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 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 (for MA students). 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 (for MA students), submitted to your internship instructor.  
[ ] Capstone project and Supervisor Sign-Off Form. Due no later than April 15th, submitted to your internship instructor.  
[ ] Completed PPA. Due no later than May 15th (for MA students), 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.