



INTERNSHIP DOCUMENTATION CHECKLIST

Date Completed: Document or Activity:

- _____ Internship Application and Internship Meeting (Feb/March)
- _____ Site Placement Information Form (due 1st class)
- _____ Insurance Liability Verification Form (due 1st class)
- _____ Sample consent to counsel and tape forms (see practicum examples)
- _____ Internship Learning Contract (due 1st class)
- _____ Training Supervision Agreement (for **Agency** interns to obtain CT status) available at www.cswmft.ohio.gov
- _____ Graduation application due in September; submitted to Student Services Office, 1st Floor, Julka Hall
- _____ Resubmit Training Supervision Agreement to State Board for Spring semester (for **Agency** interns) available at www.cswmft.ohio.gov
- _____ NCE or Praxis II applications (**School/Agency**)
- _____ Completion of tapes and critiques (**School/Agency**)
- _____ Completed Hours Log (**School/Agency**)
- _____ Supervisor Rating Form (for **Agency** interns – goes to State Board) available at www.cswmft.ohio.gov
- _____ Student Evaluation of Site (**School/Agency**)
- _____ Site Supervisor Evaluation of Intern (**School/Agency**)
- _____ Recording and other Class Requirements