

**SYRACUSE UNIVERSITY**  
Counseling and Human Services

**\*\* No grade can be given until all paperwork is completed. \*\***

**Internship Forms Checklist**

**Student Name:** \_\_\_\_\_

- \_\_\_\_\_ Site Supervisor Information Form
- \_\_\_\_\_ Internship Agreement
- \_\_\_\_\_ Data Transfer and Storage Policy acknowledgement form
- \_\_\_\_\_ Permission to Record Form(s)
- \_\_\_\_\_ Weekly Hour Log
- \_\_\_\_\_ Semester Summary Form (tabulated at the conclusion of the course to reflect all weekly hour logs.)
- \_\_\_\_\_ Site Supervisor Evaluation of Internship Student (completed by site supervisor and reviewed by instructor). *This form is Program Specific.*
- \_\_\_\_\_ Consultation Summary Form
- \_\_\_\_\_ Group counseling (Co-)Facilitation Experience (minimum 10 hours)
- \_\_\_\_\_ Internship Site Evaluation Form
- \_\_\_\_\_ Site Supervisor Evaluation of Program (completed by supervisors of graduating interns only)
- \_\_\_\_\_ Student Review of program objectives. *This for is Program Specific.*
- \_\_\_\_\_ Verification of Deleted Data

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