

ASU-SHC  
 SPRING 2021  
 DATES TO REMEMBER

|         |          |  |
|---------|----------|--|
| January | 12       | First day of classes   |
|         | 13       | First day of Externship for Clinic II Graduates  |
|         | 15       | Paperwork due to Mrs. Pait <ul style="list-style-type: none"> <li>• Emergency Medical Status Form</li> <li>• Proof of TB, CPR, and Liability Insurance, Hep B</li> <li>• Clinic Handbook Signature Page</li> <li>• Be sure that your advisor gets the Substance Abuse, Complaint Policy, and Honor Code</li> </ul>   |
|         | 15       | External Site Agreements due to Mrs. Pait (Externs only)   |
|         | 15       | External Site Supervisor credentials due to Mrs. Pait (Externs only)   |
|         | 19       | <b>ASUSHC Opens-LIPS PROGRAM &amp; ALL OTHER CLIENTS</b>   |
|         | 22       | ASU-SHC <b>CLIENT</b> paperwork due to Mrs. Mary <ul style="list-style-type: none"> <li>• Emergency Medical Status &amp; Patient Info (blue) A-4</li> <li>• Consent Form (pink) C-4</li> <li>• Notice of Privacy Policy (green) C-6</li> <li>• Authorization to Transport (purple) C-8 <b>Only if minor.</b></li> <li>• Publicity Consent (tan) C-5</li> <li>• Consent for Release of Information (yellow) C-3 <b>Only if needed.</b></li> </ul> |
|         | 26 & 28  | First draft of Treatment Plan Summary due to supervisors(This document is due to your supervisor one week following the second session with your client.)  |
|         | 29       | <b>Daily clock hours due to Ms. Mary's office(black tray) (daily sheets and monthly composite). Copies available on the website. (D-3 and D-4)</b>   |
|         | February | 26   |
| 26      |          | Mid-term Self-Reflection papers due to supervisors and forwarded to Ms. Pait by supervisor   |
| March   | 1-5      | Mid-semester grades due to Ms. Pait  |
|         | 1-5      | Mid-semester supervisory conference  |
|         | 22-26    | ASUSHC Closed for Spring Break (Off Campus Clinicians abide by their site's schedule. Some may not observe spring break.)  |
|         | 31       | <b>Daily Clinical Clock Hour Record due to Ms. Mary's office (black Tray)</b>  |
| April   | 9        | First Draft of Treatment Summary due to supervisors  |
|         | 16       | Self-Reflection papers due to supervisors  |
|         | 22       | <b>Last day of clinic at ASUSHC</b>  |
|         | 23       | <b>Undergrad clock hours due to Ms. Mary's office(black tray)</b>  |
|         | 30       | <b>Graduate clock hours due to Ms. Mary's office(black tray)</b>   |
|         | 26-30    | Supervisory conferences  |
| May     | 30       | Final grades due to Ms. Pait   |
|         | 3-7      | Final exams  |
|         | 8        | Commencement   |