The following sequence of activities is to be completed in order to secure an off-campus internship (Intern I, II, and/or trainee placement for the upcoming semester.

- Obtain approval from adviser during CD Advising week for off-campus placement.
- Submit off-campus approved request to: Internship Coordinator
- Schedule an individual interview with the internship coordinator in BH115 during office hours. During this appointment be prepared to discuss preference of site/type/location of agency. Information will be given during this interview regarding protocol for interviewing at appointment sites.
- Copies of the following materials must be assembled prior to site interview:
  1. Vitae/resume
  2. Unofficial transcript
  3. List of clinical clock hours by population and disorder
  4. Sample of clinical report with client name deleted
  5. Proof of liability insurance
  6. Proof of TB/ hepatitis clearance
  7. Current phone number/e-mail address & message availability
- Contact with sites will include these steps:
  1. Intern coordinator contacts site and submits candidate’s name.
  2. Once approved, intern coordinator contacts candidate re: setting up interview.
  3. Candidate contacts intern site for interview appointment.
  4. Candidate follows-up with intern coordinator as to status of interviews.

Final placement of candidate will be reported to the intern coordinator by the student indicating the site(s) and supervisor name(s).

**CD CLINIC WILL FORWARD A CONFIRMATION LETTER TO SITE WITH DATES AND OTHER INFORMATION.**

**NOTE: ALL STUDENT INTERNS & TRAINEES (CD 881 & 882) must attend the first mandatory orientation meeting for each semester.**