



Clinical Mental Health Counseling
Department of Communication Sciences and Professional Counseling
College of Education

Checklist to Assist With Site Interviews

- A resume and list of *professional* references
- A small professional portfolio
- A list of goals you wish to accomplish through this experience
- A brief statement about your theoretical orientation
- A list of ideas and questions related to how this placement might prove mutually beneficial to you and the site
- Review the [Professional Counseling Practicum and Internship Handbook](#)
- Optional: Contact Career Services to assist with your resume and interview preparation.
 - Career Service
 - Row Hall, West Wing 3rd Floor
 - Phone: 678-839-6431
 - Fax: 678-839-6432
 - Email: careers@westga.edu
 - Hours: Monday - Friday (8:00 AM - 5:00 PM)
 - Walk-In Hours available (check [website](#))
 - You must bring a printed copy of your resume with you to walk-ins