Internship Selection Checklist

This checklist is designed to help interns and supervisors select placements that will best meet the intern’s educational and training needs.

Previous Field Experience

List any previous field experience you have had.

Academic Classes or Skills Training

List any coursework or skills training that would be relevant to an internship (e.g., human development, abnormal psychology, diversity, theories of counseling, assessment, etc.).

Time

Carefully considering the requirements for your program and the various other commitments in your life, how much time can you realistically allocate to this placement each week? Be specific about days and times you will or will not be available.
Treatment Setting

What treatment settings would best match your abilities and interests at this time?

Indicate any prior coursework or experience relating to such settings.

Clients Served

What types of clients (e.g., ages, presenting concerns, diversity factors) are you most interested in working with at this point in your training?

Indicate any prior courses, training, or experience working with this group.

Treatment Approach

Currently, what theoretical orientation or treatment approach is most interesting to you?

Indicate any prior courses, training, or experience working with this approach.
**Learning Opportunities**

What sorts of learning opportunities do you hope to have at your internship, and what level of involvement and responsibility would you like? For example, you might want to learn about intake interviews by first observing, then doing part of them with supervision, then doing a complete interview, and then doing a complete interview with a written report. List any opportunities you think would be interesting here. Also, note if you already have some experience in a particular area.

**Specific Competencies**

Identify specific competencies that you would like to improve during the internship. This could include skills such as writing intake assessments, conducting a mental status exam, improving therapeutic relationship skills, or exploring and honing your theoretical orientation.

**Supervision Style and Personality**

What personal qualities of a supervisor do you think you would best work with?

What personal styles might challenge you but help you learn?

**Career Plans**

What experiences will be most useful in helping your candidacy for a job or academic admission?
Safety and Risks

List any concerns you might have about the limits of your abilities or knowledge.

Identify any concerns or questions you have about your personal safety or risks relating to placements.

Peers

Are there any other interns with whom you would particularly like to be assigned? If so, please indicate who and briefly describe your reasons.

Are there any other interns with whom you would particularly not like to be assigned? If so, please indicate who and briefly describe your reasons.

Other Comments

Please identify or discuss any issues that you have not had an opportunity to address above.