University of Massachusetts Boston

Department of Counseling and School Psychology
School Counseling Program

Internship Checklist

Spring Before Internship

[ ] MTEL (Communication and Literacy Skills Sections) scores received. **Due no later than June 15th**, verified by GPD/OPC.
[ ] Signed internship agreement. **Due no later than June 15th**, submitted to GPD.

Fall Semester

[ ] Internship Statement of Understanding (includes proof of liability insurance). **Due no later than September 15th**, submitted to your internship instructor
[ ] Completed self-assessment. **Due no later than September 15th**, submitted to your internship instructor
[ ] Intern evaluation completed by site supervisor. **Completed by December 15th**, reviewed with and submitted to internship instructor no later than first class meeting of Spring semester.
[ ] ELAR Profile created online. **Due no later than December 15th**. Note your MEPID and write on your PPA form.
[ ] Voucher request for Supervisor, will be distributed by internship instructor. **Due no later than December 15th**

Spring Semester

[ ] Graduation application and fee due. Be sure to settle any outstanding issues with Bursar (follow University Registrar deadline)
[ ] Application for DESE licensure submitted online through ELAR. **Due no later than April 15th**, submitted to your internship instructor
[ ] Capstone project. **Due no later than April 15th**, submitted to your internship instructor
[ ] Completed PPA. **Due no later than May 15th**, submitted to your internship instructor
[ ] Voucher request for Supervisor, be distributed by internship instructor. **Due no later than May 15th**.
[ ] Completed self-assessment. **Due no later than May 15th**, submitted to your internship instructor
[ ] Completed Time Distribution Form, reviewed with and submitted to internship instructor no later than May 15th.
[ ] Intern evaluation completed by site supervisor, reviewed with and submitted to internship instructor no later than May 15th.
[ ] Future contact information (mailing and email addresses). **Due no later than May 15th**, submitted to your internship instructor