatient, etc.)?
* What client populations are served (low-income, working, gender specific, age specific and/or other special populations?)
* Is there a particular modality, focus theory or training method that is common or required in your agency?
* Does your organization offer group counseling? What types?

1. **Introducing Yourself to the Potential Internship Site**
   * Introduce yourself and explain why you are contacting this agency (either in person or on the phone)
   * Request a few moments to speak with the correct contact person or set up a meeting
   * Thank the person for taking the time to talk with you both before and after
   * Once you are meeting with them in person, dress and act professionally
   * It is highly recommended that you take your resume to Salve’s Career Center prior to taking it to an interview.
2. **General Questions to ask the contact person at the potential internship placement site (if not found on the website):**

* Does your organization provide practicum placements for *Master-level* professional counseling students?
* Has your site had students from Salve Regina’s Holistic Counseling Program before?
* What types of clinically related experiences does your organization provide to interns?
* Will there be a mix of individual and group counseling hours available?

1. **Experience and supervisory specific questions to ask the contact person at the potential internship placement site:**

* Experience: The program requires that a student do 15 hours of practicum related work per week. Is your organization able to provide this?
* Supervision: The program requires that a student receive at least ] 45- 60 minutes each week of individual supervision provided by a supervisor with a master’s degree and at least 3 years post master’s experience.
  + Is your organization able to provide this?

1. Once you have secured your site, ask about what steps you need to take prior to the start of your practicum is important. Examples:
   * Human Resources meetings

* Orientations
* Trainings
* Paperwork
* Background Check (BCI)
* Provide References

A lot of the tips are explained more fully, in the handout by Brian Baird, entitled: **The Internship, Practicum, and Field Placement Handbook**: ***A Guide for the Helping Professions*** (2013). You can find it on our program blog. The chapter will cover items in depth such as:

* + Supervision (both supervisor and instructor roles and responsibilities)
  + Finding and Selecting a Placement
  + Choosing a Placement
  + Developing personalized learning opportunities that meet your career plans, travel needs, and career plans
  + Treatment and methodological approaches
  + Clients
  + Programs and settings
  + Research opportunities
  + Location and time
  + Competency and Safety
  + Liability requirements

**NOTE:** Given this current pandemic/situation, the most important advice we can give as you begin to identify potential sites for placement:

* be flexible in choice, options, site, and locations. The experience will be your most important asset, even if the population differs from your first choice.
* Interns are learning to adjust to unusual ways to meet with clients, whether by phone, ZOOM, in the car, and on site

**Any Questions?**