

**Mental Health Associate Program**

**MH200 GUIDELINES**

***Requirements:***

- Complete 200 hours of clinical experience at approved mental health facility
- Be prepared to start your practicum hours by the second week of the semester
- Attend ALL classes at the college. Instructor has the right to drop you from the class if you have more than one absence.
- Complete all paperwork (i.e. contracts, evaluations, reports) related to class and practicum site.

***Practicum Assignment and Placement:***

- Have completed resume that includes experiences and relevant courses taken and turn it in to Jeff Chuang.
- Turn in “Practicum Preference Form” to Mr. Chuang (RC208), x1697
- If you have a pre-selected facility where you think you will be doing your practicum, it must be APPROVED. Please provide Mr. Chuang with the contact information of your practicum (i.e. supervisors name, phone, address, intern responsibilities). Once contact has been made with your supervisor, you will be notified of approval status.

***Other Expectations:***

- You are expected to conduct yourself in a professional manner when interviewing/working at your practicum site. Remember, you are representing the college!!!
- Although you will receive assistance and guidance with your practicum site, YOU are responsible for making sure that you follow thru with interviews, calls and other responsibilities in order to receive a practicum assignment.
- Students who do not have a practicum site by the second week of school must get approval form instructor to stay in the class.