



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.