

Department of Family Therapy

DMFT EXTERNAL PRACTICUM CHECKLIST

BEFORE you begin your practicum experience, you **MUST** provide the following documents to the Internship Coordinator:

- ✓ An original printout of your HIPAA Certificate
- ✓ A copy of your proof of background check badge - electronic copy preferred
- ✓ A public brochure or pamphlet specifying services provided by the site
- ✓ Your site supervisor's resume or vitae
- ✓ A fully completed contract signed by you, your site supervisor, your faculty supervisor, and the Program Director. "Be sure that both the contract start and end date has a month, day, and year filled in."

Contracts are available on the student resource website

You need to have this checklist completed BEFORE the start of your practicum. If you have any questions on any of these items, feel free to contact the Internship Coordinator.