# Department of Counseling

## Traineeship Forms and Submission Timeline Checklist

Forms and links are available on DOC website: [https://counseling.sfsu.edu/content/forms](https://counseling.sfsu.edu/content/forms)

Please complete and submit all forms online

<table>
<thead>
<tr>
<th>Form</th>
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</table>
| 1. Traineeship Placement Agreement                        | 2nd week of Fall Semester | Due: **9/2/2022**  
DocuSign form requires signatures: Student, Site Supervisor, Internship/Practicum Instructor, & Internship Coordinator  
(1) **Proof of Malpractice Liability Insurance**  
Due: **9/2/2022**  
(1) Report Insurance Policy number on Traineeship Agreement and  
(2) Email (PDF or JPG) Proof of Liability Insurance (The insurance company information, policy number, and your name MUST be visible) to course instructor.  
3. Safety Review & Waiver                                 | 2nd week of Fall Semester | Due: **9/2/2022**  
There are two PDFs available on the website.  
(1) Release of Liability... the student signs and submits to instructor.  
(2) Clinical Placement...the site supervisor signs, and the student submits to instructor.  
4. Telehealth Agreement                                    | 2nd week of Fall Semester | Due: **9/2/2022**  
Only used when performing telehealth; submit to course instructor.  
5. Hours Logs (Specialization & Emphasis)                  | 2 weeks before the last day of instruction in each semester | DocuSign form requires signatures: Site Supervisor, Student, Course Instructor, & Internship Coordinator.  
6. Student Evaluation of Internship Site                  | 2 weeks before the last day of instruction in each semester | DOC will send survey link to students.  
7. Supervisor Evaluation of Trainee                        | 2 weeks before the last day of instruction in each semester | DOC will send survey link to supervisors of record.  
8. Group Work Verification Form                            | As soon as completed; before graduation. | Requires signatures: Site Supervisor, Student, & Course Instructor  
9. Commitment with Future Internship Site                  | 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. After the Fall semester starts, use Traineeship Placement Agreement below.  

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2022-23 Academic Year begins on **August 22, 2022** and ends on **June 2, 2023**.

Fall 2022: Last day of class is December 9, 2022. The semester ends on December 28, 2022.

Spring 2023: Last day of class is May 19, 2023. The semester ends on June 2, 2023.