

General Internship Information

Preinternship meeting – required of all interns

Provides an overview of internship expectations and reviews all required forms.

Only offered in the fall and spring semesters. Notification is sent via email from the DARS Administrative Assistants.

Internship requirements

Majority of coursework completed.

Passed ADRE 3010 and ADRE 4000 with a C or better grade.

Overall GPA in the major of 2.5.

Consent of the instructor.

Internship sites should be arranged by:

June 15th for fall semester

October 15th for spring semester

March 15th for summer semester

Prior to beginning your internship:

Internship site must be approved by your instructor

Submit Field Site and Field Supervisor Information for Internship Form at least 1.5 – 2 months prior to the start of your internship.

Clinical contract must be in place. Ask your instructor or DARS Administrative Assistants if there is a current clinical contract. If not, complete the Clinical Contract form and give this form to your instructor at least 1.5 – 2 months prior to the start of your internship, earlier if you are completing an internship out of state.

Check with your internship site regarding required training, immunizations, drug screens, or criminal background checks. These tasks **must** be completed and **cleared** prior to beginning your internship. Ask Internship Instructor about the procedure for completing these requirements.

Professional liability insurance is required. If payment is required that is not covered by your student fees, notification of the due date will be sent to your ECU email account during the summer by a DARS Administrative Assistant.

Register for ADRE 4993-6 during preregistration

This will allow you to receive emails from your instructor that are sent well before the beginning of the semester.

Textbook Required

Baird, B. N., & Mollen, D. (2019). *The internship, practicum, and field placement handbook: A guide for the helping professions*, (8th ed.). New York, NY: Routledge.

ISBN: Paperback - 9781138478701; Hardback – 9781138371255; eBook - 9781351067850

eResources: <https://www.routledge.com/Internship-Practicum-and-Field-Placement-Handbook-A-Guide-for-the-Helping/Baird-Mollen/p/book/9781138478701>

Check with Dowdy Student Store to confirm the current edition required.