Clinical Psychology Program
Graduate Student Annual Evaluation Report

NOTE: There are several new elements in 2016. Please review and follow the instructions carefully.

Clinical-area Annual Evaluation Reports are due the last Monday of the spring semester of each year. Please submit the required materials electronically to both the GraduateE program Administrative Assistant <Jessica.R.Monokroussos.2@nd.edu> and Director of Clinical Training <la.clark@nd.edu>. Use the following system of Roman numerals and letters to organize your report. Make all relevant entries in APA style. Be sure to head the report AND label all three submitted file(s) with your name, an indication of what the file is (e.g., CV), and the month/year.

I. Research (from first year to the present - report ALL research)
   If you are not the first author, briefly describe your role on the work (e.g., “data collection and editing” OR “wrote the methods section,” etc.)
   A. Publications: Provide a complete citation for ALL publications, including those in press, in chronological order with the most recent first.
      1) Peer-reviewed journal articles
      2) Book chapters
      3) Other (e.g., encyclopedia entries)
   B. Research in progress: List current, ongoing projects and briefly indicate each project’s stage of completion (e.g., data collection, data analysis, under review) and your role on the project if other than first author/principal investigator
   C. Papers and posters presented, accepted, or under review at professional meetings: Provide a complete citation for ALL papers and posters that have been presented, accepted for presentation, or are under review (use “under review” in lieu of date).
   D. Grant-writing: List project title(s), agency/foundation(s), total cost, status (funded or not), and proposed or actual starting and ending dates.

II. Teaching (current academic year and future plans)
   A. Classes: List the fall and spring courses for which you were the TA or instructor of record; for TA positions, list supervising instructor.
   B. Teaching plan: Please indicate whether you plan to have a TA-ship next year, and indicate course preferences, if any. Otherwise, indicate expected funding source.

Faculty are required to submit TA evaluation forms, so please meet with your supervising instructor to discuss your TA experience prior to the last day of class. Also, please discuss any notable positive or negative aspects of your TA experience with your advisor prior to the evaluation meeting (typically Thursday morning of the last week of class).

III. Service and professional activities (current academic year only)
   A. Departmental: List all departmental committees and service activities.
   B. University and community: List all University and community service activities
C. **National:** List all activities (e.g., membership/activity in professional organizations; manuscript reviews [indicate role: e.g., independent, lead reviewer, assisted advisor]).

**IV. Practica (current academic year and future plans)**

A. List fall and spring site(s) and name(s) of supervisor(s).
B. Complete all evaluation form(s) and submit them to the Graduate-program Admin. Asst.
C. Indicate practicum or internship plans for next year.

**V. Other**

A. List the last major program requirement (e.g., FYP, MA thesis, etc.) you completed and the date completed
B. List your next program requirement (e.g., thesis defense), current state of progress, and expected completion date.
C. Attach a copy of your updated vita with the date it was last updated clearly indicated.
D. Attach a copy of your current transcript (unofficial copies are OK) indicating as follows which courses fulfill clinical-area (CA), departmental (D), and core-area (APA) requirements.
E. 3rd year and up students only: List all course requirements that you have not yet completed and when you expect to take each remaining course. Do not include clinical training (e.g., practica).