

## **Final Field Placement at Austin Child Guidance Center Checklist**

Thank you for your interest in interning at the Austin Child Guidance Center (ACGC). ACGC is a premier outpatient mental health counseling agency, founded over 60 years ago, that provides therapy, psychological assessments and psychiatric evaluations to children and their families. We are made up of a multi-disciplinary team of psychologists, psychiatrists, nurses, family therapists, professional counselors, and social workers.

During your time here, you will learn about working with children ranging in age from two to 17, and their families. You will have an opportunity to provide individual, family as well as group therapy, in a supportive, clinically rich environment. You will learn about theoretical modalities including play therapy, sand tray therapy, solution focused therapy, structural family therapy, trauma-focused CBT, and other theories. Interns are offered weekly one-on-one supervision with a social worker and will also attend a two hour per week Student Seminar, which includes interns from other disciplines. Additionally, you will participate in Interdisciplinary Case Staffing Meetings where cases are presented by staff and interns.

This year, there are four internship positions available at ACGC. ACGC will review all request and contact students who are invited to interview. If you receive a phone call or email, please respond promptly to schedule your interview. Please note that requesting and interview does not guarantee that you will have an interview.

If you would like to be considered for an interview with ACGC for your final field placement, please email, mail, fax or drop-off the following documents to Seanna Crosbie, LCSW by **Monday March 17th**.

1. Professional/Academic Resume
2. Cover Letter
3. Two ACGC Recommendation Forms completed by professional references (one must be completed by first year, on-site field supervisor).

Seanna Crosbie, LCSW  
Director of Program Services  
810 W. 45<sup>th</sup> St.  
Austin, Texas 78751  
512.451.2242  
Fax 512.454-9204  
[Scrosbie@austinchildguidance.org](mailto:Scrosbie@austinchildguidance.org)

## **Final Field Placement at Austin Child Guidance Center Time Commitment**

### **Fall Semester (Students will volunteer their time in fall semester)**

- Co-facilitate one group – schedule varies (required)
- Attend Student Seminar – every Thursday from 12:30-2:30 pm (required)
- Attend “Interdisciplinary Case Staffings” – 1<sup>st</sup> and 3<sup>rd</sup> Thursdays each month from 10-11 am (recommended)

### **Spring and Summer Semesters (All required) – 20 hours per week**

- Co-facilitate one group – schedule varies
- Carry caseload of 8-9 clients – **flexible schedule available, but will need some evening availability.** The Center is open M-Th 8-8; Fri 8- 6pm.
- Attend “All Staff Meeting” – 1<sup>st</sup> Thursday of each month from 11am-noon
- Attend “Interdisciplinary Case Staffings” – 1<sup>st</sup> and 3<sup>rd</sup> Thursdays each month from 10-11 am
- Attend Student Seminar – every Thursday from 12:30-2:30 pm (*it should be noted that student seminar may not take place in the summer, but only in the fall/spring*).
- Participate in four sessions of the Walk-In Clinic on Fridays

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**Final Field Placement at Austin Child Guidance Center  
Recommendation Form**

Name of Applicant:

Date:

Name of Reference:

Title:

Email address of Reference:

Phone:

Please rate applicant in the following areas with 10 as outstanding and 1 as unacceptable and provide comments as well as complete the back portion of the reference form.

**Academic Performance/Abilities:**

1      2      3      4      5      6      7      8      9      10

Comments:

**Openness to Learning:**

1      2      3      4      5      6      7      8      9      10

Comments:

**Willingness to Participate in Class:**

1      2      3      4      5      6      7      8      9      10

Comments:

**Takes Initiative to Learn and Complete Assignments:**

1      2      3      4      5      6      7      8      9      10

Comments:

**Ability to Manage Conflict in a Professional/Appropriate Manner:**

1      2      3      4      5      6      7      8      9      10

Comments:

**Assessment of Clinical Skills and Ability to Work with Children/Families:**

1      2      3      4      5      6      7      8      9      10

Comments:

(OVER)

**Utilizes Supervision Effectively for Consultation by Taking Initiative, Coming Prepared and Taking Risks**

1      2      3      4      5      6      7      8      9      10

Comments:

**Follows Ethical Guidelines and Initiates Discussion Regarding Ethical Dilemmas**

1      2      3      4      5      6      7      8      9      10

Comments:

**Skill in Managing Multiple Demands and Time in Workplace, Including Deadlines**

1      2      3      4      5      6      7      8      9      10

Comments:

**Ability to Work Effectively with Challenging Client Populations, Including Crisis Situations**

1      2      3      4      5      6      7      8      9      10

Comments:

**Please provide information regarding your assessment of the student's strengths and potential fit with the Austin Child Guidance Center. Attach separate sheet or letter, if necessary.**

**State specifically any concerns that you have.**

\_\_\_\_\_  
**Signature of Reference**

\_\_\_\_\_  
**Date**

**Please return via the student or mail/fax/email by Monday, March 17th to:**

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Director of Program Services

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