

***Master of Arts in Counseling
Professional Practice Form***
PRACTICUM Student Records Checklist

Step #1: Submit the original of this checklist with all required forms attached to Professional Practice Coordinator for signature PRIOR to beginning practicum.

Step #2: Subsequent forms are to be submitted directly into your Professional Practice Folder.

Keep copies of everything for your records!

Student Name: _____

Faculty Group Supervisor: _____

Practicum Site: _____

Individual Site Supervisor: _____

Pre-requisite to beginning practicum:

- Liability Insurance Form Expiration Date: _____
- Agency Placement Form Including Site Supervisor's CV
- Contract Letter
- Supervision Agreement Form

Verification that all pre-requisites have been met:

Signature: _____ Date: _____

Professional Practice Coordinator

End of Practicum:

- Counselor Assessment Scale Forms (Completed by Student & Completed by Site Supervisor)
- Clip review by Site Supervisor
- Entire session review by Site Supervisor
- Two completed background forms from Faculty Group Supervision
- Weekly Hours Tracking Forms and Hours Summary Form (submit originals, signed by Site Supervisor and Faculty Group Supervisor)
- Practicum Final Recommendation completed by Individual Site Supervisor
- Evaluation Forms completed by *student* and given to the *Professional Practice Coordinator*:
 - Faculty Group Supervisor Evaluation Form
 - Site Supervisor Evaluation Form

Please sign only after verification of all forms has been completed.

Faculty Group Supervisor Signature: _____ Date: _____