

**UVM Graduate Counseling Program  
EDCO 389 Counseling Internship**

**Checklist of Forms**

The list below includes all of the forms and assignments for the Internship experience. **All of the items on this list are due in a packet submitted to the instructor at the end of each semester (unless otherwise indicated below).** See Instructions for Checklist of Forms for more information about these forms and submission requirements.

	<b>STUDENT NAME:</b>	
Date Submitted	Description	
	<b>Form #1 – <a href="#">Internship Application</a></b> (Only required prior to first semester. Should be submitted <i>January 1<sup>st</sup></i> for placements occurring in the following academic year. Indicate date submitted. Application does not need to be included in end of semester packet.)	
	<b>Form #2 – <a href="#">Internship Placement Contract</a></b> ( <i>Due May 1st</i> ). Staff must have a current Contract for each semester that a student is at placement. Please see CP staff to see if this form needs to be re- submitted during current semester. Indicate date submitted. Include copy of Contract in packet at the end of the semester. <b>The internship placement contract must also include a copy of the on-site supervisor’s resume and licensure information).</b>	
	<b><a href="#">Intern Behavior Contract</a></b> (Signed and submitted by the student prior to the start of the new academic year or new site; usually completed at the first internship seminar class. A new contract may also be requested for new semesters at faculty discretion.)	
	<b><a href="#">Supervisor Contract</a></b> (Signed by the site-supervisor and submitted to the faculty supervisor at the start of the semester. If there is a new supervisor, the supervisor contract needs to be re-submitted with new signatures.)	
	<b>Proof of Insurance</b> (This must be submitted by student prior to working on site. Insurance must be valid for all of the semesters that student is working on site.)	
	<b>Form # 3 -<a href="#">Internship Competency Checklist</a></b> ( <u>Note:</u> there are separate forms for <a href="#">Clinical Mental Health Counseling</a> and <a href="#">School Counseling</a> Internships. The Competency Checklist should be completed by site supervisor at the end of each semester.)	
	<b>Form #4 – <a href="#">Student Evaluation of Internship Site</a></b> (Completed by student at the end of each semester in <b>TK20</b> )	
	<b>Form #5 – <a href="#">Student Evaluation of Site Supervisor</a></b> (Completed by student at the end of each semester in <b>TK20</b> )	
	<b>Form #6 – <a href="#">Site Supervisor’s Evaluation of the UVM Counseling Program</a></b> (Completed by site-supervisor at the end of each semester in <b>TK20</b> )	
	<b>Internship Accountability Form - <a href="#">Accountability Form for SC and CMHC</a> and <a href="#">Accountability Form for Dual Option</a></b> (Completed by student. Original form (available from program staff) must be used. All hours must match final Log of Hours. All signatures must be on form at time of submission. Student should retain a copy of this form).	
	<b><a href="#">Hour Logs</a></b> (Hour logs for each semester must be submitted at the end of the semester. Student should keep copies. Students should fill this out electronically and then print for signature of on-site supervisor and faculty.)	
	<b>Dates of Site Visit(s)</b> (Indicate: Site Visit/Phone Contact)	
	#1	
	#2	
	#3	