



**Instructions for the Site Representatives:**

Provide the information in the fields provided below. Please fax to (352) 846-2697 or mail to the following address: ATTENTION: Assistant Clinical Coordinator; 1215 Norman Hall; POB 117046; Gainesville, FL 32611-7046.

If you have any questions, please contact the Department of Counselor Education staff at (352) 273-4336.

**Agency Demographic Information**

Agency Name

Mailing Address

City

State

Zip Code

Physical Address

City

State

Zip Code

Directions to Site

Days and Times Facility is Open for Students to See Clients

Phone

Fax

Website

**Primary Site Host Demographic Information**

Name

Job Title

Highest Earned Degree

Profession

License No

Are you a University of Florida Employee

Work Email

Work Phone

Work Fax

Primary Site Host Demographic Information	
Name	
Job Title	
Highest Earned Degree	Profession
License No	Are you a University of Florida Employee
Work Email	
Work Phone	Work Fax

Clinical Information		
Please provide a brief description that would help introduce your site to students.		
Select the appropriate level(s) of experience for students at your site.		
Practicum	Internship	Doctoral
Select the appropriate clinical specialization(s) for students at your site.		
Mental Health Counseling	Marriage & Family Counseling	School Counseling & Guidance
Identify any prerequisite coursework or clinical experiences you require of students.		
Minimum semester commitment		
Maximum number of students per semester		
Identify and describe characteristics of population receiving services at your site		
Identify counseling modalities used at your site		
Identify and describe professional development opportunities available at your site		

<b>Clinical Supervision, Observation, and Taping Opportunities</b>			
Select the clinical supervision opportunity(ies) that are available at your site.			
None	Individual	Group	
Students are required to tape their work for supervision. If taping is not possible at your site, students must be observed for the equivalent number of sessions. Is taping allowed at your site? Check all that apply.			
No	Yes-Audio	Yes-Video	
Select all available recording equipment			
Audio	Video	Students must provide own equipment	
Select if observation of other professionals in practice is available.		Yes	No
<b>Application Process</b>			
Describe application instructions, including contact names and information.			
Do you offer financial compensation to practicum and internship students?		Yes	No

<b>Steps to becoming and maintaining an active clinical site with the Department of Counselor Education</b>		
Step	Completed	Date Completed
Complete and submit Site Information Form annually or whenever Site Host changes		
Schedule a Site Visit or telephone Site Visit annually with the Clinical Coordinator		

<b>Current Site Information Form</b>	
Form completed by	Date completed
<p>Thank you for your interest in working with our Department and Students! Please print form (or email if you are able to save it in Adobe Professional) and send to Assistant Clinical Coordinator. Please contact the department at 352-392-0736 with any questions.</p>	<p>ATTENTION: Assistant Clinical Coordinator Department of Counselor Education 1215 Norman Hall POB 117046 Gainesville, FL 32611-7046</p>