

## Doctoral Portfolio Verification and Approval Form

The Doctoral Portfolio is completed over the course of a student’s tenure in our program, and is a compilation of artifacts that demonstrate a student’s competencies in Health Service Psychology. This form serves as a final audit of these program requirements and as verification that the student is approved for advancement to doctoral candidacy. The portfolio is comprised of two components: The Doctoral Qualifying Examination (DQE) results, and the portfolio components as noted in the COPS Handbook. The DQE itself is comprised of the Internship Readiness Examination (IRE) and the Comprehensive-Integrative Critical Literature Review (CICLR). Each of these DQE requirements must be evaluated by a committee of at least three members (see the COPS Handbook for a complete description of DQE and Doctoral Portfolio procedures). The portfolio artifacts are comprised of all Annual Evaluations, artifacts that show competency in Assessment and Clinical intervention in Health Service Psychology, and artifacts that demonstrate competency in Research.

**Directions:** Submission of this form indicates that the student has successfully completed her/his portfolio. The academic advisor will review the portfolio and verify each section is complete. Additionally, the academic advisor should verify that both the IRE and CICLR have been passed by reviewing the appropriate forms in the student’s file. After the review, this completed form and the portfolio must be submitted to the Director of Training, with any necessary comments. See the COPS Student Handbook for additional instructions.

### Student Information

Student Name:

Date Portfolio was Submitted for Review:

Date the IRE was passed:

Date the CICLR was passed:

<b>Portfolio Verification Checklist</b>		
	Complete	Incomplete
<b>1. Annual Evaluations</b>		
a. Includes copies of all annual self-evaluation letters		
b. Includes copies of all COPS Program evaluation letters		
<b>2. Competency in Assessment and Clinical Intervention in Health Service Psychology</b>		
a. Includes the cover essay addressing the appropriate content ( <i>see Program handbook</i> )		
b. Includes a statement of the student’s theoretical orientation, following the most recent guidelines of the APPIC AAPI		
c. Includes all supervisor evaluations		
d. Includes documentation of hours and related clinical hours (i.e., a <b>cumulative</b> log of all experiences, reflecting combined COUN and COPS experiences): confirmation that hours are in keeping with the requirement of Direct Service hours between 20% and 35% of the total hours for each semester, and totals of at least 450 face-to-face hours and 150 supervision (received) hours. In instances where the hours are not yet completed, the student needs to provide a written plan for		

completing the necessary hours prior to internship.		
e. Includes clinical writing samples (at least two examples of each of the following: case presentations, treatment plans, progress notes, psychological reports)		
f. Includes documentation of completion of at least four integrated psychological reports (Eight integrated psychological reports must be submitted to the Director of Training by January 28; see the COPS Handbook for other details).		
g. Includes any other materials that support competencies in this area		
<b>3. Competency in Research</b>		
a. Collaborative Research Project <ul style="list-style-type: none"> <li>i. Includes a signed copy of the CRP Research Learning Agreement</li> <li>ii. Includes the Research Report—be sure to include level and sections of authorship</li> <li>iii. Includes a signed copy of the CRP Research Learning agreement—Final Progress Report</li> </ul>		
b. Conference Presentation <ul style="list-style-type: none"> <li>i. Includes advisor’s written prior approval of appropriateness of conference</li> <li>ii. Includes acceptance letter from conference or page from conference program listing presentation and presenters</li> <li>iii. Includes copy of poster/paper</li> </ul>		
c. Manuscript Submission for Publication <ul style="list-style-type: none"> <li>i. Includes advisor’s written statement attesting that the manuscript is suitable for submission for publication</li> <li>ii. Includes written acknowledgement of receipt of the manuscript from an editor</li> <li>iii. Includes a copy of manuscript or reprint of published article or book chapter</li> </ul>		
d. Final CICLR Manuscript		

Advisor Name	Signature

**Comments** (continue on back or use additional pages):