****[](http://www.google.ca/url?sa=i&rct=j&q=&source=images&cd=&cad=rja&docid=EiwZvlg6crEgGM&tbnid=PlXv20kFvz4mtM:&ved=0CAUQjRw&url=http://thenonconformer.wordpress.com/2009/12/02/even-many-doctors-are-mainly-selfish-self-centered-want-to-get-rich-fast-too/mcgill-logo-2/&ei=auu5UcToN5Pk4APMkoH4DQ&bvm=bv.47883778,d.dmg&psig=AFQjCNGDvi8yC9JOkuX_FlrVeB1idFr2Rw&ust=1371225312028287)

**Paperwork Checklist**

2nd Year – Final Internship

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

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

|  |
| --- |
| 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](mailto:practicum.scsd@mcgill.ca) account indicating this. |