**School Counseling P&I Log**

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| **Name** |  | | **Student G #** | |  |
| **Address** |  | | | | |
| **GMU Email** |  | **Phone** | |  | |

**Instructions to Student:** This form will be used to keep track of your required P&I paperwork. Fill in the required information and turn this form in along with your Application. The Clinical Practice Specialist will indicate receipt of your documents below.

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| **Date Received** | **Practicum Item Due** | **Due Date (Fall / Spring Prac Start)** | **Item to be Submitted by Student to:** |
|  | Appointment with faculty advisor to discuss P&I plans and application | One semester prior to submitting online initial Prac application | Faculty Advisor |
|  |  |  |  |
|  | Online initial Application (Prac) & Supporting Documents (Unofficial Mason Transcript, Completed C&D Program Planning Sheet, Resume, Goals Statement, Negative Skin/PPD TB test results valid through Prac & Intern, Proof of First Aid/CPR/AED Requirement and P&I Checklist) | February 15 / September 15 | Clinical Practice Specialist |
|  | Copy of Liability Insurance (valid through Prac and Intern I/II) | First day of Prac | Prac University Supervisor |
|  | Practicum/Internship Supervision Agreement (for Prac) & On-Site Supervisor’s Resume/CV | Three weeks after start of Prac | Prac University Supervisor |
|  | Prac Final Log of Hours | One week after last Prac class | Prac University Supervisor |
|  | Prac Final Evaluation by On-Site Supervisor | Last day of Prac class | Prac University Supervisor |
|  | Site Feedback Form (Prac) (print out of online survey) | Last day of Prac class | Prac University Supervisor |
| **Date Received** | **Internship I Item Due** | **Due Date (Fall / Spring Intern I Start)** | **Item to be Submitted by Student to:** |
|  | Online Application (Intern I) & Supporting Documents (Updated Unofficial Mason Transcript, Updated Program Planning Sheet, Updated Resume, and Updated Goals Statement) | February 15 / September 15 | Clinical Practice Specialist |
|  | Practicum/Internship Supervision Agreement (for Intern I) & On-Site Supervisor’s Resume/CV | Three weeks after start of Intern I | Intern I University Supervisor |
|  | Intern I Final Log of Hours | One week after last Intern I class | Intern I University Supervisor |
|  | Intern I Final Evaluation by On-Site Supervisor | Last day of Intern I class | Intern I University Supervisor |
|  | Site Feedback Form (Intern I) (print out of online survey) | Last day of Intern I class | Intern I University Supervisor |
| **Date Received** | **Internship II Item Due** | **Due Date (Fall / Spring Intern II Start)** | **Item to be Submitted by Student to:** |
|  | Online Application (Intern II) & Supporting Documents (Updated Unofficial Mason Transcript, Updated Program Planning Sheet, Updated Resume, and Updated Goals Statement) | February 15 / September 15 | Clinical Practice Specialist |
|  | Practicum/Internship Supervision Agreement (for Intern II) & On-Site Supervisor’s Resume/CV | Three weeks after start of Intern II | Intern II University Supervisor |
|  | Intern II Final Log of Hours | One week after last Intern II class | Intern II University Supervisor |
|  | Intern II Final Evaluation by On-Site Supervisor | Last day of Intern II class | Intern II University Supervisor |
|  | Site Feedback Form (Intern II) (print out of online survey) | Last day of Intern II class | Intern II University Supervisor |