

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

**Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 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:

|  |  |
| --- | --- |
|  | 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 |