AUGUSTA STATE UNIVERSITY
College of Education
Department of Educational Leadership Counseling and Special Education
Counselor Education Program

CHECKLIST OF FIELD EXPERIENCE

Counseling Candidate: _____ **Semester:** _____

School / Agency: _____ **Site Supervisor:** _____

Focus: ❑ Community ❑ School **Course:** ❑ Practicum ❑ Internship1 ❑ Internship 2

The following items will be placed in the student permanent:

Initialed by: Professor	Candidate	
_____	_____	1. Checklist for Field Experience Paperwork
_____	_____	2. Field Experience Application (practicum or internship)
_____	_____	3. Site Contract
_____	_____	4. Insurance Verification (copy of insurance policy page denoting coverage)
_____	_____	5. On-Site Supervision Attendance Log (record of weekly supervision sessions with on-site supervisor)
_____	_____	6. Internship Log Summary Sheet (contains signatures of site supervisor, professor, and student in order to verify total number of hours; this sheet is stapled to the top of the collection of weekly logs at the end of internship)
_____	_____	7. Weekly Logs (most recent on top)
_____	_____	8. On-Site Supervisor's Evaluation
_____	_____	9. Candidate Evaluation of Site Supervisor

NOTE: *These documents will verify your field experience hours. This is necessary when you seek school counselor certification and also when you apply for licensure. The total hours from both practicum and internship constitutes one year toward four years of practical counseling experience required for licensure. Thus, after your one year of practicum/internship is verified by your college professor and supervisor, you will need three more years of supervised counseling experience before you can obtain the LPC endorsement.*

It is recommended that you keep copies of all these documents and submit your original work with this checklist at the end of the semester.

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