

## CLINIC TIME TABLE SPRING 2008

**ALL REPORTS ARE TO BE TURNED IN TO YOUR SUPERVISOR OR THE LOCKBOX IN THE CLINIC OFFICE. Clinicians who submit reports after the due date may have up to 5 therapy hours deducted from their final hour sheet.**

January 24<sup>th</sup>

Clinic schedule posted in the Workroom  
Resource Room opens for the semester

Week of  
January 28<sup>th</sup>

It is the student's responsibility to meet with his/her respective supervisor once or twice depending upon experience and case, during this week (prior to the first therapy session) to discuss his/her client. Sign-up sheets will be posted on the supervisor's office door or bulletin board outside the clinic secretary's office. Review your client's file before meeting with your supervisor.

February 4<sup>th</sup>

Therapy begins

Week of  
February 11<sup>th</sup>

Therapy Plan (first draft) is due to your supervisor.  
(This is the graded copy.)

Final Therapy Plan is due, printed and signed by the supervisor.  
**DUE DATE: February 28<sup>th</sup> by 7:00 pm**

Week of  
March 3<sup>rd</sup>

Mid-semester conference (required) will be held between you and your supervisor during this week. This will give you both the opportunity to sit down and discuss your clinical skills and the progress/situation of each of your clients.

Week of  
March 3<sup>rd</sup>

Parent/Client Conferences regarding Therapy Plan.

Week of  
March 17<sup>th</sup>

Spring Break -- Resource Room and Workroom closed

Week of  
April 7<sup>th</sup>

Progress Report (first draft) is due to the supervisor on your therapy day. (This is the graded copy.)

Week of  
April 14<sup>th</sup>

Final week of Clinic

Week of  
April 21<sup>st</sup>

Make-up sessions

April 24<sup>th</sup>

**Finalized copy of your Progress Report is due by 7:00 pm**  
***Two (2) copies of your final (signed and stapled) Progress Report(s) must be submitted.***

You will be required to schedule a final conference with your supervisor during the final week of classes or when final examinations are being given. You will be required to submit the following:

1. Your **Daily Activity Log Hour Forms**. You will need a separate form for each supervisor.
2. **Three** copies of the on-line green Sheets (Clinical Practicum Summary). You will need a separate set for each supervisor.

**April 30<sup>th</sup>**

**Resource Room closes at 3:00 pm for the semester**

### **SUMMARY**

#### **Therapy Plan**

Therapy begins	February 4 <sup>th</sup>
Rough draft to the supervisor	February 11 <sup>th</sup>
Final copy – printed and signed	February 28 <sup>th</sup>
Mid-semester conferences	March 3 <sup>rd</sup>
Spring Break	March 17 <sup>th</sup>

#### **Progress Report**

Rough draft to the supervisor	April 7 <sup>th</sup>
Final report – printed, signed & stapled ( <b>Submit 2 copies</b> )	April 24 <sup>th</sup>

#### **Therapy Ends For The Semester**

Last therapy day	April 17 <sup>th</sup>
Make up sessions	April 21 <sup>st</sup> – April 24 <sup>th</sup>

Last day of classes:	May 6 <sup>th</sup>
Study Day:	May 7 <sup>th</sup>
Graduation:	May 17 <sup>th</sup>