Practicum Paperwork Checklist for Clinical Mental Health 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.

☐ CMHC Internship Contract with Hours Estimator (signed by student, site-supervisor, and CMHC Coordinator)
☐ Ethical Agreement with University Supervisor
☐ Certificate of Insurance Request for Fieldwork
☐ Fingerprints
☐ Copy of Liability Insurance with expiration date

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

☐ Professional Resume
☐ Consent for Discussing or Recording Counseling Sessions
☐ Practicum Agreement and Statement of Goals
☐ Field Experience Guidelines Agreement Signature Page

☑️ The following form will be used at mid-semester upon site visit.

☐ Mid-semester Evaluation

☑️ 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.

☐ CMHC Internship Final Hours Verification Form
☐ Student Evaluation of Site- PRACTICUM
☐ CMHC Site-Supervisor’s Evaluation of Student- PRACTICUM