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.