

## Internship Requirements Checklist

### **BEFORE you start your internship:**

The following items **MUST** be completed and turned in before you begin your first day of Internship. Please make sure each item is checked off.

- Complete and submit to the Clinical Team the **Internship Interest & Permission to Apply** form no later than one week after the Internship Fair.
- A **Practicum Summary Log** for both practicum terms. These must be signed and dated by both yourself *and* your practicum supervisor.
- A **Performance Evaluation** from both practicum terms. These must be signed by both yourself *and* your practicum supervisor.
- A **Supervisor Function Questionnaire (SFQ)** for both practicum terms.
- An **Internship Agreement** form for each site you will be at. ALL portions of this **MUST** be filled out (e.g. start & end dates, address, etc.). This is a legal requirement that must be in place before you can begin your internship. It must be signed by yourself, a member of the Clinical Team, and your site supervisor.
- A **Supervisor Professional Background** form.

### **During your internship:**

- When you have completed 120 direct hours (or half way through your contracted time at a year-long internship site), you must hand in an **Internship Summary Log** signed by your supervisor & yourself (plus whomever supervised any psychoeducational assessments you did).
- If you are at your internship site for more than 4 months, complete and submit an **Interim Progress Report**.
- A **Group Experience Form – Section One (Application)** for any groups you are applying to facilitate outside of your contracted site. Permission from the Clinical Team must be obtained *prior* to commencing any groups.
- A **Group Experience Form – Section Two (Feedback)** form for each group experience completed, *including* those facilitated at your contracted site.

### **When you finish your internship:**

These items **MUST** be completed and turned in for your final grade in Internship.

- A **Performance Evaluation** form, filled out collaboratively by yourself and your supervisor, and signed by both.
- An **Internship Summary Log** signed by your supervisor and yourself (plus whomever supervised any psychoeducational assessments you did).
- A **Group Experience Form** for any groups you facilitated, signed by your supervisor and yourself.
- A 5-Star **Site Evaluation Rating** form.
- A **Supervisor Function Questionnaire (SFQ)**.
- After completing all of your hours required for Internship I & II, an **Exit Interview** must be scheduled to review your internship experience. Please contact the CPSY office to schedule an interview.

**REMEMBER TO KEEP COPIES OF EVERYTHING YOU HAND IN.**