

Checklist for Forms and Paperwork to Keep on File For the Counseling Internship Experience

FALL SEMESTER

- _____ Internship - Contract with Placement Agencies
- _____ Internship Goals and Objectives
- _____ Ethical Guidelines
- _____ Proof of Insurance
- _____ Skills and Tape Evaluation Sheet
- _____ Counseling Log
- _____ Site Supervisor Sign-Off Sheet
- _____ Faculty Sign-Off Sheet
- _____ Site Supervisor Evaluation of Student Counselor's Performance

SPRING SEMESTER

- _____ Internship Goals and Objectives
- _____ Skills and Tape Evaluation Sheet
- _____ Counseling Log
- _____ Internship Site Evaluation
- _____ Evaluation of Site Supervisor
- _____ Site Supervisor's Evaluation of Student Counselor's Performance
- _____ Site Supervisor Sign Off Sheet
- _____ Faculty Sign-Off Sheet

