

FOLLOW-UP ATTACHMENT TO E.4, #3: MILESTONE CHECKLIST

GSAPP YEARLY MILESTONE CHECKLIST

In education, there is a relation between what you put into it and what you get out of it.

We hope this document is useful, and a necessary quality for usefulness is accuracy. Therefore, if you see any inaccuracies, if something is unclear, or if you have an update due to departmental or GSAPP changes, please submit that information to the Coordinator of Student Services so that this document can be modified.

1st Year

- **Required:** Register for spring semester. On-line registration usually begins first week of November, but stay alert for possible changes in the date. Also, currently GSAPP does not participate in the phone registration system. The registration materials give the registration and payment deadlines. If you have a fellowship or assistantship, be sure to get the proper paperwork from the Dean's administrative assistant before paying your term bill.
- **Required:** Complete a contract for your practicum placement.
- **Highly Recommended:** Read the Student Handbook, early and often, *found at the GSAPP website <https://gsapp.rutgers.edu/current-students/student-handbook-policies-and-procedures>* It contains key information on requirements, and consequently you are referred there often in this checklist. Familiarize yourself with the *GSAPP catalog*, which includes the model program of courses one is expected to take each semester. Also, make it a weekly habit to read the *GSAPP Gazette* until you receive your doctorate, since many community announcements are disseminated via this newsletter.
- **Highly Recommended:** Each semester, make contact with faculty advisor (email, drop by or call to set up an appointment). You might discuss how you are settling in and how your courses (and practica, if applicable) are going. School students may meet these needs through their supervision groups.
- If applicable, register for summer session, usually in March. The Gazette will provide information on when registration is imminent.
- **Required:** Register for fall of Year 2, usually in March. It may help to have completed any pending course waivers that might affect registration.
- ^{C,S}Practicum fair for next year occurs in early February, *found online at <https://gsapp.rutgers.edu/current-students/student-handbook-policies-and-procedures>* School students wishing to take a second concurrent practicum should plan to attend.

IMPORTANT: Please **review** checklist for **all years prior to the current year** to ensure that all milestones are met.

The following special topics are listed in-depth at the end of this document: oral comps, dissertation, internship, and graduation/post degree.

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Students interested in NYC clinical practica need to be aware that they may have earlier application deadlines (e.g., Nov., rather than Feb.) so you may need to contact them individually.

- ___ Keep copies of all your syllabi since licensing boards may request to see the syllabi. Similarly, develop a system for recording all client contact hours, including client demographics, types of cases (e.g., child, family), indirect hours (paperwork), and supervision hours (and supervisor). Make sure to update your info each semester. Time2Track is used to log and track hours.. Don't rely solely on your computer's hard drive--keep a backup file on disk and/or make periodic printouts.
- ___ Develop a filing/storage system for your course notes and readings. You will need these materials again when you study for comps and for licensure. You may also need them again when you are working on your dissertation. Consider these issues when you are deciding whether or not to keep books purchased for courses.
- ___ Each January and June, go on-line to determine that grades are accurate, that incompletes have been removed (remember, it is *your* responsibility to obtain a "change of grade" form and fill out your information [name, id number, course number and semester] and submit it to the course instructor), and that you are signed up for the correct courses.
- ___ Be aware that grades of C or lower cannot be counted toward graduation credit. Grades of C may require remediation (which may include re-taking the course)
- ___ If you hope to waive any courses, determine the specific process for the course(s) involved, then complete a waiver form and assemble required documentation (e.g., previous syllabi). If a waiver exam is required, budget time to study and take the waiver exam.
- ___ Familiarize yourself with the GSAPP policy on probation and dismissal.
- ___ ^{c,s} If you wish to change advisors and have identified another faculty member who agrees to accept you as an advisee, then submit your request to the department administrator.
- ___ **Highly Recommended:** Students from all programs may find it helpful to attend a clinic orientation that occurs in October or November. Look for the dates in the *Gazette*.

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2nd Year

- **Required:** Complete your program proposal by the end of spring semester. Allow time for it to circulate through all parties (maybe a month). Any deviation from the "model" program published in the GSAPP catalog may require discussion with your advisor prior to its approval. Remember an approved program proposal protects you from changes in course requirements for program completion. You may not register for comps until an approved program proposal is on file.

- **Highly Recommended:** Make contact with your advisor (email, drop by, or call to set up an appointment). Potential topics to discuss include: how you are doing, how your courses are going, problems with program proposal, choosing electives, choosing dissertation committee or general dissertation progress, practicum placement for this year, courses to take before comps, navigating through graduate school, etc. Remember, School students may meet these needs through group supervision.

- ^c **Highly Recommended:** Identify a faculty member who will agree to chair your dissertation (*see guidelines om Student Handbook*). In collaboration with your dissertation chair, develop your dissertation proposal and select a 2nd member of your dissertation committee (and give the Student Services Coordinator the dissertation committee form, signed by the Dissertation Committee Chair, PRIOR to signing up for dissertation credit with that person. This will officially form your committee). See GSAPP website for a copy of the form to file. Be aware that faculty vary in their views regarding dissertations so that early consultation is important.

- General Comps are usually taken the summer (sometime in July) of one's second year. Plan adequate study time. Your department administrator (or advisor, depending on your department) must sign a form indicating you have completed all necessary courses, have an approved program proposal on file, and don't have any incompletes, authorizing you to take the comps.

- Practicum fair for next year occurs in early Feb. All students are welcome to attend. Students interested in NYC clinical practica need to know that they may have earlier application deadlines (e.g., Nov.) so you may need to contact them individually.

- Register for summer session and/or fall of Year 3, usually in March. The Gazette will provide information. Course waivers that might affect registration should be completed.

- ^c Clinical Comps typically taken summer of 2nd year, usually the week after the General Comps. Remember, you may not register for comps until you have an approved program proposal.

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- ^cIf you plan on applying for internships during your 3rd year, you will need to have an approved dissertation proposal by Oct. 15 of your 3rd year. Consequently it is **highly recommended** that you have a completed draft of your dissertation proposal by March of your 2nd year.

3rd Year

- **Highly Recommended:** Make contact with your advisor (email, drop by, or call to set up an appointment). Potential topics to consider discussing include: letting him/her know how you are doing, how your courses are going, problems remaining with program proposal, choosing electives, choosing dissertation committee or general dissertation progress, practicum placement for this year, etc. As you are likely to have completed at least the general comp exams, if interested, you could share thoughts/feelings about the process, and/or after results are known, could discuss comps performance.
- By this time you should have begun the dissertation process and identified a faculty member willing to chair the dissertation. It may help to take one of the dissertation classes offered, however that is not a substitute for identifying a chair. Faculty vary in what they require in terms of a proposal and the degree to which they wish to collaborate with you on the development of a researchable idea, so it is important to consult early in the process. Be aware that it is **highly recommended** that students complete the dissertation prior to beginning an internship.
- ^cIf you have successfully completed both general and clinical comps, or all the general comps and the first question of clinical comps, you may obtain your Psy.M. and paperwork must be completed and returned to Coordinator of Student Services.
- ^cIf you plan on applying for internships during your 3rd year, you will need to have an approved dissertation proposal by Oct. 15 of your 3rd year. Consequently it is **highly recommended** that you have a completed draft of your dissertation proposal by March of your 2nd year.
- ^cJanuary begin planning for oral comp exam any time after completing general comps. Oral comps just be passed on or before June 1st of the year you are applying for internship.
- Practicum fair for next year occurs in early February. All students are welcome to attend.
- You should begin planning for summer courses, summer practicum opportunities, or other research/job opportunities. It may be helpful to discuss your plans with your advisor who may have suggestions to facilitate this process.

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- ^{AC, S} You are encouraged to inform your advisor regarding where you are in the internship process.
- ^{AC, S} If you are about to leave for internship in the fall and you are close with your advisor, you may wish to begin the transition process for this relationship or think about how to stay in touch and keep advisor informed of your progress.
- ^SYou may be preparing for internship. However, all students are strongly encouraged to complete their dissertations prior to embarking on internship.
- ^SFile for NJ certification as a School Psychologist after you pass your school comps.
- ^SAfter successful completion of three years of coursework as indicated in the "model" program, eligibility for NJ School Psychologist certificate, and successful completion of the General Comprehensive Exam, students may complete paperwork for the Psy.M. degree and submit it to the Coordinator of Student Services.
- **Required:** Keep reading the Gazette to keep apprised of any relevant changes, news, or approaching deadlines, even when off-site or on internship.

4th Year and Beyond

- **Highly Recommended:** Make contact with your advisor/dissertation chair (email, drop by, or call to set up an appointment). Potential topics to consider discussing include: letting him/her know how you are doing, how any remaining courses are going, additional electives, dissertation progress, practicum placement for this year, etc.
- Prepare for the internship process. Depending upon the kind of internship placement you hope to arrange, you may need to start exploring possible options, completing applications, making personal contacts, etc. School students may wish to consider applying for APA approved "clinical" internships, as some of these have a "child" focus. Be aware that applying for or arranging for an internship may be extremely time- consuming and consume time originally set aside for completing the dissertation. If you apply for APA approved clinical internships, you will be notified of your placement/match (or non-match and entry into the clearinghouse) on "match-day" in February. You are encouraged to keep your advisor apprised. All students are encouraged to complete their dissertations prior to leaving for internship.
- ^C Begin to organize oral comp exam, if not already completed.

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- ___ **Highly Recommended:** If you haven't completed your dissertation, make contact with your dissertation chair and discuss any barriers to completion. Develop a timeline for completion.
- ___ **Required:** Keep reading the Gazette to keep apprised of any relevant changes, news, or approaching deadlines, even when off-site or on internship.

Special Topics

Oral Comps (AFTER the general comps, and BEFORE the dissertation defense)

- ___ **Required:** Determine your topic or case. Feel free to discuss experiences with advisor to help choose an appropriate topic or case.
- ___ **Required:** Two faculty must serve on your committee (a signed form is required)
- ___ **Required:** A written document is due two weeks before the exam
- ___ **Required:** A signed form to show completion of the oral exam is necessary. See student handbook for committee member constraints for each program and specification on the length and content of the written document. ^C If you have completed your dissertation prior to internship, you may do orals after.

Dissertation (**Highly Recommended** that you allow at least two years)

- ___ **Highly recommended:** Start writing your dissertation proposal at least a year before you need to have it approved. Proposals typically go through many revisions. Allot another year for data collection, write up, final defense and corrections. Ongoing dialogue with your advisor, the instructors of the dissertation seminars, and **as soon as possible**, with your dissertation chair can be helpful. Participation in the dissertation seminars is no substitute for working with your dissertation chair. The instructors of the seminars cannot guarantee what your chair will accept.
- ___ **Required:** IRB Test (HSCT) must be passed prior to collecting any data from human subjects. It is highly recommended that you take this test your first year and to keep a copy of your completion certificate. Documentation of passing the test is currently required for completion of Advanced Statistics and Research Design. The test covers material available on-line.
- ___ **Required:** Committee Form signed by 2 committee members with topic agreed must be given to Student Coordinator of Services. Give a copy to your committee members and department administrator. It is **highly recommended** to meet this requirement before doing any dissertation work.
- ___ **Required:** Students must continuously register for at least three credits until they graduate. If you are taking courses or on internship, those credits fulfill the obligation. Summer registration for dissertation credits only required if students use faculty time.
- ___ **Required:** The format of the dissertation must conform to the online dissertation manual

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style guide found at http://gsappweb.rutgers.edu/forms/DissManul_StyleGde.pdf. Writing your initial proposal drafts in the correct format will save many tedious hours of correcting format problems. And don't forget to include the reference section in your proposal.

_____ **Required:** IRB approval must be obtained BEFORE data collection and analyses for any research involving human subjects. In order to request IRB approval you must submit a copy of the IRB form, dissertation proposal, and all instruments or interview protocols. The IRB pays special attention to procedures for getting access to participants, how they are treated, what they are exposed to (e.g., upsetting experiences or questions), etc. If a student believes that IRB is not needed for his/her dissertation, it is **highly recommended** that the student check the websites below and speak with his/her dissertation chair to see if others agree with this view. IRB approval may be needed for dissertations that a student may not view as "experiments," (such as when archival data are used) and student views of what constitute "human subjects" may differ from IRB definitions. Requests for IRB approval must be submitted by the 12th of each month for the next month's meeting, though requests for approval of "exempt" categories of projects are evaluated on a rolling basis. Students are encouraged to review the IRB website at: [https://eirb.rutgers.edu/eIRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[AC482809EC03C442A46F2C8EEC4D75D3\]\]](https://eirb.rutgers.edu/eIRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[AC482809EC03C442A46F2C8EEC4D75D3]]) to obtain an understanding of the categories of review, forms, and procedures, and to review [https://eirb.rutgers.edu/eIRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[AC482809EC03C442A46F2C8EEC4D75D3\]\]](https://eirb.rutgers.edu/eIRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[AC482809EC03C442A46F2C8EEC4D75D3]]) concrete examples of projects that do, and do not, require IRB review.

Internship (AFTER general and departmental comps.

_____ **Required:** Courses, incompletes, program proposal, practica, clinic paperwork must all be complete and satisfactory. It is **highly recommended** that early in the fall before internship, students have the Student Services Coordinator verify the above.

_____ **Recommended:** For those interested in APPIC internships--sign up for APPIC listserv to be apprised of important internship-related info.

_____ **Required:** Comps must be taken before applying for internship (except orals). Comps can be remediated by January 15 of the year that students go on internship.

_____ Students interested in NYC clinical internships need to be aware that they may have earlier application deadlines (e.g., Nov.) so you may need to contact them individually.

_____ **Required:** Recommendation requests are due 3-4 weeks before applications are due.

_____ Internship due dates usually begin November 1--verify due dates early in the process. Give department administrators addressed, stamped envelopes and a list of sites on disk. Give faculty a copy of your vita and your list of internship sites.

_____ **Required:** Register for internship credits (# credits: Full Time = 3F & 3Spr, Part Time = 2F & 2Spr). Ensure submission of internship progress reports. It is good to update advisor on your status. Graduation before completion of internship is possible, if all conditions

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are met

^c(1750 hour internships;

^s(1500 hour internships that must be completed within two years)

- _____ **Required:** INC grades must be removed by 10/15, then department chair writes letter of preparedness. Give the department chair a short list of your strengths and an area in which you still hope to develop more competence.
- _____ **Required:** Apply for part time internships (1750 hours) by the first day of the term BEFORE the term that internship is supposed to start (i.e. beginning of fall for spring). These special situations may prevent licensure
- _____ **Highly recommended:** Look for a job by talking to advisors, practica supervisors, alumni (*see Alumni Directory*), and internship supervisors PRIOR to completion of dissertation and internship.

Graduation and Post Degree

- _____ **Required:** Completion of forms in graduation packet obtained from the Student Services Coordinator, submitted to the appropriate persons
- _____ **Required:** Submit the “Graduate Diploma Application Form” to the registrar (found in graduation packets) by October 2, January 2, or April 2 *if* you want your diploma dated for those same months (April submissions receive a May graduation date)
- _____ **Required:** Must have no money owed to the university or the dean’s fund, and have turned in keys to the university to receive the diplomas handed out at commencement each May.
- _____ **Highly Recommended:** Start the licensure process! . The practicum hours, supervisors, sites, types of clients, etc. from all of your practice experiences will be needed. Start working!
- _____ **Stongly Encouraged:** Consider preparing a manuscript based on your dissertation and submitting it for publication. Discuss collaborating on a manuscript with your dissertation chair, he or she has valuable publishing experience that may facilitate the process. If accepted for publication, remember to include a footnote mentioning that the article was based on a dissertation completed at the Graduate School of Applied and Professional Psychology, Rutgers University.

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