

Doctoral Requirements—Student File Audit Form

revised 10/31/08

Name _____ Cohort _____ Advisor _____

BASIC APPLICATION MATERIAL

BACKGROUND CHECK

Required for Practicum

LIABILITY INSURANCE

Required for Practicum & Externship

ANNUAL EVALUATIONS

1st Mid-Year Year _____

1st Year Year _____

2nd Year Year _____

3rd Year Year _____

4th Year Year _____

5th Year Year _____

6th Year Year _____

7th Year Year _____

APPROVE DOC. PROGRAM PLAN

By end of 1st yr.

APPROVE MASTERS PROG. PLAN

Only req'd if earning M.S.

COMPREHENSIVE EXAMS

Complete prior advancemt, dissert proposal, internship

Pass Oral Ethics Comps Date _____

By end of ethics course, Spring 1st / 2nd yr

Pass Specialty Area Comps Date _____

Prior to advancemt & written, Spring 3rd yr

Pass Written Comps Date _____

No earlier than end of 3rd yr

ADVANCE TO CANDIDACY

Advance to Candidacy Date _____

Prior to defend dissert proposal

(Must apply two weeks after passing comps)

PROPOSE DISSERTATION

Establish Dissertation Committee Date _____

One term prior to defend proposal

Defend Dissertation Proposal Date _____

By Nov. 1st of yr applying for intern

**before doc. research begins:

GS Research Clearance form

TEACHING COMPETENCY Date _____

Complete before leaving campus

PRACTICUM (complete prior to applying for intern)

Adult

SITE LOCATION _____

- Supervisor signed hour logs
- Self-evaluation
- Mid-year Evaluation from Supervisor
- Final Evaluation from Supervisor

Child/Family

SITE LOCATION (if not CFC) _____

- Supervisor signed hour logs
- Mid-year Evaluation from Supervisor
- Final Evaluation from Supervisor

Externship Agreement

- Supervisor signed hour logs DATE _____
- Evaluation from Supervisor SITE _____

***Additional externships can be documented below*

INTERNSHIP DOCUMENTS

Must be Doc Cand & defended proposal

Site _____

- Site selection announcement
- Evaluation, mid-year
- Evaluation, final

ORAL DEFENSE OF DISSERTATION

Defense Date & Time _____ Place _____

Defend 1 quarter before leaving for intern or anytime during intern yr

- Notification of Completion

Externship Agreement

- Supervisor signed hour logs DATE _____
- Evaluation from Supervisor SITE _____

Externship Agreement

- Supervisor signed hour logs DATE _____
- Evaluation from Supervisor SITE _____