

COU 5713 Clinical Mental Health Counseling Internship Checklist*

Forms Due First Week of Class

- Student Data Form
- Site Supervisory Agreement (do not see clients until this form is signed and turned in to your professor)
- Practicum and Internship Agreement
- Proof of Liability Insurance (Obtain from your insurance provider)

Forms Due Mid-Semester - Check Syllabus for Due Date

- Site Supervisor's Evaluation of Student-Midterm Evaluation

Forms Due at the End of the Semester

- Site Supervisor's Evaluation of Student – Final Evaluation
- Documentation of Clinical Hours (Clinical Time Log)
- Practicum Documentation of Hours for LPC (on blackboard)
- Student Evaluation of Site Supervisor (Online - link on blackboard)
- Student Evaluation of University Supervisor (Online - link on blackboard)
- Student Evaluation of Clinical Site (Online - link on blackboard)

Other Forms and Information Needed Throughout the Semester

- Informed Consent for Counseling
- Informed Consent for Audio and/or Video Recording
- Counseling Session Note
- Treatment Plan Example
- Recording Guidelines

*All forms located on [Department Website](#) unless otherwise noted.

~~[Forms and Links > Clinical Training Forms](#)~~
