

## 2023-2024 MCFT Clinical Paperwork Timeline

<b>Spring 2023</b>	
April 14, 2023	<p><b>Due to the CTSP Placement Office:</b> (Via Salesforce)</p> <ul style="list-style-type: none"> <li>• Signed internship and externship agreements</li> </ul> <p><b>Upload to Taskstream:</b></p> <ul style="list-style-type: none"> <li>• Proof of AAMFT Membership and Liability Insurance</li> </ul>
<b>Summer 2023</b>	
July 28, 2023	<p><b>Due for review and signatures from LC Supervisor:</b></p> <ul style="list-style-type: none"> <li>• Goals/Signatures Page from LC CCC Internship</li> <li>• Supervisee Evaluation from LC CCC Internship</li> <li>• Goals/Signatures Page from Externship</li> <li>• Supervisee Evaluation from Externship</li> <li>• Semester Hours Summary Log</li> </ul>
August 18, 2023	<p><b>Upload to TaskStream:</b></p> <p><b><i>Internship I Supervisee Evaluations</i></b></p> <ul style="list-style-type: none"> <li>• Goals/Signatures form from LC CCC Internship</li> <li>• Supervisee Evaluation from LC CCC Internship</li> <li>• Goals/Signatures form from Externship</li> <li>• Supervisee Evaluation from Externship</li> </ul> <p><b><i>Internship I Hours Log</i></b></p> <ul style="list-style-type: none"> <li>• Semester Summary Log</li> </ul> <p><b>Complete electronically using link sent to your email each semester end:</b></p> <ul style="list-style-type: none"> <li>• Supervisor Evaluation for Externship Supervisor</li> <li>• Supervisor Evaluation for Internship Supervisor (*different from course eval)</li> </ul> <p><b>Complete through the link provided by GSEC Assessment office:</b></p> <ul style="list-style-type: none"> <li>• Course Evaluation for MCFT 582</li> </ul>
August 22, 2023	<p>Grades due in WebAdvisor;</p> <p><b><i>If all the paperwork is not turned in, this will result in an Incomplete.</i></b></p>
<b>Fall 2023</b>	
November 24, 2023	<p><b>Due for review and signatures from LC Supervisor:</b></p> <ul style="list-style-type: none"> <li>• Goals/Signatures Page from LC CCC Internship</li> <li>• Supervisee Evaluation from LC CCC Internship</li> <li>• Goals/Signatures Page from Externship</li> <li>• Supervisee Evaluation from Externship</li> <li>• Semester Hours Summary Log</li> </ul>
December 15, 2023	<p><b>Upload to TaskStream:</b></p> <p><b><i>Internship II Supervisee Evaluations</i></b></p> <ul style="list-style-type: none"> <li>• Goals/Signatures form from LC CCC Internship</li> <li>• Supervisee Evaluation from LC CCC Internship</li> <li>• Goals/Signatures form from Externship</li> <li>• Supervisee Evaluation from Externship</li> </ul> <p><b><i>Internship II Hours Log</i></b></p> <ul style="list-style-type: none"> <li>• Semester Summary Log</li> </ul> <p><b>Complete electronically using link sent to your email each semester end:</b></p>

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	<ul style="list-style-type: none"> <li>• Supervisor Evaluation for Externship Supervisor</li> <li>• Supervisor Evaluation for Internship Supervisor (*different from course eval)</li> </ul> <p><b>Complete through the link provided by GSEC Assessment office:</b></p> <ul style="list-style-type: none"> <li>• Course Evaluation for MCFT 582</li> </ul>
December 19, 2023	<p>Grades due in WebAdvisor;  <b><i>If all the paperwork is not turned in, this will result in an Incomplete.</i></b></p>
<b>Spring 2024</b>	
April 5, 2024	<p><b>Due for review and signatures from LC Supervisor:</b></p> <ul style="list-style-type: none"> <li>• Supervisee Evaluation from LC CCC Internship</li> <li>• Supervisee Evaluation from Externship</li> <li>• Semester Hours Summary Log</li> </ul>
April 26, 2024	<p><b>Upload to TaskStream:</b>  <b><i>Internship III Supervisee Evaluations</i></b></p> <ul style="list-style-type: none"> <li>• Supervisee Evaluation from LC CCC Internship</li> <li>• Supervisee Evaluation from Externship</li> </ul> <p><b><i>Internship III Hours Log</i></b></p> <ul style="list-style-type: none"> <li>• Semester Summary Log</li> </ul> <p><b>Complete electronically using link sent to your email each semester end:</b></p> <ul style="list-style-type: none"> <li>• Supervisor Evaluation for Externship Supervisor</li> <li>• Supervisor Evaluation for Internship Supervisor (*different from course eval)</li> </ul> <p><b>Complete through the link provided by GSEC Assessment office:</b>            Course Evaluation for MCFT 582</p>
April 30, 2024	<p>Grades due in WebAdvisor;  <b><i>If all the paperwork is not turned in, this will result in an Incomplete.</i></b></p>
<b>Summer 2024 – GRADUATION</b>	
May 2024	<p>If the program clinical hours requirement has been met at the end of Spring semester and the student <b>will not do any</b> additional clinical work or externship supervision in summer term, <b>students still need to complete a final hours log and submit to Taskstream.</b> Final hours logs need to be signed by the site supervisor and the L&amp;C 582 instructor for summer. Students not participating in clinical work at externship during the summer do not need to complete supervisor evaluations for summer semester. Students must have an accurate contract amendment on file with the CTSP Placement office. Moreover, <b>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, their degrees will not post (meaning, students will not officially graduate from Lewis and Clark) until July 2023.</u></b></p> <p><b>Complete through the link provided by GSEC Assessment Office:</b></p> <ul style="list-style-type: none"> <li>• Course Evaluation for MCFT 582</li> </ul> <p>If students <b>see even one client</b> or <b>participate in any</b> 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. <b>Students who fall into this category should follow the instructions in the next box.</b></p>

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June – August 2024	<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><b>LC Supervisor will:</b></p> <ul style="list-style-type: none"><li>• <b>REVIEW</b> Supervisee Evaluation from Externship</li><li>• <b>SIGN</b> Semester Hours Summary Log</li></ul> <p><b>Complete electronically using link sent to your email each semester end:</b></p> <ul style="list-style-type: none"><li>• Supervisor Evaluation for Externship Supervisor</li></ul> <p><b>Upload to TaskStream:</b></p> <p><b><i>Internship IV Evaluation</i></b></p> <ul style="list-style-type: none"><li>• Supervisee Evaluation from Externship</li></ul> <p><b><i>Internship IV Hours Log</i></b></p> <ul style="list-style-type: none"><li>• Final Semester Summary Log</li></ul> <p>Students must also upload any corrected Semester Summary Logs to their appropriate columns in Taskstream.</p> <p><b>Complete through the link provided by GSEC Assessment office:</b></p> <ul style="list-style-type: none"><li>• Course Evaluation for MCFT 582</li></ul> <p><b>Complete Professional Development Portfolio requirements (Taskstream) as outlined in MCFT 591</b></p> <p><b>Complete MCFT check-out with CTSP Office Staff</b></p> <ul style="list-style-type: none"><li>• Graduation Checklist provided to students to confirm check-out readiness</li><li>• Dates provided closer to graduation</li></ul>
<b>CONGRATULATIONS!</b>	