



Assessment and Planning (A&P) Conference Form
For Students in Continuing Project Only
Informational Only – For Qualtrics Survey

Review of Academic Year 2018 to 2019

Due May 17 for June 2019 graduates and June 21, 2019 for all others

A. PARTICIPANTS

1. Date of Conference

2. Name of Student

3. Name of Advisor

4. Additional Participants (optional)

B. Qualitative Comments

Comment on the student's performance in the program with emphasis on plans for the completion of the Doctoral Project (*ex: what is their timeline for completing the Doctoral Project, what additional supports are needed?*)

Other relevant comments:

C. PROGRESS TOWARD COMPLETING DEGREE REQUIREMENTS

The Competencies Summary tracks and documents a student’s demonstration of competencies. The data for the competency ranking comes from course evaluations, supervisor evaluations, and any other relevant data regarding the student’s performance and professional behavior. The student must have a score of 2 or higher for each competency or a remediation plan is required. The final determination of the rating is made by the Advisor.

If competencies are not met at the appropriate level for the student’s year in the program, the issues should be clearly stated in the A&P summary and a remediation plan provided. The student cannot progress to the next year without successful completion of the remedial plan recommendations documented.

Using the Competency Scale below, the Advisor should fill out the **COMPETENCY SUMMARY CHART**.

Competency is not met at expected level for year in program; remedial plan required	Competency is met at expected level for year in program	Competency is met at a level above expectation for year in program
1	2	3

COMPETENCY SUMMARY CHART

COMPETENCY	2018-19
<p>4. Professional values and Attitudes</p> <ul style="list-style-type: none"> • behave in ways that reflect the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning, and concern for the welfare of others. 	
<ul style="list-style-type: none"> • engage in self-reflection regarding one’s personal and professional functioning; engage in activities to maintain and improve performance, well-being, and professional effectiveness. 	

<ul style="list-style-type: none"> actively seek and demonstrate openness and responsiveness to feedback and supervision. 	
<ul style="list-style-type: none"> respond professionally in increasingly complex situations with a greater degree of independence as they progress across levels of training. 	
<p>5. Communication and interpersonal skills</p> <ul style="list-style-type: none"> develop and maintain effective relationships with a wide range of individuals, including colleagues, communities, organizations, supervisors, supervisees, and those receiving professional services. 	
<ul style="list-style-type: none"> produce and comprehend oral, nonverbal, and written communications that are informative and well-integrated; demonstrate a thorough grasp of professional language and concepts. 	
<ul style="list-style-type: none"> demonstrate effective interpersonal skills and the ability to manage difficult communication well. 	

D. PROGRESS TOWARDS DEGREE

- Based on previous assessments, the Advisor must check one of the following and add comments as needed. Please use the back of this form if necessary.

PLEASE NOTE: If the rating is b or c, it is the **Advisor's** responsibility to notify Eileen O'Donnell. Filling out this A&P form does not satisfy this responsibility.

- _____ a. Progress is satisfactory for this phase of the program toward meeting degree requirements. It is recommended that the student continue the program.

- _____ b. There is doubt about progress, but the student should continue the program with the following conditions:

- _____ c. This student has not made satisfactory progress and the recommendation is dismissal or leave of absence for the following reasons:

Required Survey

 I have completed the required survey on (add link) on _____ (date)

Initials

