



**Assessment and Planning (A&P) Conference Form
For First through Fourth Year Students**
Informational only – for Qualtrics survey

Review of Academic Year 2018 to 2019

Due June 21, 2019

A. CONFERENCE PARTICIPANTS

- 1. Date of Conference _____
- 2. Name of Student _____
- 3. Name of Advisor _____
- 4. Current Field Supervisor & Field Site _____
- 5. Next Year’s Supervisor/Representative & Field Site (NOT NEEDED FOR STUDENTS IN YEAR 4 AND ABOVE) _____
- 6. WJC Student Representative (optional) _____

B. PROGRESS TOWARD COMPLETING DEGREE REQUIREMENTS

The Competencies Summary tracks and documents a student’s demonstration of the profession wide 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.

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 expectations for year in program
1	2	3

COMPETENCY SUMMARY CHART

COMPETENCY	YEAR 1	YEAR 2	YEAR 3
<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. 			

C. Qualitative comments

1. Knowledge – Academic

Please comment on the student’s academic performance this year.



WILLIAM JAMES
COLLEGE

Clinical Psychology

Areas of Strength:

Areas requiring further attention and plans for development:

2. Skills – Clinical

Please comment on the student's clinical skills this year relative to previous experience and level of training.

Areas of Strength:

–

Areas requiring further attention and plans for development:



3. Attitude – Professional Behavior

Please comment on the student's professional attitude and conduct and relationships with students, faculty, staff, and field placement supervisors this year.

Areas of Strength:

Areas requiring attention and plans for development:

Please note any difficulties that have arisen this year (e.g., action by the Chair of the Clinical Psy.D. Program and/or interim A&P Conferences that were held) and state how these issues have been resolved:

D. PROGRESS TOWARDS DEGREE



1. 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:

Professional Development Portfolio

(The Professional Development Portfolio Form must be submitted to Eileen O'Donnell)

points acquired 2018-19 academic year

cumulative points

Required Survey

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

Time2Track

- I have reviewed the student's time2track data.
- The student will meet the required hours by the end of placement
- 640 hours for Clinical Practicum I (FP630/635)
- 800 hours for Clinical Practicum II (FP750/755)
- 960 hours for Advanced Clinical Practicum I (FP830/835)
- N/A student not in field this past year