

**INTERNAL ANNUAL EVALUATION FOR PhD STUDENTS  
IN THE CLINICAL TRAINING PROGRAM WHO ARE ON INTERNSHIP**

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

Student name:

Current program and year (e.g., MA2):

Academic advisor(s):

**INSTRUCTIONS:** This evaluation is intended to complement the annual progress report that you prepare for the Faculty of Graduate Studies (FGS). Although FGS prefers annual progress meetings that may not be feasible or necessary while you are on internship. As a result, please provide your advisor and advisory committee with a copy of this completed form as the information in it will help inform your FGS rating. Once your Overall Rating has been finalized you or your advisor must submit the current completed form, and the completed FGS Annual Progress Report, to the Psychology Graduate Office. The deadline for receipt of both 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.

MA and PhD students who are not yet on internship complete a detailed version of this evaluation. Because you are completing a full-time internship most aspects of that detailed assessment are not relevant to you. As a result, **please use the space below to comment on progress you have made over the past year on your dissertation research. Also comment on noteworthy achievements in the past year with respect to: (a) non-thesis research, teaching, and honours/awards.** Your advisor and advisory committee will use this information to provide an overall rating of your progress over the past year on the following page.

## OVERALL RATING BY THE STUDENT'S ADVISORY COMMITTEE (last updated Feb 2018)

Please note that the Overall Rating should correspond with that provided on the FGS Annual Progress Report.

Rating	Level		Final Overall Rating (place an ✓ in the appropriate box)
Satisfactory	Excellent	Student meets or exceeds expectations	
	Very Good		
	Good		
	Adequate		
In Need of Improvement*	Marginal	Student does not meet minimum expectations, 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. If you have not yet defended your dissertation research, attach an additional page describing the status of your dissertation research, including a detailed plan for finishing your dissertation.
2. If necessary, attach a second additional page outlining a remedial plan related to an Overall Rating of "In Need of Improvement".
3. Do you currently have a Faculty of Graduate Studies time extension, or do you anticipate needing one?
  - Yes (please provide details)
  - No
4. 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

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

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

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

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

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

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