

## Handbook Review and Advisor checklist

### Early on...

\_\_\_ Discussed membership in Division 17 of the APA, APA, APS and other professional organizations and the benefits of joining various professional organizations.

\_\_\_ Confirmed that Handbook has been read and questions addressed.

\_\_\_ Confirmed completion of Florida state residency process.

\_\_\_ Reviewed and approved the composition of the Supervisory Committee with consultation from the Graduate Secretary and in accord with department and graduate school regulations. A valid and current Supervisory Committee Appointment Form must be filed with the Graduate School and the Graduate Coordinator no later than the end of your second semester in the Program and before completing 12 or more credits (Master's committee if pursuing Master's degree option; Doctoral committee if pursuing the Master's Equivalency option).

\_\_\_ Explained the procedures for transferring up to 30 graduate credits from another university, procedures for exempting courses and substituting courses, and procedures for committee review and approval of prior master's research project if applicable.

### Master's requirement...

\_\_\_ Discussed the options of doing a Master's thesis or Master's Equivalence

\_\_\_ Explained that each student identifies a Master's topic by the end of the first semester, defends proposal by the end of the first year, and completes the project by the end of the second year (or sooner than these deadlines).

### Qualifying exam...

\_\_\_ Reminded student of requirements to be completed before sitting for the Doctoral Qualifying Exam (DQE) including successfully completing the master's requirement, completing counseling psychology core requirements, holding a Planned Program of Study meeting with the students' Doctoral committee, and applying for the DQE.

\_\_\_ Discussed the content of the Doctoral Qualifying Exam (DQE) and how the student will be evaluated by the doctoral committee and by faculty graders.

### Internship...

\_\_\_ Supported student during the internship application process by writing a letter of recommendation, providing feedback regarding personal essays, and giving advice about internship sites.

\_\_\_ Reviewed appropriate credit registration during internship year and semester of graduation.

\_\_\_ Reviewed costs of tuition and fees during internship year, including out-of-state rates for international students.

## Ongoing...

\_\_\_ Consult with and obtain advisor approval of course registration each semester.

\_\_\_ Discussed and reviewed on an ongoing basis a planned program of studies for getting through the Program in five years.

\_\_\_ Discussed the importance of being involved in research other than master's and dissertation research.

\_\_\_ Encouraged ongoing completion of the Student Annual Activities Report (SAAR) and required submission of it to by April 5th of each year. The call for completing this form will be distributed by the area/training director each Spring semester.

\_\_\_ Completed the Counseling Psychology Student Progress Report Form (including the narrative portion of this form) that is to be completed at the end of the spring semester, reviewed its narrative comments (evaluation feedback) with the advisee, and made sure that the advisee reads and signs it, and that the signed form is placed in the student's file.

\_\_\_ Encouraged ongoing recording of practicum information for internship applications and end of semester evaluation of practicums (see Handbook for details).

\_\_\_ Discussed advanced practicum opportunities in the community and encouraged attendance to the Counseling Psychology Advanced Practicum Fair.

\_\_\_ Encouraged use of the many student support services and activities that are listed in the student support section of the Student Handbook.

\_\_\_ Discussed required attendance at the Psychology Department Graduate Instructor Training for all first-time Graduate Instructors (Students who have completed the Master's requirement are eligible to serve as Graduate Instructors).

## Supervision Guide for Counseling Psychology Program Faculty Who Are Supervising a Graduate Student Instructor (GI)

A Program Faculty Member who supervises a GI does the following:

1. Signs GI contract at beginning of semester.
2. Assists the GI, as needed, with the selection and acquisition of a textbook for the course being taught.
3. Assists the GI, as needed, in obtaining sample syllabi for the course being taught.
4. Determines whether direct observation of the GI teaching is warranted and, if so, coordinates the class visitation/observation with the GI.
5. Answers the GI's questions about teaching and provides tips and constructive feedback that might assist the GI in becoming a more effective teacher.
6. Submits GI evaluation at the end of the semester.