

APPOINTMENT OF COUNSELOR INTERN (R03)

The Counselor Intern Series is comprised of three classifications: Post-Masters Counselor Intern, Pre-Doctoral Counselor Intern, and Post-Doctoral Counselor Intern/Fellow.

TO BE COMPLETED BY HIRING DEPARTMENT

Form Completed By :		Phone Number :	
Appointment (as listed in PeopleSoft or on Social Security Card)			
Employee Name:			
Empl ID:	Empl Rec #:	PeopleSoft Position #:	
Department Name:		Department #	Payroll Unit:
Start Date:		End Date:	
Full-Time Base Rate of Pay <i>Monthly Base Rate is the rate that would be paid if the faculty worked a 100% (1.0) Time Base per week.</i>			\$
Time Base of Appointment:		%	Fraction of Appointment:

POSITION: (choose one)

2436: Post-Masters Counselor Intern <i>(As part of meeting post-master's requirements after completing an accredited masters level program in counseling, marriage and family therapy or social work)</i>
2437: Pre-Doctoral Counselor Intern <i>(As part of meeting pre-doctoral requirements for receiving a degree in an accredited doctorate level behavioral sciences, counseling, or specified related academic field, or psychology program)</i>
2338: Post-Doctoral Counselor Intern/Fellow <i>(as part of meeting post-doctoral requirements after receiving a degree in an accredited doctorate level program in behavioral sciences, counseling, or a specific related academic field, or psychological counseling)</i>

DISTRIBUTION OF LABOR COST – Complete if using account other than department operating funds

Account	Fund	Finance Dept.	Project/Grant	Amount to be paid	% of distribution
601803				\$	%
601803				\$	%
601803				\$	%

Program / Class / Comments:

TO BE COMPLETED BY HIRING DEPARTMENT APPROPRIATE ADMINISTRATOR

Print Name:	Date:
Signature:	

TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS AND SUCCESS

Print Name:	Date:
Signature:	

FACULTY AFFAIRS USE ONLY cc: Personnel Action File

Approved and Keyed into PeopleSoft:	Date:
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Submit to: faappointments@sonoma.edu