

2022-2023 MCFT Clinical Paperwork Timeline

Spring 2022	
April, 15, 2022	<p>Due to the CTSP Placement Office: (Salesforce)</p> <ul style="list-style-type: none"> Signed internship and externship agreements <p>Upload to Taskstream:</p> <ul style="list-style-type: none"> Externship placement contracts Proof of AAMFT Membership and Liability Insurance
Summer 2022	
August 5, 2022	<p>Due for review and signatures from LC Supervisor:</p> <ul style="list-style-type: none"> Goals/Signatures Page from Internship Goals/Signatures Page from Externship Supervisee Evaluation from LC CCC Internship Supervisee Evaluation from Externship Semester Hours Summary Log <p>Complete electronically using link sent to your email each semester end:</p> <ul style="list-style-type: none"> Supervisor Evaluation for Externship Supervisor Supervisor Evaluation for Internship Supervisor
August 19, 2022	<p>Submit to CTSP Office:</p> <ul style="list-style-type: none"> Semester Summary Log <p>Upload to TaskStream:</p> <ul style="list-style-type: none"> Goals/Signatures form from Internship Goals/Signatures form from Externship Supervisee Evaluation from LC CCC Internship Supervisee Evaluation from Externship <p>Complete through the link provided by GSEC Assessment office:</p> <ul style="list-style-type: none"> Course Evaluation for MCFT 582
August 23, 2022	<p>Grades due in WebAdvisor; <i>If all the paperwork is not turned in, this will result in an Incomplete.</i></p>
Fall 2022	
December 2, 2022	<p>Due for review and signatures from LC Supervisor:</p> <ul style="list-style-type: none"> Goals/Signatures Page from Internship Goals/Signatures Page from Externship Supervisee Evaluation from LC CCC Internship Supervisee Evaluation from Externship Semester Hours Summary Log <p>Complete electronically using link sent to your email each semester end:</p> <ul style="list-style-type: none"> Supervisor Evaluation for Externship Supervisor Supervisor Evaluation for Internship Supervisor

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December 16, 2022	<p>Submit to CTSP Office:</p> <ul style="list-style-type: none"> Semester Summary Log <p>Upload to TaskStream:</p> <ul style="list-style-type: none"> Goals/Signatures form from Internship Goals/Signatures form from Externship Supervisee Evaluation from LC CCC Internship Supervisee Evaluation from Externship <p>Complete through the link provided by GSEC Assessment office:</p> <ul style="list-style-type: none"> Course Evaluation for MCFT 582
December 20, 2022	<p>Grades due in WebAdvisor; <i>If all the paperwork is not turned in, this will result in an Incomplete.</i></p>
Spring 2023	
April 14, 2023	<p>Due for review and signatures from LC Supervisor:</p> <ul style="list-style-type: none"> Signatures Page from Internship Signatures Page from Externship Supervisee Evaluation from LC CCC Internship Supervisee Evaluation from Externship Semester Hours Summary Log <p>Complete electronically using link sent to your email each semester end:</p> <ul style="list-style-type: none"> Supervisor Evaluation for Externship Supervisor Supervisor Evaluation for Internship Supervisor
April 28, 2023	<p>Submit to CTSP Office:</p> <ul style="list-style-type: none"> Semester Summary Log <p>Upload to TaskStream:</p> <ul style="list-style-type: none"> Signatures form from Internship Signatures form from Externship Supervisee Evaluation from LC CCC Internship Supervisee Evaluation from Externship <p>Complete through the link provided by GSEC Assessment office: Course Evaluation for MCFT 582</p>
May 2, 2023	<p>Grades due in WebAdvisor; <i>If all the paperwork is not turned in, this will result in an Incomplete.</i></p>

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Summer 2023 – GRADUATION	
May 2023	<p>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 or externship supervision in summer term, no further documentation is needed. Students must have an accurate contract amendment on file with the CTSP Placement office. Moreover, students are still expected to attend MCFT 582 for four meeting times. Students must complete their portfolios in MCFT 591 and check-out with CTSP Office Staff. <u>Even if students are done seeing clients in May, they will not officially graduate from Lewis and Clark until July 2023.</u></p> <p>Complete through the link provided by GSEC Assessment Office:</p> <ul style="list-style-type: none"> • Course Evaluation for MCFT 582 <p>If students see even one client or participate in any externship supervision during the month of May (and beyond), students must complete a supervisor evaluation, receive a copy of a completed externship supervisee evaluation, and submit a final hours log. Students who fall into this category should follow the instructions in the next box.</p>
June – August 2023	<p>Students will have flexibility to end their clinical work at their externship sites with approval from the site supervisor and clinical coordinator and with an amended contract. As your clinical training experience comes to a close...</p> <p>LC Supervisor will:</p> <ul style="list-style-type: none"> • REVIEW Supervisee Evaluation from Externship • SIGN Semester Hours Summary Log <p>Complete electronically using link sent to your email each semester end:</p> <ul style="list-style-type: none"> • Supervisor Evaluation for Externship Supervisor <p>Submit to CTSP Office:</p> <ul style="list-style-type: none"> • Final Semester Summary Log • Any corrected Semester Summary Logs <p>Upload to TaskStream:</p> <ul style="list-style-type: none"> • Supervisee Evaluation from Externship <p>Complete through the link provided by GSEC Assessment office:</p> <ul style="list-style-type: none"> • Course Evaluation for MCFT 582 <p>Complete Professional Development Portfolio requirements (Taskstream) as outlined in MCFT 591</p> <p>Complete MCFT check-out with CTSP Office Staff</p> <ul style="list-style-type: none"> • Graduation Checklist provided to students to confirm check-out readiness • Dates provided closer to graduation
CONGRATULATIONS!	