7 STEP PROTOCOL FOR SUCCESSFUL CLINICAL PLACEMENT

Finding a clinical placement site is the STUDENT’S responsibility, own the process.

STEP ONE: Email the Director of Training & Internship for your region.

If you live East of the Mississippi River: Dr. Benjamin Keyes – bkeyes@divinemercy.edu
If you live West of the Mississippi River: Dr. Stephen Sharp – ssharp@divinemercy.edu

9-12 Months Prior to COUN 690 Start Date: Identify 2-3 Mental Health Agencies

STEP TWO: Identify 2-3 potential clinical placement sites within reasonable driving distance.

Clinical placement sites must provide mental health services that include intake, assessment, diagnosis, treatment planning, and intervention for mental health issues AND have a licensed supervisor on site.

7-9 Months Prior to COUN 690 Start Date: Email Names, Addresses, Phone Numbers and web address to a Director

STEP THREE: Email the Director of Training & Internships for your region with the names, addresses, phone numbers and web addresses for your 2-3 potential sites. The Director will review and investigate your proposed sites. Do not contact the sites without approval to do so from a Director.

Clinical placement sites must be approved by a Director of Training and Internships BEFORE you contact them.
STEP FOUR: Introduce yourself to the sites, via email and phone, as a DMU graduate student in a Clinical Mental Health Counseling program searching for a clinical placement site for your practicum and internship courses beginning [insert your start date]. Ask if they accept interns. If yes, do they provide pro bono supervision by a licensed/qualified counseling supervisor (know the laws of your state)? If yes, can you schedule a time to come in to see their agency and interview?

Clinical placement sites must have an active Affiliation Agreement with DMU before you can start. You must have an approved site before you can start COUN 690. Only a Director of Training and Internships can facilitate the Affiliation Agreement on behalf of DMU. Students do NOT undertake this component.

STEP FIVE: Own the process. Once you have identified your sites for COUN 690-692(3), your Director will set up a ZOOM meeting with you to discuss the site, interview and agreement processes. **Do not go to interview until you have completed the ZOOM meeting with your Director.** After the ZOOM meeting, go to the interview.

Post Interview: Affiliation Agreement Processes
STEP SIX: Email and phone your Director with the information of approval from the site to move forward following your interview. Send an email to both the site manager and site supervisor thanking them for the opportunity and introduce your Director. Your message should include the following:

Dear [fill in the names]

Thank you for taking the time to meet with me, and for providing an opportunity for me to complete my clinical placement with your organization. I am truly looking forward to learning from you. The next step is for the DMU Director of Training & Internships, Dr. [Keyes or Sharp] is copied on this email and will connect with you to discuss the relationship and agreement process with DMU.

Sincerely,

STEP SEVEN: Investigate additional sites so that you have a backup plan while the Affiliation Agreement process is being completed by your Director and the site.

Own the process. It is always good to have a backup plan. Having an additional site in the queue is helpful. Stay connected with your Director…do not go silent during this process.

The Director will notify you when the Affiliation Agreement is active for a GREEN light and proceed to COUN 690. Be sure to remain in contact with the site during the interim to keep them informed of your start date.
The 7 STEP Protocol

#1: Find 2-3 potential sites 9 months before COUN 690 begins. The preference for setting is a community mental health agency. The organization must engage in the intake, assessment, diagnosis, treatment planning, and intervention/treatment, of individuals, couples, and/or families.

#2: Send names, addresses and website addresses for your selected sites to your Director. Do not proceed to step 3 (contact and interview) before the sites have been reviewed and approved by me.

#3: Once the site has been approved for the next step via an email confirmation from your Director, you may then contact the sites to explore the possibility of a clinical placement. The initial call should be brief with simple information gathering as the goal. Tell them who you are and that you are a graduate student in DMU’s CMHC program searching for a clinical placement site. Do they accept interns? Do they have a licensed supervisor? If so, may you set up an interview for a placement? Do your due diligence about the site. Who do they treat, where are they? How far is the site from your home? Are they reputable, etc.?

#4: Notify the Director when you have an interview date and time and to set up a Zoom meeting before your interview to review the process. Have your resume ready. If you would like for your Director to review it, please send it via email well before you contact a site.

#5: After your interview, contact your Director. If you and the site agree that it is a good fit, introduce your Director to the site in your thank you message post-interview.

#6: The Director will contact the site and take the next steps for an Affiliation Agreement. When the agreement is active, the Director will notify you that you are good to go for COUN 690.

#7: Continue to explore your area for additional sites.