2021-2022 MCFT Clinical Paperwork Timeline

Summer 2021	
August 7, 2021	Due for review and signatures from LC Supervisor: ☐ Goals/Signatures Page from Internship ☐ Goals/Signatures Page from Externship ☐ Supervisee Evaluation from LC CCC Internship ☐ Supervisee Evaluation from Externship ☐ Semester Hours Summary Log Complete electronically using link sent to your email each semester end: ☐ Supervisor Evaluation for Externship Supervisor ☐ Supervisor Evaluation for Internship Supervisor
August 20, 2021	Submit to CTSP Office: ☐ Semester Summary Log Upload to TaskStream ☐ Goals/Signatures form from Internship ☐ Goals/Signatures form from Externship ☐ Supervisee Evaluation from LC CCC Internship ☐ Supervisee Evaluation from Externship Complete through the link provided by GSEC Assessment office ☐ Course Evaluation for MCFT 582
August 24, 2021	Grades due in WebAdvisor; ***If all the paperwork is not turned in, this will result in an Incomplete.***
Fall 2021	
December 3, 2020	Due for review and signatures from LC Supervisor: ☐ Goals/Signatures Page from Internship ☐ Goals/Signatures Page from Externship ☐ Supervisee Evaluation from LC CCC Internship ☐ Supervisee Evaluation from Externship ☐ Semester Hours Summary Log Complete electronically using link sent to your email each semester end: ☐ Supervisor Evaluation for Externship Supervisor ☐ Supervisor Evaluation for Internship Supervisor
December 17, 2020	Submit to CTSP Office: ☐ Semester Summary Log Upload to TaskStream

	☐ Goals/Signatures form from Internship ☐ Goals/Signatures form from Externship ☐ Supervisee Evaluation from LC CCC Internship ☐ Supervisee Evaluation from Externship Complete through the link provided by GSEC Assessment office ☐ Course Evaluation for MCFT 582
December 22, 2020	Grades due in WebAdvisor; ***If all the paperwork is not turned in, this will result in an Incomplete.***

2021-2022 MCFT Clinical Paperwork Timeline

Spring 2022	
April 15, 2022	Due for review and signatures from LC Supervisor: ☐ Goals/Signatures Page from Internship ☐ Goals/Signatures Page from Externship ☐ Supervisee Evaluation from Externship ☐ Supervisee Evaluation from LC CCC Internship ☐ Semester Hours Summary Log Complete electronically using link sent to your email each semester end: ☐ Supervisor Evaluation for Externship Supervisor ☐ Supervisor Evaluation for Internship Supervisor
April 29, 2022	Submit to CTSP Office: ☐ Semester Summary Log Upload to TaskStream ☐ Goals/Signatures form from Internship ☐ Goals/Signatures form from Externship ☐ Supervisee Evaluation from LC CCC Internship ☐ Supervisee Evaluation from Externship Complete through the link provided by GSEC Assessment office ☐ Course Evaluation for MCFT 582
May 4, 2021	Grades due in WebAdvisor; ***If all the paperwork is not turned in, this will result in an Incomplete.***
Summer 2022 – Graduation (*Dates may change due to academic calendar schedule*)	
May 2022	If the program clinical hours requirement has been met at the end of Spring semester and the student will not do any additional clinical work in Summer term, no further documentation is needed. Complete through the link provided by GSEC Assessment Office ☐ Course Evaluation for MCFT 582 To graduate, students must complete their portfolios and check-out with Ayshia. See July for due dates.
June 2022	**As your clinical training experience comes to a close,** Submit to CTSP Office: ☐ Semester Hours Summary Log Upload to TaskStream:

2021-2022 MCFT Clinical Paperwork Timeline

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☐ Goals/Signature form from Externship
☐ Supervisee Evaluation from Externship

Complete electronically using link sent to your email each semester end:
☐ Supervisor Evaluation for Externship Evaluation

Complete through the link provided by GSEC Assessment Office
☐ Course Evaluation for MCFT 582

To graduate, students must complete their portfolios and check-out with Ayshia. See July for due dates.
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<td>July 2022</td>
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For students who intend to qualify for the July degree posting date, they must complete their portfolios and check-out with Ayshia no later than July
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<td>August 2022</td>
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Submit to CTSP Office:
☐ Semester Hours Summary Log

Upload to TaskStream:
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Complete through the link provided by GSEC Assessment office
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