SC PRACTICUM & INTERNSHIP APPLICATION CHECKLIST

Approval documents must be submitted prior to approval deadline. Please see webpage for semester deadlines. All documents must be fully completed and submitted on time in order to be approved. No late work is accepted.

As students near completion of the prerequisites for COUN 5570 AND COUN 5595 students should submit paperwork for approval. Prerequisites for this course are listed on the webpage. Also, students must hold a 3.0 GPA or higher and be in Good Standing with the University in order to be approved.

❑ Fieldwork Application Form

❑ Information Sheet

❑ Practicum and Internship Student Contract

❑ Copy of Background Check Report

❑ Copy of Supervisor Certificate/License Verification from State/School Board website

❑ Copy of Student Liability Insurance

❑ Practicum and Internship Supervisor Contract

❑ Placement Activity Proposal

❑ Copy of Drivers License

❑ GACE Scores (103 – Practicum/104 – Internship

IMPORTANT APPROVAL INFORMATION:

- Once enrolled in final prerequisites, student should begin prepping for the COUN 5570 Practicum.

- Students must check the Practicum and Internship webpage for instructions on how to submit the approval documents. The approval documents will only be submitted through electronic submission. You may not fax, e-mail, or mail the approval documents to our office.

- An approval e-mail will be sent to the student with the date that the student can begin earning hours. The student cannot earn hours prior to this point.

- In addition, students must keep *student liability insurance* up-to-date for the duration of course enrollment for all three courses – COUN 5570, COUN 5595 and COUN 5598.