Internship Paperwork Checklist for School Counseling Students

The following forms can all be found on the Department of Counseling and Human Services website under the tab labeled, “Downloads & Forms.” The forms are in Word format and contain typeable fields.

☑️ The following forms must be completed and submitted to the director of fieldwork experience in the Student Resource Office (SRO) (please follow the due dates provided each semester). If a practicum is not secured by the due date, the student must email the appropriate coordinator to provide a detailed plan of action.

☐ SC Internship Contract with Hours Estimator (signed by student, site-supervisor, and CMHC Coordinator; this form can be found under Forms & Downloads) Please type in information into this form DO NOT HAND WRITE INFORMATION
☐ Ethical Agreement (This form can be found under Forms & Downloads)
☐ Certificate of Insurance Request for Fieldwork (This form must be obtained through the SRO; this form must be resubmitted if not completed during practicum or with any site changes)

☑️ The following forms must be completed and submitted to your University Supervisor at the start of the semester.

☐ Copy of Liability Insurance with expiration date (Can be obtained through ASCA membership)
☐ Consent for Discussing or Recording Counseling Sessions
☐ Statement of Goals (example found in Fieldwork Manual in Forms & Downloads)
☐ Field Experience Guidelines Agreement Signature Page (found in Fieldwork Manual under Forms & Downloads)

☑️ The following form will be used by your University Supervisor at mid-semester upon site visit.

☐ Mid-semester Evaluation (example found in Fieldwork Manual)

☑️ The following forms must be completed and submitted to your University Supervisor at the end of the semester. A grade will not be awarded if student fails to submit paperwork.

☐ SC Internship Final Hours Verification Form (signed by student, site-supervisor, and University Supervisor; this form can be found under Forms & Downloads) Please type in information into this form DO NOT HAND WRITE INFORMATION
☐ Student Evaluation of Site- INTERNSHIP (will be distributed and completed electronically through your UCCS email account)
☐ SC Site-Supervisor’s Evaluation of Student- INTERNSHIP (will be distributed electronically through the site-supervisors email provided in the contract)