

Practicum Placement Request Form

Student Name	Telephone

*** Submit this form to the Counselor Education Dept. via e-mail or fax**

On the spaces below, list up to **10** practicum sites (IN ORDER OF PREFERENCE) to which you wish to apply. Please be sure that the **Site Names** are typed accurately. Go to auconnection.net/chicago to obtain the correct Site Name. The CE Training Department needs to have everyone's request accurate in order to transfer your rank lists into our database. ***In addition, also forward us a copy of your updated vitae and a brief (one page) description of your interests and goals.***

We use the following criteria to decide which of your requested sites we will approve:

- 1.) Your rank order of these sites
- 2.) Your "compatibility" with the site as determined by the information contained in your vitae and written training interests or goals.
- 3.) Limits on the number of applications that practicum sites will receive from any one graduate program.

Submit your completed request form to Jonathan Webb at jpwebb@argosy.edu using your Argosy e-mail account or fax it to (312) 777-7748 Attn: Jonathan Webb. Be sure to include **Last Name, First Name** in the subject area of your e-mail.

Additional Instructions:

- *** There should be enough room to type the entire site name in the space provided.
- *** Do not underline, merge, or adjust cells in any way.
- *** If your site name is too long, still type the name in one cell even if it appears to be cut off.

*** Late forms will be processed after all others are reviewed.**

Rank	Site Name			
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				