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**Paperwork Checklist**

2nd Year – Final Internship

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| **Week** | **Dates** | **Paperwork** | **CC to CE** |
| 1 Start  |  | [ ]  Contract [ ]  Peer Coaching Contract (when applicable)[ ]  PHF – 1st year Winter [ ]  PHF – Spring Practicum[ ]  PHF – Fall [ ]  PHF – Winter | [ ]  Contract [ ]  Peer Coaching Contract [ ]  PHFs |
| 1 End |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| 2 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| 3 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| 4 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| 5 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| 6 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
|  |  | [ ]  Mid-term Evaluation | [ ]  Midterm Evaluation |
| 7 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| 8 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| 9 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| 10 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| 11 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| 12 |  | [ ]  Feedback[ ]  Summary | [ ]  Feedback |
| (13) |  | [ ]  Feedback (optional)[ ]  Summary[ ]  Final Evaluation[ ]  PHF[ ]  Hours Form[ ]  Total Hours Form in Excel (whole program) [ ]  CE and Site Evaluation (one per CE) | [ ]  Feedback (optional)[ ]  Final Evaluation[ ]  PHF[ ]  Hours Form |

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| [ ]  Total Hours Form is verified and approved[ ]  Request Form is completed and sent 2 weeks prior to the completion of the Internship  |

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| It is highly recommended that a Thank You card and a gift be given to every CE at the end of the practicum. Feedback Forms are optional the weeks of the midterm and final evaluations. If they are not completed, you are required to send an email to the practicum.scsd@mcgill.ca account indicating this. |