### PhD Program Director Counselling Psychology cc: Academic Advisor



Educational and Counselling Psychology Counselling Psychology Program

PhD and MA (Project) Student Annual Report

**Name:**

**Level (e.g., PhD2):**

**Year Reported:**

**Supervisor(s):**

COURSES COMPLETED THIS YEAR1

Course No. Course Name Grade

COMPETENCE 1: ***Interpersonal Relationships***

*Please indicate development during the past year in the areas of self-knowledge, knowledge of* professional relationships, professional communications skills, and handling of difficult interactions. Discuss any rating of ***unsatisfactory*** *on the* **Interim Assessment of Student Progress** *mid-semester* evaluation and indicate progress in the areas identified.

Satisfactory development in ***Interpersonal Relationships***2: YES NO

COMPETENCE 2: ***Evaluation***

*Please indicate your development during the past in the domain of evaluation. Include courses in which* evaluation was addressed, and information on assessments completed in practicum or internship.

### Satisfactory development in ***Evaluation***: YES NO

COMPETENCE 3: ***Intervention MA Project***

1. EDPC 625/EDPC 626 *Please indicate if you have completed these courses this year and the number of hours supervised intervention completed.*

## *PhD*

### PRACTICUM (EDPC 782)

1 In addition to listing the courses completed this year in this section, you many reference courses that are relevant to the development of a competency in other sections.

2 Not every competency will be relevant in each year of a student’s program. A competency is rated unsatisfactory only when expected progress in that year (e.g. achievement of goals, maintaining ethical and professional conduct) in that year is not made. When a competency is rated as unsatisfactory, a letter from the supervisor indicating a plan for addressing the deficit must be attached. The letter must indicate specific actions for improvement with at timeline and the consequences of failing to take those actions. Letters must be submitted and co-signed by the Director of Training.

*If you have not yet applied for a practicum, please indicate the year in which you will apply.*

*If you have applied for a practicum this year, please indicate the following:*

### Sites to which you have applied:

Sites to which you were invited for an interview: Sites that offered you a placement:

Site selected:

*If you complete your practicum this year, please attach a copy of the site supervisor’s evaluation.*

### INTERNSHIP (EDPC 795)

*If you have not yet applied for internship, please indicate the year in which you will apply.*

*If you have applied for an internship this year, please indicate the following:*

### Site(s) to which you have applied:

Site(s) to which you were invited for an interview: Site(s) that offered you a placement:

Site selected:

Is it funded (Y/N):

Is it APPIC accredited (Y/N): Is it APA accredited (Y/N): Is it CPA accredited (Y/N):

Does it conform to CDSPP guidelines (Y/N): Will you hold 2 Half-Year Internships (Y/N): Will it be Full or Part-Time:

*If you completed your internship this year, please attach a copy of your site supervisor’s* evaluation.

### ISSUES OF DIVERSITY

*Please indicate any seminars given or attended, job talks, workshops, conference presentations, course* work, or clinical work related to development in diversity.

Satisfactory development in ***Intervention*:** YES NO

COMPETENCE 4: ***Research***

### RESEARCH SKILL DEVELOPMENT

*Describe any research projects on which you have been involved this year. Indicate the person(s) with* whom you collaborated, your contribution to the project and the skills that you developed.

### CONFERENCES

*List conference presentations given and conference proposals currently under review. Use APA format.*

### MANUSCRIPTS/PUBLICATIONS

*List manuscripts to which you have contributed. Use APA format to indicate in preparation, in press, or* published.

1. AWARDS/FELLOWSHIPS RECEIVED *(prizes, fellowships, travel grants etc.)*

### Award Name Agency Dates Amount

1. COMPREHENSIVE EXAMS *Please highlight one of the following*:

### Completed prior to this year:

Completed this year (indicate the date of completion): Will be completed (indicate year):

1. DISSERTATION PROPOSAL

*If you have not passed your colloquium, please describe progress on your dissertation proposal during* the past year.

*If you successfully completed your colloquium this year, please indicate the following:*

### Proposed dissertation title: Date of defense:

Names of committee members:

1. DISSERTATION

*If you have completed your colloquium, please indicate the progress on your dissertation relative to the* following:

### Ethics approval:

Data collection:

Data analysis and interpretation:

Chapter or manuscripts in progress or completed:

Satisfactory development in ***Research***: YES NO

COMPETENCE 5: ***Ethics and Professional Conduct***

1. *Discuss any rating of* ***unsatisfactory*** *on the* **Interim Assessment of Student Progress** *mid- semester evaluation in the area of professional conduct r and indicate progress in this area.*
2. *Indicate progress in attaining ethical approval for research projects.*
3. *Indicate ratings on practicum or internship evaluations related to ethical conduct.*

Satisfactory development in ***Ethics and Professional Conduct*:** YES NO

COMPETENCE 6: ***Consultation***

### Please indicate any courses taken (e.g. EDPC 720) or consultation projects in which you participated this year.

Satisfactory development in ***Consultation:*** YES NO

COMPETENCE 7: ***Supervision***

### Please indicate any courses taken (e.g. EDPC 780) or supervision done in practicum or internship settings this year.

Satisfactory development in ***Supervision:*** YES NO

## *OTHER PROFESSIONAL DEVELOPMENT*

### TEACHING

*Please include courses taught, teaching assistantships, or workshops given. Include supporting* documentation such as course syllabi or teaching evaluations.

### PROFESSIONAL AFFILIATIONS

*Please indicate the professional or research organizations/societies of which you are a member and any* offices you hold in those organizations.

### SERVICE TO THE UNIVERSITY

*List and describe your role on any university, faculty, department, or program committees on which you* have served. Include administrative contributions on research teams or labs.

### SERVICE TO THE PROFESSION

*List and describe your role in any professional organization. Indicate participation in organization of* conferences or seminars, or assisting in manuscript reviewing.

# GOALS AND OBJECTIVES

### PREVIOUS GOALS

*Cut and paste the goals from your last annual report in this section.*

### PROGRESS RELATIVE TO GOALS

*Indicate how you have achieved each of the goals from your last annual report in this section.* If a goal is not achieved you must present compelling evidence for the failure to meet it. The issue of what is compelling is at the discretion of the supervisor with appeal to the director of training.

### RATING OF PROGRESS TOWARD GOALS Satisfactory YES NO

1. GOALS FOR THE NEXT ACADEMIC YEAR

*Identify professional, clinical research, and academic goals/objectives for the upcoming year.* Include the following elements for each goal.

### Description of the goal

* 1. Timeline for completion
  2. Competency or competencies addressed in this goal

Satisfactory progress toward ***goals1:*** YES NO

**OVERALL EVALUATION**

STUDENT

I am currently working an average of hours per week outside the program2.

I have prepared this report and, to the best of my knowledge, can state that it is accurate and complete. Student signature: Date:

SUPERVISOR

The progress of this student is satisfactory as indicated by YES responses in the areas of ***Interpersonal Relationships, Evaluation, Intervention, Research, Ethics, Consultation, Supervision, Professional Development and Goal Achievement.*** .

YES NO3

### Supervisor signature: Date

1 Progress toward goals is rated unsatisfactory when a goal is not reached. When students have failed to achieve a goal(s) and believe that extenuating circumstances explain this failure, they should present compelling evidence of the circumstance with the annual report to the supervisor. When goal achievement is rated as unsatisfactory, a letter from the supervisor indicating a plan for addressing the deficit must be attached. The letter must indicate specific actions for improvement and the consequences of failing to take those actions. Letters must be submitted and co-signed by the Director of Training.

2 *Outside the program* is defined as employment that is not within the university (e.g. RA, TA, work is not *outside the program*) and not part of program requirements (e.g. a paid practicum or internship is not *outside the program*). 3 More than one unsatisfactory overall rating in an annual report is grounds for dismissal from the program.