

**Appendix A**  
**Course Approval Documents**

**CMHC 699 INTERNSHIP APPLICATION CHECKLIST**

*Must be completed prior to course registration. Approval documents must be submitted prior to approval deadline. Please see course webpage for semester deadlines.*

*All documents must be fully completed and submitted on time in order to be approved.  
No late work is accepted.*

**As students near completion of the prerequisites for CMHC 699, students should submit paperwork for approval. Prerequisites for this course are listed in the syllabus. Also, students must hold a 3.0 GPA or higher and be in Good Standing with the University in order to be approved.**

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|---|--|
| <input type="checkbox"/> Fieldwork Contract   | <input type="checkbox"/> Copy of Student Liability Insurance |
| <input type="checkbox"/> Supervisor & Site Form   | <input type="checkbox"/> Affiliation Agreement               |
| <input type="checkbox"/> Digital Photo of Student   | <input type="checkbox"/> Copy of DCP Audit from ASIST        |
| <input type="checkbox"/> Copy of Background Check Receipt from Castle Branch              |  |
| <input type="checkbox"/> Copy of Supervisor License Verification from State Board website |  |

**IMPORTANT APPROVAL INFORMATION:**

- Once enrolled in the final prerequisites, students will need to begin prepping for Practicum.
- Students must check the Graduate Counseling Practicum webpage for instructions on how to submit the approval documents. The approval documents will only be submitted through electronic submission. You may not fax, e-mail, or mail the approval documents to our office.
- An approval e-mail will be sent to the student with the date that the student can begin earning hours. The student cannot earn hours prior to this point.
- In addition, students must keep *student liability insurance* up-to-date for the duration of course enrollment.