# Fall 2019 – COUC 698 & 699 Student LiveText Schedule

| Dates | Assessments |
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| Week 1 – First Quarter8/19 – 8/25 | * Please familiarize yourself with LiveText and review the LiveText Manual **thoroughly.**
* Ethics/Assessment Quiz – due on 8/25
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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 | * First Quarter Supervisor Evaluation – due on 9/15
* Log your **FIRST QUARTER** internship hours into the LiveText Time Log (in a quarterly style, by category) by 9/15
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| Week 5 – Second Quarter9/16 – 9/22 |  |
| Week 6 – Second Quarter9/23 – 9/29 | * Please confirm that your site supervisor (mentor) has approved all of your **FIRST QUARTER** entries in the LiveText Time Log
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| Week 7 – Second Quarter9/30 – 10/6 |  |
| Week 8 – Second Quarter10/7 – 10/13 | * Log your **SECOND QUARTER** internship hours into the LiveText Time Log (in a quarterly style, by category) by 10/13
* 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 confirm that your site supervisor (mentor) has approved all of your **SECOND QUARTER** entries in the LiveText Time Log
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| Week 11 – Third Quarter10/28 – 11/3 |  |
| Week 12 – Third Quarter11/4 – 11/10 | * Log your **THIRD QUARTER** internship hours into the LiveText Time Log (in a quarterly style, by category) by 11/10
* Third 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 | * Log your **FOURTH QUARTER** internship hours into the LiveText Time Log (in a quarterly style, by category) by 12/8.
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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
* **CONFIRM** that your site supervisor has **APPROVED ALL LOGGED HOURS** in the LiveText Time Log by 12/13.
* Final Summary of Hours Spreadsheet – due on 12/13
* CCS-R Faculty - due on 12/13
* Bi-Weekly/Quarterly Assessment – due on 12/13
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 **\*Please note that your course syllabus and the Practicum & Internship Manuals are the final authority on what assessments you need to complete in order to successfully complete your course. If you have any questions regarding additional assessments, please refer to these documents or reach out to your professor.**