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

☐ 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.
☐ 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.