

## **APPENDIX H: Internship Document Checklist**

**These forms should be in your Internship folder:**

- Internship orientation sign off sheet
- Internship contract
- Proof of liability insurance
- Site Supervisor Orientation Sign Off
- Supervision contract
- Supervision goals (Semester I)
- Consent for Observation/Recording (Semester 1)
- Case study presentation (Semester I)
- Mid-term evaluation (Semester I)
- Hours logs (Semester I)
- Final evaluation (Semester I)
- CIT-B Evaluation – Readiness for Entry to Practice

### **Semester II**

- Supervision goals (Semester II)
- Consent for Observation/Recording (Semester II)
- Case study presentation (Semester II)
- Mid-term evaluation (Semester II)
- Hours logs (Semester II)
- Final evaluation (Semester II)
- Evaluation of Internship Site
- Supervisor Evaluation
- CIT-B Evaluation – Readiness for Entry to Practice