# 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 Quarter8/19 – 8/25 | * Please familiarize yourself with LiveText and review the LiveText Manual **thoroughly.**
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| Week 2 – First Quarter8/26 – 9/1 |  |
| Week 3 – First Quarter9/2 – 9/8 |  |
| Week 4 – First Quarter9/9 – 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**
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| Week 5 – Second Quarter9/16 – 9/22 |  |
| Week 6 – Second Quarter9/23 – 9/29 | * Please complete approving all **VALID** first quarter hours that have been submitted in the LiveText Time Log by 9/29
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| Week 7 – Second Quarter9/30 – 10/6 |  |
| Week 8 – Second Quarter10/7 – 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
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| Week 9 – Third Quarter10/14 – 10/20 |  |
| Week 10 – Third Quarter10/21 – 10/27 | * Please complete approving all **VALID** second quarter hours that have been submitted in the LiveText Time Log by 10/27
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| Week 11 – Third Quarter10/28 – 11/3 |  |
| Week 12 – Third Quarter11/4 – 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
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| Week 13 – Fourth Quarter11/11 – 11/17 |  |
| Week 14 – Fourth Quarter11/18 – 11/24 | * Student Evaluation of Site & Supervisor – due on 11/24
* **Supervisor Evaluation** – due on 11/24
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| Week 15 – Fourth Quarter11/25 – 12/1 |  |
| Week 16 – Fourth Quarter12/2 – 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
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| Week 17 – Fourth Quarter12/9 – 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
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 **\*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.**