

There are several documents that you will need to have on file (turned in to the Internship Coordinator) prior to the beginning of your internship. It is recommended that you begin the process of completing this documentation at least 1-month prior to the anticipated start of your internship. I repeat, you may not officially begin your internship until you have completed and turned in all documented forms. The following is a list of the documents that you must turn in with an explanation of their purpose.

- 1) **Internship Application.** This document serves as the face-sheet for your internship file. It provides the instructor and the Coordinator with a quick guide to your placement, your supervisor's contact information, and how to get in touch with you if need be.
- 2) A copy of your **Insurance.** The copy that you provided for practicum is not sufficient. That copy remains in your practicum file and a second copy is required for your internship file.
- 3) **Supervisor Qualification Form.** This document is to be completed by your immediate supervisor and returned to the Coordinator. This document demonstrates that your supervisor is qualified to meet the Department's and the State's requirements for internship supervision.
- 4) **Internship Agreement Form.** You will need *two* sets of this document with *original* signatures on each set. No photocopies of signatures will be accepted. This document demonstrates that your supervisor, you, the Internship Coordinator, and the Senior officer at your site (e.g., executive director, school principal) are all aware of your presence on site as an intern, among other things. You will see at the bottom that there are spaces for you and the site supervisor to initial and date indicating that you both have read the *Masters Internship Handbook*. To ensure that this component is appropriately documented, you will need two copies of the Handbook—one for you and one for the supervisor. If you have more than one supervisor, you will need a Supervisor Agreement Form for each supervisor. Once you have obtained all on-site supervisor, bring the document to the Internship Coordinator who will sign both documents, place one in your file, and return one to you to give to your site supervisor.
- 5) **Ethics Review Form:** This document is to ensure that you and your site supervisor have reviewed pertinent ethical issues relative to the practice of counseling. You should submit original signed signatures to the Internship Coordinator.
- 6) **Internship Treatment Plan:** This document has specific examples of jobs that you must successfully perform to satisfy the requirements of the masters internship. There is room for an additional 6 targeted learning objectives for you and your internship site supervisor to negotiate. This document should be returned to the Internship Coordinator.
- 7) **Affiliation Agreement:** Each internship site/school district must have an Affiliation Agreement on file with the University each year. If we have an Agreement on file for your intended site, you do not need to resubmit an Agreement. If your internship extends beyond the one-year date from the original signed date of the Affiliation under which you began your internship, you will need to submit an Affiliation Agreement prior to the ending date of the previous

Agreement. *Four* sets of original signatures need to be collected so you will need *four* copies of this document. No intern may work on at a site or in a school district with whom the University has no Agreement on file. The senior most officer of your internship site should sign the Affiliation Agreement. For example, if you are working in a school district, the Superintendent should sign the Agreement. If you are wish to work at an agency, the president of executive director should sign the document. The Agreement must be signed by the University signatories before it can be sent to your site's representative. Once the Agency or District representative has signed the Agreement, return the document to the Internship Coordinator who will make sure they get to the proper offices. **Finally:** At the 300 hour point your supervisor will complete a mid-term evaluation of your work. A the 600-hour point, your supervisor will complete a final evaluation of your work and you will complete an evaluation of your supervisor.