

**Instructions for the Site Representatives:**

Please fill in, scan, and email to ceclinical@coe.ufl.edu or mail to the following address: Assistant Clinical Coordinator; Department of Counselor Education; 1215 Norman Hall; POB 117046; Gainesville, FL 32611-7046. If you have questions, please contact ceclinical@coe.ufl.edu or (352) 273-4332.

Agency Demographic InformationAgency Name Mailing Address City State Zip Code Physical Address City State Zip Code Directions to Site Days and times facility is open and supervisors available Phone Fax Website **Primary Site Supervisor Demographic Information**Name Job Title Highest Earned Degree Profession License No SSN (Required for Tuition Waiver) University of Florida Employee Work Email Work Phone Work Fax Brief Description Clinical Supervision Training/Workshop

Alternate Site Supervisor Demographic Information	
Name <input type="text"/>	
Job Title <input type="text"/>	
Highest Earned Degree <input type="text"/>	Profession <input type="text"/>
License No <input type="text"/>	SSN (Required for Tuition Waiver) <input type="text"/>
University of Florida Employee <input type="checkbox"/>	Work Email <input type="text"/>
Work Phone <input type="text"/>	Work Fax <input type="text"/>
Clinical Information	
Please provide a brief description that would help introduce your site to students.	
<input type="text"/>	
Select the appropriate level(s) of experience for students at your site.	
<input type="checkbox"/> Practicum	<input type="checkbox"/> Internship
Select the appropriate clinical specialization(s) for students at your site.	
<input type="checkbox"/> Mental Health Counseling	<input type="checkbox"/> Marriage & Family Counseling
<input type="checkbox"/> School Counseling & Guidance	
Identify any prerequisite coursework or clinical experiences you require of students.	
<input type="text"/>	
Minimum semester commitment <input type="text"/>	
Maximum number of students per semester <input type="text"/>	
Identify and describe characteristics of population receiving services at your site	
<input type="text"/>	
Identify counseling modalities used at your site	
<input type="text"/>	
Identify and describe professional development opportunities available at your site.	
<input type="text"/>	

Clinical Supervision, Observation, and Taping Opportunities

Select the clinical supervision opportunity(ies) that are available at your site.

<input type="checkbox"/> None	<input type="checkbox"/> Individual	<input type="checkbox"/> Group
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Students must record their sessions for university supervision. Check all that apply.

<input type="checkbox"/> No	<input type="checkbox"/> Yes-Audio	<input type="checkbox"/> Yes-Video
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Select all available recording equipment

<input type="checkbox"/> Audio	<input type="checkbox"/> Video	<input type="checkbox"/> Students must provide own equipment
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Select if observation of other professionals in practice is available.

	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Application Process

Describe application instructions, including contact names and information.

Do you offer financial compensation to practicum and/or internship students?

			<input type="checkbox"/> Yes			<input type="checkbox"/> No
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Steps to becoming and maintaining an active clinical site with the Department of Counselor Education

Step	Completed	Date Completed
Complete and submit Site Information Form annually or whenever Site Supervisor changes	<input type="checkbox"/>	
Submit current Resume or Curriculum Vita for each Site Supervisor	<input type="checkbox"/>	
Schedule a Site Visit or telephone Site Visit annually with the Clinical Coordinator	<input type="checkbox"/>	

Current Site Information Form

Form completed by <input style="width:90%;" type="text"/>	Date completed <input style="width:90%;" type="text"/>
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<p>Thank you for your interest in working with our Program and Students! Please print form and scan a completed copy to Assistant Clinical Coordinator. Questions? Contact us at or ceclinical@coe.ufl.edu.</p>	<p>Assistant Clinical Coordinator Counselor Education Program POB 117046 Gainesville, FL 32611-7046</p>
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