Practicum 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 SC 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
  - 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.
  - SC Internship Final Hours Verification Form
  - Student Evaluation of Site- PRACTICUM
  - SC Site-Supervisor’s Evaluation of Student- PRACTICUM