

PhD in the Field of School and Applied Child Psychology Chart of Form Due Dates	
Prior to Practica/Internship	
Form Name	
Release of Personal Information	October 31
Criminal Reference Check (Police Record Check)	Every year by September 15

Practicum-Specific			
MJW/CYDC = Mary J. Wright/Child and Youth Development Clinic	1. MJW/CYDC	2: School Board	3. MJW/CYDC
Form Name			
Placement Agreement (only if new external site)	December 15	August 15	August 15
Practicum Expectations and Supervision Contract	January 31	September 15	September 15

Internship-Specific	
Eligibility Requirements for Internship	September 15 (Year 3 prior to start of Internship)
Accredited Post-Match Application	March 15 (Year 3 prior to start of Internship)
Accredited Internship Application*	November 1 (Year 3 prior to start of Internship)
Non-Accredited Internship Application*	March 15 (Year 3 prior to start of Internship)
* Students cannot apply to both the Accredited Internship and the Non-Accredited Internship, only one of these forms needs to be submitted *	

Both Practicum AND Internship				
	MJW/CYDC	School Board	MJW/CYDC	Internship
Bimonthly Practica Hours (Time2Track)	Jan-Feb – Mar. 15 Mar-Apr – May 15 June (if appl.) – Jul. 15	Sept-Oct – Nov. 15 Nov-Dec – Jan. 15 Jan-Feb – Mar. 15 Mar-Apr – May 5	Sept-Oct – Nov. 15 Nov-Dec – Jan. 15 Jan-Feb – Mar. 15 Mar-Apr – May 5	Sept-Oct – Nov. 15 Nov-Dec – Jan. 15 Jan-Feb – Mar. 15 Mar-Apr – May 5 May-Jun – Jul. 15 July-Aug – Aug. 31
	Additional Bimonthly Hours need to be submitted as required			
Practica/Internship Total Hours (Time2Track)	May 30	May 30	May 30	Aug. 31
	AND at the end of practicum/internship if additional hours are needed			
Program Sanctioned Hours	As needed			N/A
Student Evaluation	Interim – Mar. 15 Final** – End of practicum	Interim – Jan. 31 Final** – End of Practicum	Interim – Jan. 31 Final** – End of Practicum	Interim – Mar. 31 OR 6 months from start Final** – Aug. 31 OR end of internship
	** De-identified Progress Notes and Best Reports are required for the Final Evaluation only. These must be approved by the practicum supervisor **			
Site Supervisor Evaluation	May 30	May 30	May 30	Aug. 31
Program/Internship Self-Assessment	Optional			