

SUBSTANCE ABUSE – DAAC 2366

ORIENTATION CLASS

January 22, 2009

FORMS CHECKLIST

Student Copy

Spring, 2009

Please check each form you receive	<u>Date Due</u>
<input type="checkbox"/> 1. Orientation Forms Checklist Receipt	_____
<input type="checkbox"/> 2. Orientation Forms Checklist	_____
<input type="checkbox"/> 3. Syllabus	_____
<input type="checkbox"/> 4. Clinical Learning Objectives	_____
<input type="checkbox"/> 5. Student Application (must be Notarized)	_____
<input type="checkbox"/> 6. Professional Liability Insurance Enrollment Form	_____
<input type="checkbox"/> 7. Code of Ethics Statement	_____
<input type="checkbox"/> 8. Placement Contract	_____
<input type="checkbox"/> 9. Student Application (DCCCD Internship/Practicum Cooperative Education)	_____
<input type="checkbox"/> 10. Training Station Agreement (DCCCD Internship/Practicum Cooperative Education)	_____
<input type="checkbox"/> 11. Counselor Intern Self Evaluation – (completed by Student --two (2) required)	_____
<input type="checkbox"/> 12. Site Visit	_____
<input type="checkbox"/> 13. Service Learning Packet (Enrollment Application and Time Sheet)	_____
<input type="checkbox"/> 14. Weekly Supervision (completed by Supervisor)	_____
<input type="checkbox"/> 15. Weekly Journal (completed by Student)	_____
<input type="checkbox"/> 16. Time Sheet (KSA-12 Core Functions Record) Completed Weekly	_____
<input type="checkbox"/> 17. Seminar Reports (10 hours required)	_____
<input type="checkbox"/> 18. (Part A) Evaluation Form-Learning Objectives (DCCCD Internship/Practicum Cooperative Education)	_____
<input type="checkbox"/> 19. (Part B) Evaluation Form-Basic Workplace Skills/Attributes (DCCCD Internship/Practicum Cooperative Education) To be Completed by Supervisor	_____
<input type="checkbox"/> 20. Recommended Practicum Sites List	_____
<input type="checkbox"/> 21. Pool of Questions	_____
<input type="checkbox"/> 22. TCADA Packet – LCDC Testing Information	_____

*** Please Note: Forms specified by instructor must be returned on or before dates stated. Also, it is imperative that forms are signed and dated by all parties--failure to do so will result in a grade reduction.**