

**INTERNAL ANNUAL EVALUATION FOR PhD STUDENTS  
IN THE CLINICAL TRAINING PROGRAM (PRIOR TO INTERNSHIP)**

Progress for the year running May 1, \_\_\_\_\_ to April 30, \_\_\_\_\_  
(year) (year)

Student name:

Student Current program and year (e.g., PhD2): \_\_\_\_\_

Academic advisor(s): \_\_\_\_\_

**INSTRUCTIONS:** This evaluation is intended to complement the annual progress report you prepare for the Faculty of Graduate Studies (FGS). Please provide your advisory committee with a completed copy of the current form in time for it to be reviewed at your annual progress meeting. Note that students in practica will need to have the Director of the PSC initial a section of the form. If you complete the form before your winter term coursework and/or practicum are complete, please indicate *expected grades*, based on work completed to date. At your progress meeting, your advisor(s) will complete the final section of this form (Overall Rating), but this rating may be adjusted at a later date if there is a discrepancy between expected and final grades. Once your Overall Rating has been finalized you should submit the completed form, and the completed FGS Annual Progress Report, to the Psychology Graduate Office. The deadline for receipt of both of these documents is **May 1<sup>st</sup>**. Note that copies of both forms will be retained in our records; we recommend that you also keep copies. (Extra information for 3.5, 3.6, 3.9 and 3.15 can be provided on the same page.)

**PREAMBLE:** Data from this report will be used to provide students with annual feedback, and for accreditation purposes. This form is broken into 4 parts. In Parts 1 and 2 we are gathering information used primarily for accreditation purposes. In Part 3 we outline the minimum levels of achievement identified by the clinical program in four core domains: **coursework, research, clinical training/professional ethics, and milestone attainment**; normally, we would expect students to perform above the minimum standards described. For each activity listed in Part 3:

- Students who meet or exceed the minimum expectations will receive a **“satisfactory”** rating.
- Levels of achievement that fall below the minimum will trigger a formal review process that will result in the creation of a remediation plan (**“in need of improvement”** rating) or, in very concerning situations, dismissal procedures (e.g., serious ethical breach; second consecutive **“in need of improvement”** rating)

Ratings provided in Part 3, and other information provided in Parts 1 and 2, are considered in Part 4 when arriving at your Overall Rating.

**Reference Chart: Courses in the PhD Clinical Training Sequence**

Course Number	Course Name
PSYC 8080	Case Conceptualization & Communication 3
PSYC 8430	Cognitive & Behaviour Therapy
PSYC 7082	Intervening with Children & Social Systems
PSYC 7930	PSC Practicum 3
PSYC 8110 or 7130	Program Evaluation & Consultation or School Psychology Research Design & Program Evaluation
PSYC 7940	Senior Practicum 1
GRAD 8010	Candidacy exam
PSYC 7790	PhD Dissertation Proposal Development
PSYC 8230 or Cognitive-Affective	PhD ancillary
PSYC 8090	Clinical Supervision in Psychology
PSYC 7950	Senior Practicum 2
PSYC 7952	Senior Practicum 3

## PART 1: NOTEWORTHY OUTCOMES AND INFORMATION FOR DATA-TRACKING & ACCREDITATION PURPOSES

1.1. CPA's Public Disclosure Table 3 (see <https://umanitoba.ca/arts/psychology/graduate-student-resources/clinical-psychology>) requires that accredited programs provide information about our student body. The following information is required to populate that table:

Age: \_\_\_\_\_

Do you self-identify as diverse with respect to gender, sexual orientation, ability, Indigeneity, and/or racialization?       Yes       No       I prefer not to respond

In **Table 1**, please report statistics for the current year in each of the following areas:

Activity	Reporting for current year
Conference presentations (indicate number of posters and/or talks)	
Peer-reviewed publications (indicate number)	
Books or book chapters (indicate number)	
Non-refereed publications (indicate number)	
For each internal U of M scholarship/fellowship, indicate whether awarded (A), held (H), or declined (D), and amount of award for the past year. If multiple awards were held, indicate total value for the past year, as well.	
For each external scholarship/fellowship, indicate whether awarded (A), held (H), or declined (D), and amount of award for the past year. If multiple awards were held, indicate total value for the past year, as well.	
Memberships/affiliates in professional/scientific societies	

1.2 Apart from any scholarships/fellowships reported in Table 1, please list (including monetary value) any special awards or recognition you received or were nominated for (e.g., Vineberg, STAR, Morgan Wright, John R. Walker, travel awards, teaching awards, non-monetary awards, or other forms of recognition).

1.3. Have you received informal negative feedback, formal Departmental censure, or a formal disciplinary action from FGS relating to a breach of (a) academic integrity, (b) research integrity, and/or (c) professional conduct/ethical clinical practice in the current year? If you answer yes, please append a page describing the negative feedback and the remediation plan for addressing it.       Yes       No

1.4 Describe teaching and/or grader/marker activities in the space provided below.

1.5 Did you hold one or more Research Assistantships in the past year? If so, indicate how many and if these positions were paid or voluntary.

- 1.6 Did you have paid employment outside the university in the past year?  Yes  No  
 If yes, did you work more than 20 hours/week in paid employment outside the university?  Yes  No  
 If yes, please list details for each paid position worked in the past year:

**Employer:**

Duties:

Period of Employment (from X to X):

Average hrs/week:

**Employer:**

Duties:

Period of Employment (from X to X):

Average hrs/week:

## PART 2: SELF-ASSESSMENT IN THE AREAS OF PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION/SERVICE

- 2.1 In **Table 2**, indicate the number and type of scholarly training or professional development activities undertaken this year.

Activity	Number in Past Year
Attendance at colloquia or job talks	
Attendance at clinical in-services and clinical student meetings	
Participation in clinical workshops	
Participation in teaching workshops	
Attendance at academic conferences	
Attendance at professional conferences	
Participation in Graduate Association of Students in Psychology committees	
Participation in university committees at the Departmental, Faculty, or University level	
Administrative roles in academic or professional societies	
Applied for (A) and interviewed for (I) predoctoral internships	
Other (specify):	

- 2.2 Have you completed the Certification in Higher Education Teaching (CHET) Program?

Yes \_\_\_\_\_ (indicate year)  No

- 2.3 In **Table 3**, provide a self-assessment of your involvement in professional development/continuing education/service this year

Rating	Level	Criteria	Student self-assessment (check box)	Advisor initial
Satisfactory	Excellent	Attend four colloquia or job talks, and engage in at least three other kinds of activities listed in Table 2.		
	Very Good	Attend four colloquia or job talks, and engage in at least two other kinds of activities listed in Table 2.		
	Good	Attend four colloquia or job talks, and engage in at least one other kind of activity listed in Table 2.		
	Adequate	Attend four colloquia or job talks		
In Need of Improvement <sup>a</sup>	Marginal	Student did not meet minimal expectations (attendance at four colloquia or job talks).		
	Inadequate	Second consecutive failure to meet minimal expectations		
Not applicable		Enrolled in PhD3 (or higher) <sup>b</sup>		

<sup>a</sup> Remedial action may be indicated

<sup>b</sup> All students who are enrolled in their **first 2 years of the PhD program** are expected to attend at least two departmental colloquia or job talks per term.

## PART 3: SELF-ASSESSMENT IN CORE DOMAINS

### DOMAIN A: COURSEWORK

3.1 Overall GPA:

3.2 Past year GPA (use N/A if you did not take courses this past year):

3.3 In **Table 4**, provide a self-assessment of your performance in coursework and scholarship this year

Rating	Level	Criteria	Student self-assessment (check box)	Advisor initial
Satisfactory	Excellent	Overall and past-year GPA $\geq 4.25$ ; no grade lower than A/pass in past year		
	Very Good	Overall and past-year GPA $\geq 4.0$ ; no grade lower than B/pass in past year		
	Good	Overall GPA $\geq 4.0$ or past-year GPA $\geq 4.0$ and neither are below 3.5; no grade lower than B/Pass in past year		
	Adequate	Overall GPA $\geq 3.5$ or past-year GPA $\geq 3.5$ and neither are below 3.0; no grade lower than C+/pass in past year		
In Need of Improvement <sup>a</sup>	Marginal	Overall GPA $\geq 3.0$ or past-year GPA $\geq 3.0$ and neither are below 3.0; no grade lower than C+/pass in past year AND/OR student has faced a formal censure or disciplinary action relating to academic integrity. If first Marginal rating, allow re-registration but outline improvement plan in Part 4.		
	Inadequate	Overall GPA $< 3.0$ , or a grade of C or lower in 1 or more courses in past year. Student may be required to withdraw from program <sup>b</sup>		
Not applicable		Coursework for degree completed (no courses taken)		

<sup>a</sup> Remedial action may be indicated

<sup>b</sup> A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

### DOMAIN B: RESEARCH

3.4. It is expected that all students will have regular (monthly+) meetings with their research advisors throughout their graduate training. Have you met regularly with your advisor this year?  Yes  No  
How frequently have you met with your advisor?

3.5 Please provide a brief self-assessment of progress made on your thesis over the past year. (Attach extra page, if necessary.)

3.6 Please describe any non-thesis related research activities you have engaged in in the past year. (Attach extra page, if necessary.)

3.7 In **Table 5**, provide a self-assessment of your performance in research this year

Rating	Level	Criteria	Student self-assessment (check box)	Advisor initial
Satisfactory	Excellent	Progress on dissertation research is above expectations AND student has made outstanding contributions with regard to additional research-related activities		
	Very Good	Progress on dissertation research is above expectations; student is involved in non-thesis related research		
	Good	Progress on dissertation research is at the expected level		
	Adequate	Progress on dissertation research is minimally acceptable		
In Need of Improvement <sup>a</sup>	Marginal	Student does not meet minimal expectations with regard to dissertation progress AND/OR student has faced a formal censure or disciplinary action relating to his/her research integrity. If first Marginal rating, allow re-registration but outline improvement plan in Part 4.		
	Inadequate	Previous Marginal rating; student may be required to withdraw from program		
Not applicable		Thesis defended In previous year OR student on internship		

<sup>a</sup> Remedial action may be indicated

### DOMAIN C: CLINICAL TRAINING AND PROFESSIONAL ETHICS

3.8 In **Table 6**, list the type and number of clinical practica completed in the past year. If you did more than two practica, divide a column.

	Course Number:	Course Number:
Supervisor's Name		
Completed? (Y/N)		
Hours of direct intervention (or anticipated)		
Hours of direct assessment (or anticipated)		
Hours of indirect service (or anticipated)		
Hours of supervision (or anticipated)		
General or Specialty? (If Specialty, describe)		
Any ratings below acceptable on the Practicum Competency Evaluation form? <sup>a</sup>		

<sup>a</sup> The *Practicum Competency Evaluation form* provides an assessment of student competencies in the areas of knowledge, diversity, professionalism, ethics, reflective practice, assessment/diagnosis, clinical interventions, consultation, and supervision. In each area, student performance is rated on a Competency Scale and on an Acceptability Scale. Concerning ratings on the latter 4-point scale are marginally acceptable and not acceptable.

3.9 Provide a brief self-assessment of professional development in the areas of clinical skills and ethical knowledge/judgment/behavior over the past year (e.g., new clinical techniques, new clinical populations, challenging cases, insights into ethics or diversity, etc.). (Attach extra page, if necessary.)

3.10 Total number of practica completed since the start of clinical program: \_\_\_\_\_

3.11 Total practicum hours accumulated to date:

- a. Direct client contact intervention hours: \_\_\_\_\_ c. Individual supervision: \_\_\_\_\_  
 b. Direct client contact assessment hours: \_\_\_\_\_ d. Group supervision: \_\_\_\_\_

**Note:** Record anticipated hours if a practicum is still ongoing

3.12 Total program-sanctioned intervention & assessment hours accumulated to date: \_\_\_\_\_

3.13 **Total (practicum + program sanctioned) direct client contact hours to date:** \_\_\_\_\_

**Note:** The clinical program suggests that students apply for internship with 400-600 direct intervention & assessment hours

3.14 In **Table 7**, provide a self-assessment of your performance in clinical training/professional ethics this year

Rating	Level	Criteria	Student Self-Assessment (check box)	PSC Director Initial
Satisfactory <sup>a</sup>	Excellent	Advanced level of competence; evaluations highlight exceptional abilities or talent (e.g., Wright Award winner)		
	Very Good	Progressing competence; consistently strong evaluations; broad range of clinical experiences; on track to apply for internship		
	Good	Developing competence; meets developmental expectations; normal supervision (typical rating in early practica)		
	Adequate	Student meets minimum expectations; closer supervision required in certain areas (e.g., interpersonal behaviour, writing, ethical judgement)		
In Need of Improvement	Marginal	Student does not meet minimum expectations and/or has received formal censure or disciplinary action. If first Marginal rating, allow re-registration but outline improvement plan in Part 4.		
	Inadequate	Basic competence not met; previous Marginal rating; student may be required to withdraw from program <sup>b</sup>		
Not Applicable		Enrolled in MA1 or no practicum in past year		

<sup>a</sup> Student must hold a Satisfactory rating in order to apply for internship.

<sup>b</sup> The Department may require any student to withdraw from the Clinical Psychology Training Program pursuant to the procedures set out in its Professional Unsuitability By-Law when the student has been found unsuited, on considerations of competence or professional fitness, for the practice of clinical psychology. A student may be required to withdraw at any time throughout the academic year or following the results of examinations at the end of any academic term. This right to require withdrawal prevails notwithstanding any other provision in the Department's rules or regulations. A student may be required to withdraw when he or she has:

1. Been guilty of such conduct which, if participated in by a practicing clinical psychologist, would result in violation of the Code of Ethics published by the Canadian Psychological Association or the Ethical Principles of Psychologists published by the American Psychological Association; and/or
2. In any clinic or practicum practiced incompetently due to ongoing impairment of functioning; and/or
3. Jeopardized professional judgment through self-interest; and/or
4. Demonstrated behaviour with respect to other students, colleagues, faculty or the public which is exploitive, irresponsible, or destructive.

## DOMAIN D: MILESTONE ATTAINMENT

3.15 Please complete **Table 8**. If you had a January program start date, note that in the right-most

**Table 8. Timeline for Milestone Attainment: PhD Degree**

Target: completion time of 4 years. Maximum allowable time-to-completion (FGS): 6 years<sup>a</sup>

Milestone	Nature of Activity	Program's target year for completion	Steps completed in previous years (mark with X)	Steps in progress or completed in current year (mark as IP or C)	Year of anticipated completion for remaining steps (e.g., PhD3)	For courses/practica completed this year enter grade received (or expected) or explanatory notes (e.g., waived, course substitution, time extension granted, etc.)
Appointment of Advisor	Research*	PhD1				
Appointment of Advisory Committee	Research*	PhD1				
PSYC 8430 (CBT)	Coursework	PhD1				
PSYC 7930 (Practicum 3)	Clinical	PhD1				
PSYC 7082 (Children & System)	Coursework	PhD1				
PSYC 8110 or 7130 (Program evaluation)	Coursework	PhD1				
PSYC 7940 (Practicum 4)	Clinical	PhD1				
PSYC 8080 (Case 3)	Coursework	PhD1				
Topic selection & justification	Research*	PhD1				
Candidacy exam	Coursework	Summer PhD1				
Optional practicum	Clinical	Summer PhD1				
PSYC 7790 <sup>b</sup> (Thesis Dvpt)	Research	PhD2				
PSYC 8230 (neuropsych) or Cog-Affective Basis	Coursework	PhD2				
PSYC 7950 (Practicum 5)	Clinical	PhD2				
PSYC 7952 (Practicum 6)	Clinical	PhD2				
PSYC 8090 (Supervision)	Coursework	PhD2				
Thesis Oral Proposal <sup>c</sup>	Research	Summer PhD2				
Ethics approval for thesis research	Research	PhD3				
Conduct research	Research	PhD3				
Apply for internship	Clinical	PhD3				
Optional practicum <sup>d</sup>	Clinical	PhD3				
Optional practicum <sup>d</sup>	Clinical	PhD3				
Complete draft of thesis written	Research	Summer PhD3				
Thesis reviewed by advisor/advisory committee	Research	Summer PhD3				
Formation of examining committee including external examiner	Research	Summer PhD3				
Submission of thesis to FGS	Research	Summer PhD3				
Oral Examination scheduled	Research	Summer PhD3				
Oral examination and public defense of thesis	Research	Summer PhD3				
Complete revisions	Research	Summer PhD3				
Submit thesis to MSpace	Research	Summer PhD3				
PSYC 7980 (Internship)	Clinical	PhD4				

\* **PhD1 students must complete all three items marked with an asterisk in the Milestone Attainment Chart in order to receive a satisfactory rating.**

<sup>a</sup> Students admitted prior to September 2013 have a maximum allowable time-to-completion of 7 years. They should note this in the rightmost column.

<sup>b</sup> This course must be completed during any one of the first eight terms of full-time study in the PhD Program (including the summer term), but we recommend it be completed early in the course sequence.

<sup>c</sup> The PhD oral proposal must occur and receive either an outright, or provisional, pass **by May 15<sup>th</sup> of the year internship applications are due**. If the pass is provisional, any required revisions must be fully completed and approved by the Department of Psychology in order for the student to receive approval to apply for internship.

<sup>d</sup> Consent of advisory committee required

3.16 Please describe any mitigating circumstances (e.g., unanticipated problems with data collection; illness; lack of financial support; external employment) that have affected your progress through the program over the past year, and how you plan to manage or mitigate these circumstances in the future. (Attach extra page if needed). **Note that your committee will take these factors into consideration when arriving at your overall rating.**

3.17 In **Table 9**, provide a self-assessment of your milestone attainment based on information listed in Table 8 and self-assessments completed for Domains A-C, above.

Rating	Level	Criteria for students in full-time study	Student self-assessment (check box)	Advisor initial
Satisfactory	Excellent	Ahead of expected timelines in two of Domains A-C, and working within expected timelines for the third.		
	Very good	Ahead of expected timelines in one of Domains A-C, and working within expected timelines for the other two.		
	Good	Good progress on most milestones		
	Adequate	On target to finish within expected timeline OR has made adequate progress given mitigating circumstances (at outlined in response to question 3.14, above)		
In Need of Improvement <sup>a</sup>	Marginal	On target to finish PhD degree having received a time extension <sup>b</sup>		
	Inadequate	At risk of not completing PhD degree despite time extension(s) <sup>c</sup>		

<sup>a</sup> Remedial action may be indicated

<sup>b</sup> Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies **at least 4 months** prior to expiration of the respective maximum time limit. When extensions are requested, they are only granted under exceptional circumstances; when granted, they are **normally for 4-8 months in duration**.

<sup>c</sup> A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".



## PART 4: OVERALL RATING BY THE STUDENT'S ADVISORY COMMITTEE

Please indicate the student's rating based on objective criteria (i.e., ratings provided in Part 3). The Final Overall Rating may differ from the objective rating if the advisor(s) and/or the advisory committee feel that an adjustment is warranted based on information provided in Parts 1 and 2. In this case, a justification for the adjustment must be provided below. **Note that the Final Overall Rating should correspond with that provided on the FGS Annual Progress Report.**

Rating	Level	Criteria for students in full-time study	Rating based on objective criteria	Final Overall Rating*
Satisfactory	Excellent	"Excellent" achievement in at least 2 of <b>Domains A-D</b> and no ratings below "good" in current year		
	Very Good	"Excellent" achievement in 1 of <b>Domains A-D</b> and no ratings below "good" in current year		
	Good	No ratings below "good" in any of <b>Domains A-D</b> in current year		
	Adequate	No ratings below "adequate" in any of <b>Domains A-D</b> in current year		
In Need of Improvement*	Marginal	Student does not meet minimum expectations (i.e., no ratings below "adequate" in any of Domains A-D in current year), or has been subject to a disciplinary action in the current year. If first Marginal rating, allow re-registration but improvement is required. Please provide additional details, below*, re: the plan of action for the coming year, including timeline and anticipated next committee meeting date.		
	Inadequate	Second consecutive "in need of improvement" rating; student has committed serious ethical breach; and/or student has exceeded time limit of an extension <sup>a</sup> . Any of the above constitute grounds for requiring the student to withdraw from the program. Please provide additional details below.		

<sup>a</sup> Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies **at least three, but no more than four, months** prior to expiration of the respective maximum time limit. When extensions are requested, they are only granted under exceptional circumstances; when granted, they are **normally for 4-8 months in duration**. A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

1. Attach an additional page, if necessary, to (a) explain any discrepancy between the objective and final ratings; and (b) provide a remedial plan related to any Overall Rating of "In Need of Improvement".
2. Your thesis **supervisor(s)** must check one box to indicate whether there is any area of attention/concern that should be discussed at the annual student evaluation meeting
  - There is an area of attention/concern that requires discussion at the annual evaluation meeting
  - No further discussion is required
3. The **Director of the PSC** must check one box to indicate whether there is any area of clinical concern that should be discussed at the annual student evaluation meeting
  - There is an area of attention/concern that requires discussion at the annual evaluation meeting
  - No further discussion is required

\_\_\_\_\_  
Signature of Student

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Advisor

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Co-Advisor

Date: \_\_\_\_\_