

## **Review of SCPS Student Progress**

(Revised October 2009)

### **Purpose of the Review:**

Although student progress is reviewed on an ongoing basis, all students in the School Psychology program also will participate in a formal Annual Review of Student Progress once per year. The purpose of these reviews is to:

- Provide the students with feedback on their academic and professional strengths and areas in need of further development.
- Provide faculty with information on student progress so as to help the student successfully meet their academic and professional goals in a timely manner.
- Guide student progress and, if needed, provide a basis for developing plans to address areas in need of further development.

### **On-Going Review:**

- The SCPS Area faculty meets once per month for an area meeting. As a part of the monthly area meeting, an in camera (faculty only) time is set aside each month to discuss student progress if needed.
- If there are concerns, the Program Advisor will arrange for a time to share concerns with the student. Another member of the faculty, such as a research supervisor who is not a member of the SCPS Area faculty, may be asked to attend the meeting as well.
- It is hoped the on-going review will serve as a vehicle to identify potential problems or difficulties early, engage appropriate preventive mechanisms, and provide supports and initiate monitoring where needed.
- In the case of more significant concerns, an Individual Student Growth Plan may be developed.

### **Annual Year End Review:**

- Students will complete the ECPS Annual Student Review and turn in both paper and electronic copies of the Annual Student Review along with their log and c.v. to their Program Advisor (and Research Supervisor if different from their advisor) and SCPS Graduate Secretary
- The Program Advisor/Research Supervisor will review the Annual Student Review and be prepared to provide a brief summary to present to the area faculty at the annual review meeting.
- The SCPS Area Coordinator will gather information on the progress and performance of school psychology students from non-school psychology faculty teaching core SCPS courses (e.g. EPSE 528; EPSE 568)
- The Program Advisor will gather information from the student's research supervisor if the supervisor is not a member of the core SCPS program faculty.
- An Annual Student Review meeting will be scheduled in June. All members of the core SCPS faculty will attend the meeting. If requested by either the faculty or student, the student's Research Supervisor (if they are not a member of the SCPS faculty) may also be asked to attend the review session.
- The focus of the meeting will be on student progress and goals attainment as well as to target areas for future academic and professional skill development. (i.e., review and revision of an Individual Student Growth Plan).
- The Program Advisor will take notes during the meeting with the faculty.

- Within one month of meeting with the area faculty, the student's Program Advisor will meet individually with the student to review feedback and finalize (sign) the Annual Student Review document.
- If the need for an Individual Student Growth Plan is indicated at the annual review by faculty one will be developed by the Program Advisor and the student with input from the SCPS area faculty (and Research Supervisor when appropriate).
- After the individual review (and edits if needed) the Annual Student Review document will be signed by the student, their Program Advisor and their Research Supervisor (if different from the Program Advisor).
- If an Individual Student Growth Plan has been developed, it will be attached to the Annual Student Review document
- A signed copy of the Annual Student Review will be given to the student, one will be kept by the Program Advisor (and a copy to the Research Supervisor if different from the Program Advisor), and the original is given to the graduate secretary for placement in the student's file.