

## 2019-2020 MCFT Clinical Intern/Extern Important Dates

### Incoming Student Interns

July 26, 2019	Supervisee Evaluation with Externship Supervisor completed. This must be turned into LC Supervisor. Complete Supervisor Evals on TS for Externship and Internship Supervisor.
August 9, 2019	All end of term paperwork is due, including May-July hr logs, evals, goals/signature page. Supervisee Evaluation from Externship submitted to LC Supervisor. Supervisee Eval with LC Supervisor Completed.
August 20, 2019	Grades are due to be entered in WebAdvisor. If student's paperwork is not turned in than they should receive an I-Incomplete. An incomplete requires supervisors fill out an incomplete form, then when paperwork is submitted a grade change form can be completed and submitted.
December 6, 2019	All end of term paperwork is due, including Aug- Nov hr logs, evals, goals/signature page.
December 17, 2019	Grades are due to be entered in Web Advisor. If student's paperwork is not turned in than they should receive an I-Incomplete. An incomplete requires supervisors fill out an incomplete form, then when paperwork is submitted a grade change form can be completed and submitted.
April 24, 2020	All end of term paperwork, including Dec-April hr logs, evals, goals/signature page. Note, the last week of April hours will be counted on the May log
April 28, 2020	Grades are due to be entered in Web Advisor. If student's paperwork is not turned in than they should receive an I-Incomplete. An incomplete requires supervisors fill out an incomplete form, then when paperwork is submitted a grade change form can be completed and submitted.
June 2020 (dates may change due to academic calendar schedule)	<p>All end of term paperwork is due, including May-June hr logs, evals, goals/signature page. If students want their degree posted by July 18<sup>th</sup> they must consider the following:</p> <ul style="list-style-type: none"> <li>Students must complete their portfolios and check-out appointment with Ayshia no later than July 9th</li> </ul>
July 2020 (dates may change due to academic calendar schedule)	<p>All end of term paperwork is due, including May-July hr logs, evals, goals/signature page. If students want their degree posted by July 18th they must consider the following:</p> <ul style="list-style-type: none"> <li>Students must complete their portfolios and check-out appointment with Ayshia no later than July 9th</li> </ul>
August 2020 (dates may change due to academic calendar schedule)	<p>All end of term paperwork is due, including May-August hr logs, evals, goals/signature page. If students want their degree posted by August 21<sup>st</sup> they must consider the following:</p> <ul style="list-style-type: none"> <li>Students must complete their portfolios and check-out appointment with Ayshia no later than August 14<sup>th</sup></li> </ul>