Tips and Tricks for Completing the Program

**Tips and Tricks for completing the program**

**Year 1**

Shadow a school psychologist each quarter

Keep electronic copies of all papers and assignments (final versions with corrections after faculty feedback) - place in a folder called “portfolio work samples.” You can even start your portfolio now and add to it each quarter. *See the portfolio guide in your student handbook.*

Review the Standards Based Evaluation form-portfolios and decide which domain each assignment fits under.

During the year and in the summer, develop relationships with families with children. You will need volunteers in the fall quarter.

If you are a doctoral student (or intend to apply to the doctoral program):

Use the 591 course to design a study that you would consider using for the research and Inquiry project.

Begin volunteering on research projects to obtain experience that might lead to a paid research assistantship.

**Summer**

Develop your ideas for your diversity paper (due in the Spring Quarter of year 2). You may start the paper in the summer and refine the paper after your experiences in the practica.

Prepare a list of potential families to volunteer for your training experience in EDPSY 540.

**Fall Quarter**

Obtain volunteers to help you learn assessments. Keep track of your time in all courses with practicum content. See the student handbook for the practicum log. This log is particularly useful for those pursuing the PhD degree.

**Winter Quarter**

Begin updating your resume and changing into an internship vita

Start looking for internship opportunities

Request letters of recommendation from faculty. Provide the following to faculty when making the request:

- A copy of your internship vita
- An excel spreadsheet with the following columns completed
- Name of internship site
- Contact information for the person receiving the applications (include their degrees and title)
- A brief paragraph describing why you feel you are a fit for the internship and what you like most about that site.
- Copy of the recommendation form (if there is one)
- Preaddressed envelope for each site

**Spring Quarter**

Refine and finish your diversity paper (to be included in your portfolio)

Begin developing your online portfolio (due___)

Evaluate your own portfolio using the *Standards based evaluation-portfolios* document

Sign up for your oral exam with the program faculty. Times will be posted during the third week of the Spring Quarter.

Attend the degree completion workshop (offered by Student Services every Spring)
Complete the Master’s course of study form
Complete the degree completion form
Check the status of your certification documents (See Joan Waiss)
RSVP for the graduation ceremony

Year 3

Register for all internship credits and attend the case study each quarter
If you are in the doctoral program, begin to follow the requirements within the doctoral handbook.