

Department of Counseling: Traineeship Forms and Submission Timeline Checklist 2024-25

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 unless otherwise specified in the “Notes” section.		
Form	Due Date	Notes
1. Traineeship Placement Agreement	2 nd week of Fall Semester Due: 9/6/2024	<p>DocuSign form requires signatures from: Student, Site Supervisor, Internship/Practicum Instructor, & Internship Coordinator.</p> <p>https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=7c681339-18da-4372-a191-7133ced55cb0&env=na3&acct=223bf8e1-bc14-478b-8607-15b5be78981f&v=2</p> <p>Students will receive a copy once all parties have signed and should save for their records.</p> <p>Failure to submit your Traineeship Agreement by the designated due date may result in your suspension from your placement site until the situation is resolved.</p>
2. Proof of Malpractice Liability Insurance	2 nd week of Fall Semester Due: 9/6/2024	<p>(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) Course Instructor will upload to student’s Box folder.</p> <p>Failure to submit your Traineeship Agreement by the designated due date may result in your suspension from your placement site until the situation is resolved.</p>
3. SFSU Student Liability Waiver	2 nd week of Fall Semester Due: 9/6/2024	<p>DocuSign form that requires signatures: Student and Course Instructor.</p> <p>Student Liability Waiver will be sent to all students’ SFSU email addresses that are registered in practicum & internship classes.</p> <p>Once signed, you will receive a copy and the Internship Team will upload a copy to your student Box folder.</p> <p>Failure to submit your Traineeship Agreement by the designated due date may result in your suspension from your placement site until the situation is resolved.</p>

4. Telehealth Agreement	2 nd week of Fall Semester Due: 9/6/2024	The Telehealth agreement is ONLY used when you are engaged in telehealth with clients. https://powerforms.docusign.net/a2d9c210-3092-47e5-8857-f7c6803193d8?env=na3&acct=223bf8e1-bc14-478b-8607-15b5be78981f&accountId=223bf8e1-bc14-478b-8607-15b5be78981f The student and their Site Supervisor will need to complete the Telehealth Agreement and sign it. Once the Internship Coordinator signs, all parties will receive a copy and the Internship Team will upload a copy to your student Box folder.
5. Hours Logs (Specialization & Emphasis)	2 weeks before the last day of instruction in each semester Fall due: 12/6/2024 Spring due: 5/2/2025	Two parts: <u>Part 1</u> is a PDF available on Teams New Hours Logs PDFs and <u>Part 2</u> is a DocuSign form that requires signatures from: Student, Site Supervisor, Course Instructor, & Internship Coordinator. Hours Logs PDFs are available 8/1 & DocuSign will be sent to your SFSU email address 3 weeks prior the end of each semester & are due 1 week prior to your last class.
6. School Specialization & Emphasis Counseling Logs (2)	2 weeks before the last day of instruction in each semester Fall due: 12/6/2024 Spring due: 5/2/2025	DocuSign forms that requires signatures from: Site Supervisor, Student, & Course Instructor. <ol style="list-style-type: none"> 1. School Counseling Practicum & Fieldwork Log (705 ONLY) 2. School Counseling Fieldwork Log (736, 850, 890, 891) Students will receive a copy once all parties have signed and should save for their records. Any questions about these forms and how to complete them, should be directed to your course instructor or the School Specialization Coordinator.
7. Student Evaluation of Internship Site	2 weeks before the last day of instruction in each semester Fall due: 12/6/2024 Spring due: 5/2/2025	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 = 11/1/2024 Spring = 4/1/2025 The results will be shared anonymously with other students and faculty.

8. Supervisor Evaluation of Trainee	2 weeks before the last day of instruction in each semester Fall due: 12/6/2024 Spring due: 5/2/2025	DOC will send email and post link to instructors approximately one month prior to due date at the end of each semester. Fall = 11/1/2024 Spring = 4/1/2025 This is a course requirement for your grade. The DoC Internship Team has nothing to do with this form or the data within it. Please direct any questions to your course instructor or counsel@sfsu.edu
9. Internship Offer Letter	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, use Traineeship Placement Agreement (top).
<p>2024-25 Academic Year begins on August 26, 2024 and ends on May 30, 2025. Fall 2024: Last day of class is December 13, 2024. The semester ends on December 30, 2024. Winter Break: 12/31/2024 to 1/26/2025 Spring 2024: Last day of class is May 16, 2025. The semester ends on May 30, 2025.</p>		