



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**
Department of Counseling & Human Services

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