End of Internship Checklist and Feedback

As you are preparing to complete your hours and end your internship with Moving Forward, please make sure you:

* Deactivate any clients who are being discharged (please review the video tutorial on our owl orientation page for guidance on how to deactivate client files
* Upload any transfer/discharge forms to the client file on owl
* Submit the transfer form to Gary for any clients who are being transferred to another counsellor
* Email Haleema when all your clients have been deactivated and transferred and you will no longer be using owl as part of Moving Forward.

**Feedback**

Please share any feedback based on your overall internship experience. Are there things you think worked well? Are there things you think could work better?