



Department of Counseling & Student Affairs
Clinical Mental Health / Marriage, Couple, & Family
Site Visit Checklist

Site \_\_\_\_\_ Date \_\_\_\_\_
Site Supervisor \_\_\_\_\_ Phone \_\_\_\_\_
Admin/Hiring Contact \_\_\_\_\_ Phone \_\_\_\_\_
Student Intern(s) \_\_\_\_\_ MCFC hrs? \_\_\_\_\_
Interested in I&J Fair? Y / N Afternoon / Evenings M T W R F \_\_\_\_\_
Alumni/SS panel? Y / N Around I&J fair / Anytime M T W R F \_\_\_\_\_

The following site requirements will be reviewed and discussed during the site visit:

Prior to visit

- [x] SIF: Completed/updated and submitted Site Information Form
[ ] Resume: Submitted a current resume/CV for each site supervisor
[ ] Schedule: Schedule site visit with site supervisor, administrative contact, and current interns

During visit

- [ ] Tour: Visit internship-related spaces and programs.
[ ] Counseling services: Ensure that mental health (and/or MFT) counseling services are provided at the site and available for students
[ ] Privacy & space: Counseling settings include uninterrupted privacy as well as sufficient space for the individuals and videotaping equipment.
[ ] Confidentiality, ethics, & legal rights: Procedures ensure client's confidentiality and legal rights are protected. Students should not be asked to violate general professional rules of conduct. Assure that all policies related to digital delivery of services (counseling, supervision) can and will be adhered to.
[ ] Safety: Ensure that student safety is a top priority. Weapons should not be stored in counseling areas and work with potentially violent clients must be supervised.
[ ] Hours: Confirm that students can complete the direct and indirect hours required for each experience (see Site Information Form)
[ ] Video: Ensure video (audio) recording of clients is available and accessible.
[ ] Orientation: Provide a well-organized orientation (agency goals, functions, policies, and an introduction to personnel in the agency).
[ ] Site supervisor criteria: Site supervisor has reviewed the P&I manual and meets the criteria (master's degree, license, 2+ years of experience, supervision training, and orientation)
[ ] Site supervisor duties: Site supervisor will fulfill the duties indicated (serve as primary contact, provide 1 hour of supervision weekly, remain onsite when interns are seeing clients, sign contract, complete evals, support & guide interns, provide feedback)

See the Practicum and Internship Manual for specific site supervisor information and site requirements to establish and maintain an active site.