Illinois State University

Graduate Programs in School Psychology

**Academic Professional Development Information**

**Due April 1**

Doctoral trainees must also complete and submit the following documents to the Graduate Programs Office:

* Apprentice/Thesis/Dissertation Progress Report;
* Updated curriculum vita; and
* A copy of your unofficial transcript (see MyIllinoisState.edu).

The information requested below is intended to facilitate self-reflection and program advisement, and provide a formative assessment of your progress in the doctoral program. Do not leave any section blank. If the section is not applicable, insert “NA.”

Trainee:       Academic Year:

Admitted to Doctoral Program:       (year) Current Date:

**For First Year Trainees:** Provide information prior to admission to the doctoral program.

Undergraduate Institution:

Cumulative GPA:       Last 60 Hours GPA:

Undergraduate Degree:       Graduation (month/year):

Major:

GRE Scores: Verbal:       Quantitative:       Writing:

**For Continuing Trainees:**

Internship Site:

Street Address:

City, State:

Supervisor’s Name and Title:

Starting Date:       Ending Date:

Internship APA-accredited:  Yes  No  NA Funded:  Yes  No

Internship is not accredited:  Yes  No  NA Funded:  Yes  No

List all professional affiliations for the current year:

**For All Trainees—Information for the Current Academic Year**

Financial aid received for the current year:

Graduate Assistantship monthly salary: $       Total hours per week:

GA Starting Date:

GA Ending Date:

Tuition Waiver (total value for fall and spring semesters): $

During the past 12 months (or since entering the program if you are a first-year trainee) have you held any employment outside the department (excluding your graduate assistantship)?

No  Yes

If yes, identify your employer, business address, and hours worked per week.

Employer:

Address:

Total hours per week:

Dates of employment:

Did you discuss this employment with your program advisor prior to accepting the job?

No  Yes

Provide the following information based on this academic year. Use NA, if not applicable.

1. Program requirements (courses, apprenticeship/thesis, internship, psychosocial and/or psychoeducational practicum, advanced practicum, dissertation, etc.):

1. Conference presentations (identify which program requirement(s) were met in relative to each presentation, e.g., apprenticeship, master thesis, PSY 590, other); provide citation in APA format and include date, organization, and city/state:

3. Publications (identify which program requirement(s) were met relative to each publication, e.g., apprenticeship, master thesis, PSY 590, other); provide publication citation in APA format:

4. Activities related to service (first year practicum or other practica such as tutoring, facilitating student/parent groups, FBA, consulting, volunteer work, etc.);

5. Teaching responsibilities (e.g., in-service presented, college classes taught, parent educational workshops, presentations in classes, etc.):

6. Scholarship or research (e.g., collecting data for apprenticeship/thesis, conducting literature review for dissertation, other data collection, etc.):

7. Training opportunities attended beyond courses (include workshops, in-service experiences, conventions, etc.):

8. Courses with “Incomplete” grades and your plan to remove the Incomplete:

9. Awards received:

10. Have you consulted with your Program Advisor about the Doctoral Degree Audit Worksheet?  No  Yes; if yes, has your Worksheet been approved?

No  Yes on       (date)

11. What are your goals and objectives for the next academic year?

12. Are you involved in the part-time delivery of professional services on or off campus, which includes all practica or professional experience (PSY 498) placements, but excludes internship placements (PSY 598)?  Yes  No

13. **The following information pertains to practicum placements:**

Indicate the number of clock hours for the information below. A 45-50-minute client/patient hour may be counted as one practicum hour. Count only hours received during supervised academic training or those which were program-sanctioned training experiences up until the end of your program’s current academic year.

**If you are completing an internship, enter “NA” instead of a number.**

a. Intervention and Assessment Hours:

Identify the number of clock hours for the current academic year—estimate summer hours. Report actual clock hours in direct service to clients/patients—time spent gathering information about the client/patient but not in the actual presence of the client/patient.

b. Support Hours:

Identify the number of clock hours for the current academic year—estimate summer hours. This includes time on activities spent outside the counseling/therapy hour while still focused on the client/patient (e.g., chart review, writing process notes, consulting with other professionals about cases, video/audio tape review, time spent planning interventions, assessment interpretation and report writing, etc.), and hours spent at a practicum setting in didactic training (e.g., grand rounds, seminars).

c. Supervision Hours:

Identify the number of clock hours for the current academic year—estimate summer hours. Supervision is divided into one-to-one, group (should be actual hours of group focus on specific cases), and peer supervision/consultation. Hours are defined as regularly scheduled, face-to-face individual supervision with specific intent of overseeing the psychological services rendered by the trainee.

Signature

Doctoral Trainee Date

In lieu of my signature, this form was

Submitted to the Graduate Programs Office

on       (date).