

Department of Counseling
Traineeship Forms and Submission Timeline Checklist 2023-24

Forms and links are available on DOC website under the “forms” section: https://counseling.sfsu.edu/practicum-and-internship and on Teams/Practicum & Internship/Department Forms/Files		
Form	Due Date	Notes
1. Traineeship Placement Agreement	2 nd week of Fall Semester Due: 9/1/2023	DocuSign form requires signatures: Student, Site Supervisor, Internship/Practicum Instructor, & Internship Coordinator
2. Proof of Malpractice Liability Insurance	2 nd week of Fall Semester Due: 9/1/2023	(1) Report Insurance Policy number on Traineeship Agreement and (2) Email Proof of Liability Insurance to course instructor (PDF or JPG. Insurance company information, policy number, & your name MUST be visible).
3. Safety Review & Waiver (2 PDFs)	2 nd week of Fall Semester Due: 9/1/2023	There are two PDFs available on the website and Teams. (1) Release of Liability -- student signs and submits to instructor. (2) Clinical Placement -- site supervisor signs, & student submits to instructor.
4. Telehealth Agreement	2 nd week of Fall Semester Due: 9/1/2023	Only used when performing telehealth; submit to course instructor whenever necessary.
5. Hours Logs (Specialization & Emphasis)	2 weeks before the last day of instruction in each semester Fall due: 11/27/2023 Spring due: 5/3/2024	DocuSign form requires signatures: Site Supervisor, Student, Course Instructor, & Internship Coordinator.
6. School Specialization Hours Categories Log	2 weeks before the last day of instruction in each semester Fall due: 11/27/2023 Spring due: 5/3/2024	DocuSign form requires signatures: Site Supervisor, Student, Course Instructor, & Internship Coordinator.
7. Student Evaluation of Internship Site	2 weeks before the last day of instruction in each semester Fall due: 11/27/2023 Spring due: 5/3/2024	DOC will post survey link on Teams (and send out email to instructors and students) approximately one month prior to due date at the end of each semester. Fall = 11/1/2023 Spring = 4/5/2023
8. Supervisor Evaluation of Trainee	2 weeks before the last day of instruction in each semester Fall due: 11/27/2023 Spring due: 5/3/2024	DOC will send email and post link to instructors approximately one month prior to due date at the end of each semester. Fall = 11/1/2023 Spring = 4/5/2023
9. Internship Mutual Commitment Form	1 week after committing to future internship site	DocuSign form requires signatures: Student, Site Representative, Internship Coordinator, & Advisor. To be used before the beginning of the Fall semester as soon as you have secured your internship. After 8/1/2023, use Traineeship Placement Agreement (top).
2023-24 Academic Year begins on August 21, 2023 and ends on May 31, 2024 . Fall 2023: Last day of class is December 8, 2023. The semester ends on December 27, 2023. Winter Break: 12/28/2023 to 1/26/2024		

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Spring 2024: Last day of class is May 17, 2024. The semester ends on May 31, 2024.