

Department of Counseling & Human Services

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## 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*)