



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

DEPARTMENT OF COUNSELING,  
HUMAN DEVELOPMENT &  
FAMILY SCIENCE

## **HDFS 480N Practicum Checklist**

### **Meet Prerequisites to Practicum**

Plan to complete your HDFS Practicum your senior year after you have completed all HDFS courses. Practicum prerequisites include:

- Completion of all HDFS-prefix classes with a C or greater *prior to* your practicum
- Minimum 2.5 GPA
- Senior standing
- Completion of HDFS 405

### **Submit a Practicum Application**

- Submit a practicum application in March of the year prior to the academic year when you will complete your Human Development and Family Science (HDFS) Practicum. An academic year is Fall, Spring, and Summer. So, complete the application in March 2026 if you intend to complete your practicum in Fall 2026, Spring 2027, or Summer 2027. Although we strive to honor preferences, we cannot guarantee you will be placed in a specific semester.
- We will notify you about your semester placement in early April.

### **Attend Practicum Orientation**

Robin Anderson will send an email with dates. Typically, we hold orientations:

- In mid-April for Fall placements
- In mid-September for Spring placements
- In early-February for Summer placements

### **Complete Required Paperwork**

- Please read the following instructions carefully. As you can see, there are many people involved, and a specific, detailed process for finalizing your practicum placements. These tasks need to occur in sequence at a specific time.
- ***Do not complete these steps until you have received an email stating that it is time to do so. We will provide forms and links in the email.***

- Submit the following three completed forms to Robin Anderson at [rande36@utk.edu](mailto:rande36@utk.edu).
  - Dismissal Policy Form
  - Disposition Checklist
  - UT Background Check Form
    - Complete the state Authorization for Background Check via the link provided by Ms. Anderson.
- You will also need to sign the VECBS form. Please upload a signed copy to Megan Spillars for this portion to be considered complete.
- Schedule and complete fingerprinting: You must be in the state of TN to do so. There is a charge. Instructions will be emailed to you once you have completed and turned in all the forms above.
- Find a placement! Robin Anderson will provide a list.
  - Set up an interview (or a few) and make a final decision.
  - Once you find a placement, you must:
    - Have your potential site supervisor email that they agree to host you during the specific semester  
Fall 2026 BEFORE you....
    - Complete the form to initiate the agreement form sequence by front office staff. This link will be sent closer to that time.
  - Sign the Agreement Form when it is sent to you.
- We will purchase liability insurance on your behalf. The \$20 fee will be billed to your UT account.
- Once we have received all documentation and you have met all requirements, we will add your name to the registration list for HDFS 480N. *Note:* You will not register for the course when cleared to do so by your advisor. Registration will occur AFTER grades are posted for the semester prior your HDFS Practicum.

***Failure to meet the deadlines can result in a disposition. Multiple dispositions can result in you being removed from the program.***

### Contact Information

- HDFS Practicum Director: Robin Anderson ([rande36@utk.edu](mailto:rande36@utk.edu))