

2020-2021 MCFT Clinical Paperwork Timeline

Summer 2020	
July 24, 2020	<p>Due for review and signatures from LC Supervisor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Goals/Signatures Page from Internship <input type="checkbox"/> Goals/Signatures Page from Externship <input type="checkbox"/> Supervisee Evaluation from Externship <input type="checkbox"/> Supervisee Evaluation from LC CCC Internship <input type="checkbox"/> Semester Hours Summary Log <p>Due on TaskStream: This has now been changed – a link from the placement office will be sent to you to complete this on Sales Force instead. You do not need to upload this to TaskStream.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supervisor Evaluation for Externship Supervisor <input type="checkbox"/> Supervisor Evaluation for Internship Supervisor
August 7, 2020	<p>Submit to CPSY Office:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Semester Hours Summary Log <p>Upload to TaskStream</p> <ul style="list-style-type: none"> <input type="checkbox"/> Goals/Signatures Page from Internship <input type="checkbox"/> Goals/Signatures Page from Externship <input type="checkbox"/> Supervisee Evaluation from LC CCC Internship <input type="checkbox"/> Supervisee Evaluation from Externship <p>Complete through the link provided by L&C GSEC</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course Evaluation for MCFT 582
August 18, 2020	<p>Grades are due to be entered in WebAdvisor; <i>If all the paperwork is not turned in, this will result in an I-Incomplete.</i></p>

Fall 2020	
November 20, 2020	<p>Due for review and signatures from LC Supervisor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Goals/Signatures Page from Internship <input type="checkbox"/> Goals/Signatures Page from Externship <input type="checkbox"/> Supervisee Evaluation from Externship <input type="checkbox"/> Supervisee Evaluation from LC CCC Internship <input type="checkbox"/> Semester Hours Summary Log <p>Due on Sales Force (Link to be sent out by the Placement Office):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supervisor Evaluation for Externship Supervisor <input type="checkbox"/> Supervisor Evaluation for Internship Supervisor

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December 11, 2020	<p>Submit to CPSY Office:</p> <p><input type="checkbox"/> Semester Hours Summary Log</p> <p>Upload to TaskStream</p> <p><input type="checkbox"/> Goals/Signatures Page from Internship</p> <p><input type="checkbox"/> Goals/Signatures Page from Externship</p> <p><input type="checkbox"/> Supervisee Evaluation from LC CCC Internship</p> <p><input type="checkbox"/> Supervisee Evaluation from Externship</p> <p>Complete through the link provided by L&C GSEC</p> <p><input type="checkbox"/> Course Evaluation for MCFT 582</p>
December 22, 2020	<p>Grades are due to be entered in WebAdvisor;</p> <p><i>If all the paperwork is not turned in, this will result in an I-Incomplete.</i></p>

Spring 2021	
April 9, 2021	<p>Due for review and signatures from LC Supervisor:</p> <p><input type="checkbox"/> Goals/Signatures Page from Internship</p> <p><input type="checkbox"/> Goals/Signatures Page from Externship</p> <p><input type="checkbox"/> Supervisee Evaluation from Externship</p> <p><input type="checkbox"/> Supervisee Evaluation from LC CCC Internship</p> <p><input type="checkbox"/> Semester Hours Summary Log</p> <p>Due on Sales Force (Link to be sent out by the Placement Office):</p> <p><input type="checkbox"/> Supervisor Evaluation for Externship Supervisor</p> <p><input type="checkbox"/> Supervisor Evaluation for Internship Supervisor</p>
April 23, 2021	<p>Submit to CPSY Office:</p> <p><input type="checkbox"/> Semester Hours Summary Log</p> <p>Upload to TaskStream</p> <p><input type="checkbox"/> Goals/Signatures Page from Internship</p> <p><input type="checkbox"/> Goals/Signatures Page from Externship</p> <p><input type="checkbox"/> Supervisee Evaluation from LC CCC Internship</p> <p><input type="checkbox"/> Supervisee Evaluation from Externship</p> <p>Complete through the link provided by L&C GSEC</p> <p><input type="checkbox"/> Course Evaluation for MCFT 582</p>

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May 4, 2021	<p>Grades are due to be entered in WebAdvisor; <i>If all the paperwork is not turned in, this will result in an I-Incomplete.</i></p>
Summer 2021 – Graduation <i>(Dates may change due to academic calendar schedule)</i>	
May 2021	<p>A. If your clinical hours requirement has been met as of May 1st & you are not accruing any clinical hours, no further program documentation is needed.</p> <p>Complete through the link provided by L&C GSEC <input type="checkbox"/> Course Evaluation for MCFT 582</p> <p>To graduate, students must complete their portfolios and check-out appointment with Ayshia. See July for due dates.</p> <p>B. If you are still accruing clinical hours, the following is required: Submit to CPSY Office: <input type="checkbox"/> Semester Hours Summary Log Upload to TaskStream: <input type="checkbox"/> Goals/Signature Page from Externship <input type="checkbox"/> Supervisee Evaluation from Externship Due on Sales Force (Link to be sent out by the Placement Office): <input type="checkbox"/> Supervisor Evaluation for Externship Evaluation Complete through the link provided by L&C GSEC <input type="checkbox"/> Course Evaluation for MCFT 582</p> <p>To graduate, students must complete their portfolios and check-out appointment with Ayshia. See July for due dates.</p>
June/July/Aug 2021	<p>As your clinical training experience comes to a close, Submit to CPSY Office: <input type="checkbox"/> Semester Hours Summary Log Upload to TaskStream: <input type="checkbox"/> Goals/Signature Page from Externship <input type="checkbox"/> Supervisee Evaluation from Externship Due on Sales Force (Link to be sent out by the Placement Office): <input type="checkbox"/> Supervisor Evaluation for Externship Evaluation Complete through the link provided by L&C GSEC <input type="checkbox"/> Course Evaluation for MCFT 582</p> <p>To graduate, students must complete their portfolios and check-out appointment with Ayshia. See July for due dates.</p>