

Practicum and Internship Forms

Practicum/Internship Application Checklist For Counseling Students Department of Counseling Loyola University New Orleans

1. Apply for malpractice insurance through American Counseling Association one semester prior to taking course. If not a member of ACA, apply for membership.
2. Submit Practicum/Internship application in person to the coordinator one semester before you intend to take Practicum/Internship to identify potential field sites.
3. Visit with at least 3 different centers for purpose of making arrangements for placement.
4. Contact the Practicum/Internship coordinator if you have identified a center which does not currently have a contract with Loyola University New Orleans so that the process of negotiating placement and a contract may begin.
5. Practicum/Internship coordinator will confirm placement.
6. Meet with the site supervisor to establish your schedule.
7. Be ready to present authorization of insurance and discuss your semester schedule on first day of class.