

## **Checklist for Forms and Paperwork to Keep on File For the Student Affairs Practicum/Internship Experiences**

- \_\_\_\_\_ Practicum/Internship - Contract with Placement Agencies
- \_\_\_\_\_ Practicum/Internship Goals and Objectives – Fall Semester
- \_\_\_\_\_ Ethical Guidelines
- \_\_\_\_\_ Proof of Insurance
- \_\_\_\_\_ Practicum - Activities Log
- \_\_\_\_\_ Practicum - Site Supervisor Sign-Off Sheet
- \_\_\_\_\_ Practicum - Faculty Sign-Off Sheet
- \_\_\_\_\_ Practicum - Site Supervisor Evaluation of Student Counselor's Performance
- \_\_\_\_\_ Successful Completion of Practicum Form
- \_\_\_\_\_ Successful Completion of Group Work Form
  
- \_\_\_\_\_ Internship Goals and Objectives – Spring Semester
- \_\_\_\_\_ Internship - Activities Log
- \_\_\_\_\_ Internship – Practicum Site Evaluation/Site Supervisor Evaluation
- \_\_\_\_\_ Internship - Site Supervisor's Evaluation of Student Counselor's Performance
- \_\_\_\_\_ Internship – Site Supervisor Sign Off Sheet
- \_\_\_\_\_ Internship - Faculty Sign-Off Sheet