

Doctoral Portfolio Checklist

Note: All milestones must be completed while enrolled as a Ph.D. student in FHCE (i.e., after matriculation)

Requirement	Documentation (student will complete)
<i>Publications</i>	
<p>One Article submitted or accepted; student must have made a significant contribution; journal must be blind peer-reviewed and approved by committee before acceptance.</p> <p>Note: Publications in conference proceedings do not count.</p>	<p><i>Copy of article; Full citation in APA format; student contribution; Email/letter documenting submission/acceptance</i></p>
<i>Presentations</i>	
<p>Three presentations at meetings of campus/state/regional/national/international academic or professional organizations (Campus presentation must be outside of FHCE; two must be sole author or primary author)</p>	<p><i>Email/letter documentation receipt of submission or Acceptance letter or copy of conference program page</i></p> <p><i>Full citation for presentations in APA format; description of student contribution for each</i></p>
<p>One presentation at a departmental seminar</p> <p>Note: Portfolio defense, dissertation, or proposal defense do not count</p>	<p><i>Email announcement of seminar presentation</i></p>
<i>Teaching or Outreach</i>	
<p>Teaching: Primary responsibility for one course taught for one semester</p> <p>Note: Students must complete either the teaching requirement or an outreach requirement.</p>	<p><i>Course syllabus, Statement of teaching philosophy, Outcome of objective student course evaluations, Supervisor evaluation of teaching.</i></p>
<p>Outreach</p> <p>Note: Students must complete either the teaching requirement or an outreach requirement.</p>	
<ul style="list-style-type: none"> • Primary responsibility for a programmatic series (6 to 10 presentations) for a local educational or service organization. 	<p>Teaching materials(slides, activities, notes)</p>
<ul style="list-style-type: none"> • Ongoing clinical/outreach effort (40 hours minimum) 	<p>Letters from supervisor of clinical/outreach work and student records reflecting the population reached (i.e., direct client hours, number of participants)</p>
<ul style="list-style-type: none"> • Significant involvement in research evaluation for a specific program, including creation of an evaluation report. 	<p>Copy of the product of the research evaluation; documentation of student contribution.</p>
<ul style="list-style-type: none"> • Production of significant document for outreach purposes or outreach publication. 	<p>Copy of document; documentation of student contribution.</p>
Leadership and/or Citizenship (<i>Both A and B are required</i>)	
<p>A. Professional Association Membership: Maintain membership in at least one professional society beginning with the first year in the program and continuing until graduation</p>	<p><i>Submit membership records</i></p>
<p>B. Participation in leadership and/or professional activities, including registering for the departmental graduate seminar class each semester. And Attend the majority of departmental dissertation proposals and dissertation defenses each year</p>	<p><i>Attendance will be taken at departmental seminars</i></p> <p><i>Attendance will be taken at defenses</i></p>