

Checklist for Enrollment in Addiction Counseling Internship

- _____ 1. Provide the Internship Coordinator with a copy of your Final Degree Check (from the Graduate College).
- _____ 2. Provide the Internship Coordinator with a copy of your Professional Liability Insurance coverage certificate.
- _____ 3. Provide the Internship Coordinator with a completed Recommendation Form signed by your Academic Advisor and Practicum I Instructor.
- _____ 4. Provide the Internship Coordinator with a completed Internship Contract.
- _____ 5. Provide the Internship Coordinator with a completed Student/Internship Agreement.

You and the Department Assistant will be contacted when all of the required paperwork is completed and you can enroll. Please note that Summer enrollment is limited to 3 or 4 credit hours with the balance being completed the following Fall semester (one credit hour is equal to 100 clock hours of Internship experience).

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