



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Department of Counseling & Human Services

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