

## Site Search Guide

Students, it's that time! Time to search for a site to complete your practicum and/or internship. There are many ways in which you can set yourself up for success. This guide is here to help you on your journey. Please approach your search as you would a job search. Finding the right balance between your needs and the requirements of your practicum and/or internship is key.

### Understand Expectations

Before you begin, ensure you are clear on the expectations for your practicum and/or internship. Familiarize yourself with your Fieldwork Manual and be sure to bookmark it for easy access. Knowing your hour requirements and being able to communicate them effectively during interviews is essential. It is also important to understand what is expected of the site you are considering.

### Seek Assistance When Needed

If you need help with resume writing, interview preparation, or clarifying content within the Fieldwork Manual, do not hesitate to reach out. Here are some offices that can provide support:

- **Career Services:** This office offers a variety of resources to support you with resume writing, interview preparation, and job or internship searches. Visit: [Career Services Resources](#)
  - For direct inquiries or to schedule an appointment, contact:
    - (434) 592-4109
    - [careers@liberty.edu](mailto:careers@liberty.edu)
- **Fieldwork Questions:** You can reach out to the appropriate office for any questions regarding practicum or internship requirements:
  - Online Practicum – [practicum@liberty.edu](mailto:practicum@liberty.edu)
  - Online Internship – [internship@liberty.edu](mailto:internship@liberty.edu)
  - Residential Practicum – [CMHCpracticum@liberty.edu](mailto:CMHCpracticum@liberty.edu)
  - Residential Internship – [CMHCinternship@liberty.edu](mailto:CMHCinternship@liberty.edu)
  - Addiction Internship – [ADCNinternship@liberty.edu](mailto:ADCNinternship@liberty.edu)
- **Faculty Advising Mentor (FAM):** You can find your FAM in your advising center on Canvas. Your FAM is an excellent resource to help you organize and navigate the process, pulling together all the resources available to you.

### Stay Organized

As you begin your site search, use the following pages to stay organized. Document each site you research, including the site name, location, and contact information. Be sure to record the phone number and email address of the person you've been in contact with. Take note of your interactions, whether they are in person, via phone, or email. This information will be valuable, and our office will request it from you if you encounter difficulty finding sites.

May your search be fruitful, and may God continue directing your steps to the opportunities that will help you grow, learn, and make a positive impact in your field.



# NOTES

## Career Services Used:

Date:                      Service:

Outcome:

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Outcome:

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Outcome:

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## Faculty Advising Mentor (FAM) outcomes:

Name of FAM:                      Date of meeting:

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# POTENTIAL SITE CHECKLIST

## SITE NAME:

- LOCATION:
- PHONE NUMBER:
- EMAIL ADDRESS:
- DATE OF INITIAL CONTACT:
- CONTACT PERSON:
- METHOD OF CONTACT (E.G., WALK-IN, PHONE, EMAIL):
- INTERVIEW CONDUCTED: (YES/NO)
- DENIAL STATUS: (YES/NO)
- FOLLOW-UP REQUESTED: (YES/NO)
- DATE FOR FOLLOW-UP (IF APPLICABLE):
- ADDITIONAL NOTES:

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