

## **MACM Internship Application and Checklist**

*By the end of Fall Session A (and preferably earlier) of the semester prior to the Spring semester in which they plan to begin internship, students must complete this form and email it to the CM Internship Coordinator (IC: Dr. Heather Davediuk Gingrich, email [hgingrich@tfc.edu](mailto:hgingrich@tfc.edu)). Students may not report to their sites or engage in any client contact before receiving final approval from the CM Internship Coordinator. This application will not be approved unless all pre-requisites have been met.*

### **Student Information:**

Name:

Home Address:

Phone #:

AACC Member ID number:

### **Proposed Internship Site Information:**

Name of Internship Site:

Address:

Site Phone #:

Name of Supervisor:

Supervisor's Email Address:

Supervisor's Telephone Number:

Expected start and end dates of internship:

### **Proposed Site Supervisor Information:**

Please include a copy of the proposed supervisor's updated CV (which includes a description of supervision training and experience).

Supervisor's credentials:

Supervisor's email address and telephone number (*Note:* The IC will arrange a telephone or TEAMS meeting with the proposed supervisor and the IC):

### **Application Checklist (all items required):**

- Proof of Level 2 Criminal Background Check (email IC)
- Proof of Malpractice Liability Insurance (email IC)
- Proof of Student Membership in AACC (email IC)
- After this application has been approved by the IC, email the IC a copy of the MACM Program Site Agreement (email IC; See Appendix D in the CM Internship Handbook or

under Student Resources/CM Resources/Internship Resources on the Graduate Moodle site)

- Verification of completed 6 sessions of counseling either prior to or before the end of the Internship semester (see MACM Internship Manual)

**CM Internship Coordinator:**

- I approve this student for internship.
- I do not approve this student for internship for the following reason: \_\_\_\_\_

\_\_\_\_\_

**Student Signature:**

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**CM Internship Coordinator's Signature:**

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**Program Director's Signature:**

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