



# Cleveland State University

College of Education and Human Services  
*Counseling, Administration, Supervision and Adult Learning*

## **CNS 686/687 Internship Checklist**

Name: \_\_\_\_\_

\_\_\_\_ Site Placement Information Sheet (two copies on first day of class)

\_\_\_\_ Liability Insurance Verification (Due first day of class)

\_\_\_\_ Internship Learning Contract- Signed by site supervisor and student (first day)

\_\_\_\_ Site Supervisor completion of student evaluations, preferably done with student- Clinical Mental Health Student or School Counseling Trainee

\_\_\_\_ Weekly Time Log

\_\_\_\_ Required Recordings

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

\_\_\_\_ Evaluation

\_\_\_\_ Assessment of Student by Site Supervisor

\_\_\_\_ Student Assessment of Site Supervisor & Site

\_\_\_\_ Class Requirements

### ***Clinical Mental Health Counseling students only:***

*In addition to the forms listed above, register for the Counselor Trainee (CT) credential status with the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board, if site requires it.*