



Internship Checklist for Students Counselor Education Program

Part I: The Student

- Practicum Experience:** All students must successfully complete a 100-hour practicum before beginning the internship experience.

- Practicum Portfolio:** Students must upload a PDF of their practicum portfolio on Blackboard.

- Internship Application Form:** Students must complete this form as verification that the student has met all program requirements to enroll in practicum. <https://forms.office.com/r/L3Xj6jmwAv>

- Resume:** Students must submit an updated professional resume to the appropriate dropbox on Blackboard. Students should provide a copy of this resume to all potential sites.

- Professional Disclosure Statement:** Students will construct and/or update a professional disclosure statement that accurately reflects their counseling development and experiences including education, credentialing, areas of expertise and interest, theory of counseling, counseling metaphor, and limitations of confidentiality in the context of the counseling relationship.

Part II: The Site

- Site Agreement Form:** Students must complete this form and submit to their site supervisor and/or site representative for approval.

- Supervisor Qualification Form:** Send this link to the site supervisor to complete. This form serves as evidence the site supervisor meets the requirements to supervise including proper credentials and has been supervising for two years minimum.
https://toledouw.iad1.qualtrics.com/jfe/form/SV_089cKA6cyWFieG

- Supervision Contract:** This form verifies that the student and site supervisor agree to the expectations of the supervisory relationship.

- Professional Liability Insurance:** Students must submit proof of professional liability insurance in the amount of 1 million dollars per incident and a minimum of 3 million dollars total.

- Ethics Review Form:** Students and site supervisors must attest to endorsing the current ACA Code of Ethics and other professional standards specific to their counseling specialty area (e.g., ASCA).