



Clinical Mental Health Counseling
Department of Communication Sciences and Professional Counseling
College of Education

Practicum and Internship Site Approval Protocol

- 1) Student needs to send email to the internship coordinator requesting placement in new site location.
- 2) Student will provide detailed information to the internship coordinator regarding the requested site location using the follow [link](#).
- 3) Faculty will contact the site supervisor to assess their availability for site visit.
- 4) Faculty will schedule a site visit to evaluate the potential site placement.
- 5) Faculty will meet to evaluate the approval or denial of potential site.
- 6) The student will be notified of site approval or rejection.