

Annual Evaluation of School Psychology Students

1. All students will be evaluated in May **each year** they are enrolled in the program by all program faculty.
2. Face-to-face meetings will only be held for second year students and at request of the student or major advisor. Second year students should plan to be present at the meeting. All school psychology faculty members including each student's individual advisor, will participate in the annual review process. In cases where students have an advisor who is not a school psychology faculty member, evaluations will be sequenced so that advisors need to attend only that portion of the meeting dealing with their students.
3. Review will cover attainment of discipline specific knowledge and professional wide competencies necessary for specific content areas (e.g., assessment, therapy, consultation, research) as well as general discussion regarding a student's progress, and professional/ethical behavior. The objectives identified in student the handbook will provide a general framework for the review process; competencies for entrance to the field as adapted from APA documents will be considered within the context of these objectives (see form below). In addition, review will consider adequate progress toward degree completion in a timely manner.
4. Students will be responsible for uploading information into my docreview (<http://myrecord.cehd.tamu.edu>) each year **by March 1st** for review purposes. This will include uploading of documents to demonstrate skills and abilities specific to objectives and may include de-identified clinical reports (pre-approved as de-identified by supervising faculty), papers completed for courses, paper presentations or in-service presentations made in class or at conferences, vita, etc. For second year students, the meeting will consist of discussion of progress based on this information. The input of faculty and student will then be summarized by the Advisor online and shared with the student. Faculty will be responsible for filling out an evaluation form on each student after review of documents provided by the student and discussion. The summative evaluation will then be shared with the student by written letter with an opportunity for the student to respond to the comments/concerns of faculty.
5. Each year, a decision will be made as to whether satisfactory progress is being made by that student; this will be included in the Advisor's summary statement in docreview (<http://myrecord.cehd.tamu.edu>) as well as in the letter from the Division Coordinator. In cases where this is not felt to be the case, the program faculty will apply one or more of the sanctions listed in the student handbook.
6. In addition to regular annual review, any student may receive a formal evaluation by program faculty if so requested by his/her Advisor or by any member of the school psychology faculty. Any student, including those on internship, can be evaluated at any time if concerns of faculty or staff are sufficient to warrant immediate review