

# MCFT Clinical Training Paperwork



## PRE-CLINICAL PAPERWORK

AAMFT Membership  
CPH Liability Insurance  
Internship Contract  
Externship Contract

Evaluation links will go out to students and supervisors during week 10 or 11 of the term.

Students should be scheduling meetings with their supervisors to discuss evaluations and obtain signatures 2-4 weeks before the end of each term.

## INTERNSHIP I (SUMMER TERM)

### Paperwork Due in Taskstream:

- 1) Hours logs (May - July)
- 2) Supervisee Evaluation & Goals Sheet (Externship)
- 3) Supervisee Evaluation & Goals Sheet (Internship)

### Paperwork Due via Electronic Survey:

- 1) Supervisor Evaluation (Externship)
- 2) Supervisor Evaluation (Internship)
- 3) Course Evaluation (582 Instructor)

\*Submit all paperwork before the last day of summer term to receive a grade in MCFT 582.

## INTERNSHIP II (FALL TERM)

### Paperwork Due in Taskstream:

- 1) Hours logs (August - November)
- 2) Supervisee Evaluation & Goals Sheet (Externship)
- 3) Supervisee Evaluation & Goals Sheet (Internship)

### Paperwork Due via Electronic Survey:

- 1) Supervisor Evaluation (Externship)
- 2) Supervisor Evaluation (Internship)
- 3) Course Evaluation (582 Instructor)

\*Submit all paperwork before the last day of fall term to receive a grade in MCFT 582.

## INTERNSHIP III (SPRING TERM)

### Paperwork Due in Taskstream:

- 1) Hours logs (December - March)
- 2) Supervisee Evaluation (Externship)
- 3) Supervisee Evaluation (Internship)

### Paperwork Due via Electronic Survey:

- 1) Supervisor Evaluation (Externship)
- 2) Supervisor Evaluation (Internship)
- 3) Course Evaluation (582 Instructor)

\*Submit all paperwork before the last day of spring term to receive a grade in MCFT 582.

## INTERNSHIP IV (SUMMER TERM)

### Paperwork Due in Taskstream:

- 1) Hours logs (April - Last day at externship)
- 2) Supervisee Evaluation (Externship)

### Paperwork Due via Electronic Survey:

- 1) Supervisor Evaluation (Externship)
- 2) Course Evaluation (582 Instructor)

\*Submit all paperwork and meet with the CTSP Dept. Office before the last day summer term to receive a grade in MCFT 582 and be approved for degree posting.

*Paperwork timeline will vary for students who are considered "off track".*