

STUDENT FILE AUDIT FORM

Name \_\_\_\_\_ Cohort \_\_\_\_\_ Advisor \_\_\_\_\_

**APPLICATION FILE**

Graduate School Application	Transcripts	CV
Program Application	Letters of Recommendation	Correspondence
Purpose Statement	GRE scores	

**ACADEMIC FILE**

**YEAR 1**

**Complete (v)**

Doctoral Program Plan	<input type="checkbox"/>
Oral Ethics Competency rating form	<input type="checkbox"/>
Mid-Year Evaluation	<input type="checkbox"/>
Background Check	<input type="checkbox"/>
Annual Evaluation	<input type="checkbox"/>

**YEAR 2**

**Complete (v)**

Adult prac proof of liability insurance	<input type="checkbox"/>
Adult prac hours term & year summaries	<input type="checkbox"/>
Adult prac term evaluations from supervisor (Fall & Win)	<input type="checkbox"/>
Final evaluation from supervisor (Spr)	<input type="checkbox"/>
Theoretical Orientation I Competency rating form & paper	<input type="checkbox"/>
Clinical Competency I rating form & paper	<input type="checkbox"/>
Clinical Competency III rating form & paper*	<input type="checkbox"/>
SAP/ Thesis Topic approval form signed	<input type="checkbox"/>
Annual Evaluation	<input type="checkbox"/>

**\*Completed when student takes Psych Ax class**

**YEAR 3**

**Complete (v)**

Child/family prac hours term & year summary	<input type="checkbox"/>
Child/family prac mid-year evaluation from supervisor	<input type="checkbox"/>
Child/family prac final evaluation from supervisor	<input type="checkbox"/>
Clinical Competency II rating form & paper	<input type="checkbox"/>
Clinical Competency III rating form & paper*	<input type="checkbox"/>
Completed SAP/ Thesis paper & approval form signed	<input type="checkbox"/>
Master's program plan**	<input type="checkbox"/>
Annual Evaluation	<input type="checkbox"/>
Externship contract for each site	<input type="checkbox"/>
Externship hours log & supervisor eval for each term	<input type="checkbox"/>

**\*Completed when student takes Psych Ax class**

**\*\*Completed only if earning a MS**

#### YEAR 4

#### Complete (v)

- Scientific Aspects of Beh Competency rating form & paper
- Research Design/ Stats Competency rating form & paper
- Diversity Multicultural Competency I rating form & paper
- Advance to candidacy paperwork\*
- Annual Evaluation
- Dissertation Memorandum to Committee
- Externship contract for each site
- Externship hours log & supervisor evaluation for each term
- \*Completed after passing summer competencies**

#### BEFORE LEAVING CAMPUS FOR INTERNSHIP

#### Complete (v)

- Dissertation proposal defense signature page
- Grad School research clearance form
- Internship offer letter
- Teaching Competency
- Theoretical Orientation II Competency paper
- Diversity Multicultural Competency II paper