# Fall 2019 – COUC 698 & 699 Mentor LiveText Schedule

# NOTE: Assessments & approvals that are highlighted below are assigned to you, the mentor.

| Dates | Assessments |
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| Week 1 – First Quarter 8/19 – 8/25 | * Please familiarize yourself with LiveText and review the LiveText Manual **thoroughly.** |
| Week 2 – First Quarter 8/26 – 9/1 |  |
| Week 3 – First Quarter 9/2 – 9/8 |  |
| Week 4 – First Quarter 9/9 – 9/15 | * **1st Quarter Supervisor Evaluation** – due on 9/15 * Students are due to log all of their first quarter hours into the LiveText Time Log by 9/15 – **please review and approve all valid entries** |
| Week 5 – Second Quarter 9/16 – 9/22 |  |
| Week 6 – Second Quarter 9/23 – 9/29 | * Please complete approving all **VALID** first quarter hours that have been submitted in the LiveText Time Log by 9/29 |
| Week 7 – Second Quarter 9/30 – 10/6 |  |
| Week 8 – Second Quarter 10/7 – 10/13 | * Students should log all of their second quarter hours in the LiveText Time Log by 3/12 – please review and approve all valid entries * **Midterm Summary of Hours Spreadsheet** – due on 10/13 * **Midterm CCS-R** – due on 10/13 |
| Week 9 – Third Quarter 10/14 – 10/20 |  |
| Week 10 – Third Quarter 10/21 – 10/27 | * Please complete approving all **VALID** second quarter hours that have been submitted in the LiveText Time Log by 10/27 |
| Week 11 – Third Quarter 10/28 – 11/3 |  |
| Week 12 – Third Quarter 11/4 – 11/10 | * Students should log all of their third quarter hours in the LiveText Time Log by 11/8 – please review and approve all valid entries * **3rd Quarter Supervisor Evaluation** – due on 11/10 |
| Week 13 – Fourth Quarter 11/11 – 11/17 |  |
| Week 14 – Fourth Quarter 11/18 – 11/24 | * Student Evaluation of Site & Supervisor – due on 11/24 * **Supervisor Evaluation** – due on 11/24 |
| Week 15 – Fourth Quarter 11/25 – 12/1 |  |
| Week 16 – Fourth Quarter 12/2 – 12/8 | * Students should log their fourth and FINAL quarter hours in the LiveText Time Log by 12/6– please review and approve all valid entries |
| Week 17 – Fourth Quarter 12/9 – 12/13 (ends on Friday) | * **Final Counselor Competencies Scale-R (CCS-R)** – due on 12/13 * Please complete approving all **VALID** hours (from all quarters, if applicable) that have been submitted to the LiveText Time Log by 12/13 **Final Summary of Hours Spreadsheet** – due on 12/13 |

**\*Please note that the course syllabus and the Practicum & Internship Manuals are the final authority on what assessments need to be completed – this is a simplified guide. If you have any questions regarding additional assessments, please refer to these documents or reach out to the professor and/or the Practicum & Internship Office.**