

**Department of Counseling & Student Affairs
Clinical Mental Health / Marriage, Couple, & Family
Internship Portfolio Checklist**

**Student Information**

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| --- | --- | --- | --- |
| Name |  | WKU ID (800#) |  |
| Term & Year |  |  |  |

**Internship Portfolio Checklist**

A WKU Internship Portfolio must be maintained throughout the semester. Students are responsible for submitting the following completed and signed documents from the current term as a single electronic pdf file and emailed to both the group supervisor and Clinical Coordinator in order to receive a passing grade for the course. The portfolio should include the following documents in the order in which they are listed:

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| --- |
|[ ]  Internship Portfolio Checklist (this form) |
|[ ]  Internship Site and Supervision Contract |
|[ ]  Site Information Form (part of the contract; see approved sites webpage for SIF) |
|[ ]  Weekly Hours Logs (for each week signed weekly) |
|[ ]  Total Hours Summary Log |
|[ ]  Midterm Evaluation of Student Counselor’s Performance (completed by Site Supervisor) |
|[ ]  Final Evaluation of Student Counselor’s Performance (completed by Site Supervisor) |
|[ ]  Student Counselor Evaluation of Supervisor (completed by student) |
|[ ]  Student Evaluation of Site (completed by student) |
|[ ]  Student resume  |
|[ ]  Copy of malpractice insurance (i.e., ACA, AMHCA, AAMFT, HPSO) |
|[ ]  Proof of professional membership (i.e., ACA, AMHCA, AAMFT, KCA, KAMFT) |
|[ ]  Proof of conference attendance |