

## First Year Timeline

### **Beginning of Fall Semester**

- Record your move-to North Dakota date so you can apply for residency next summer more easily.
- Return your Grad School and Payroll paperwork
- Complete online Human Resources training for TAs
- Get office keys
- HIPPA paperwork
- Parking Pass (Parking office in the Union)

### **Fall Semester**

Last day to withdraw for 100% refund September 3rd

Last day to add a class September 9th

**Last day to pay tuition and fees September 10th**

Spring Schedule of classes online October 10th

Last day to drop full-term course November 7th

**Early Spring '09 registration November 4th-26th**

**Deadline for Spring assistantship paperwork December 1st**

Reading and review day December 12th

Exams December 14th-19th

Grades Due December 23rd

- General suggestions
  - o Select an advisor (do associated paperwork for the Grad School)
  - o Start brainstorming thesis ideas
  - o Keep on top of filling out weekly hour-tracking forms for supervision and support hours at the PSC (turn in to Dr. King's box)
  - o Look into Time2Track.com a method of keeping track of APPIC hours for later applications
  - o If you want the responsibility, get PSC keys

## **Spring Semester**

Classes start January 13th (first full day)

Spring break April 16th-20th

Final exams May 11th-15th

- General Suggestions
  - o Complete MAPOs (master's program of study)
  - o Confirm thesis idea with advisor and select a committee
  - o Start thesis research (collecting current research articles, etc.)
  - o Plan for proposal writing and presentation in the summer after spring semester

## **Second Year Timeline**

### **Summer Before:**

Classes:	None
	Thesis Credits
	580 Credit with department approval
Thesis:	Have advisor chosen
	Have committee chosen
	Have topic selected
	Write proposal
	Propose, if possible
Forms:	Advisor/Committee Appointment (ASAP after starting program)
	Program of Study (ASAP after starting program)
	Topic Proposal (After successfully proposing thesis)
Clinical work:	Psychoeducational assessments through Dr. Petros' clinic, if available
	PSC cases, with department approval
	Begin looking for additional clinical work that interests you and creating relationships with potential supervisors, with department approval

**Fall Semester:**

Classes: Multivariate Statistics

Psychotherapy

Ethics

580 Credit

Thesis: Propose thesis prior to deadline for being “first round” placement choice, if possible (sometime in Sept. or Oct.)

If not, propose so that data can be collected by Spring deadline for being “first round” placement choice, if possible (Around April)

Submit IRB

Begin collecting/analyzing data

Forms: Advisor/Committee Appointment (ASAP after starting program)

Program of Study (ASAP after starting program)

Topic Proposal (After successfully proposing thesis)

Clinical: Psychoeducational assessments through Dr. Petros’ clinic, if available

PSC cases, with department approval

Begin looking for or doing additional clinical work and creating relationships with potential supervisors, with department approval

**Spring Semester:**

Classes: Advanced Therapeutic Interventions

Foundation Course

Foundation Course/Thesis Credits

580 Credit

Thesis: Finish collecting/analyzing data

Defend thesis, if possible

Complete final draft, graduate school formatting requirements, and department binding/access requirements

Forms: Notice of Thesis Defense (About 2 weeks prior to defense, see specific date)

Preliminary Approval (About 2 weeks after providing committee with final copy of thesis and about 2 weeks prior to defense)

Final report on candidate (After defense)

Application for graduation (Early Spring deadline for Spring graduation)

Clinical Work: Begin placement application/interview process

Continue with previous clinical work

Continue looking for opportunities/forming relationships with potential supervisors, with department approval

### **Summer After:**

Classes: Professional Issues

Thesis: Defend thesis, if not already defended, as you must defend your thesis prior to Fall Semester starting in order to take comprehensive exams in Sept.

Complete final draft, graduate school formatting requirements, and department binding/access requirements

Forms: Notice of Thesis Defense (About 2 weeks prior to defense, see specific date)

Preliminary Approval (About 2 weeks after providing committee with final copy of thesis and about 2 weeks prior to defense)

Final report on candidate (After defense)

Application for graduation (Early Summer deadline for Summer graduation)

Clinical Work: Begin placement, if required

Continue working at or looking for additional clinical experience, with department approval

### **Timeline for Third Year**

#### **Summer Before:**

Classes: Professional Issues

**Thesis:** Defend thesis, if not already defended, as you must defend your thesis prior to Fall Semester starting in order to take comprehensive exams in Sept.

Complete final draft, graduate school formatting requirements, and department binding/access requirements

**Forms:** Notice of Thesis Defense (About 2 weeks prior to defense, see specific date)

Preliminary Approval (About 2 weeks after providing committee with final copy of thesis and about 2 weeks prior to defense)

Final report on candidate (After defense)

Application for graduation (Early Summer deadline for Summer graduation)

Form doctoral dissertation committee

Complete doctoral program of study

(Both must be done before you can take comps)

Fill out Application to Take Comprehensive Exams

(from the Graduate School's webpage – this has a deadline of 3 weeks prior to the first day of comps)

Have advisor approve you for the doctoral program

(Must be done before you take comps)

**Clinical Work:** Begin placement, if required

Continue working at or looking for additional clinical experience, with department approval

**Fall Semester:**

**Classes:** Foundation course

580 Credit

587 Credits (Supervised Field Work)

Dissertation Credits

Comps: September (generally the second and third Fridays of the month)

Thesis: **\*If you did not defend thesis to meet summer deadline:**

Complete final draft, graduate school formatting requirements, and department binding/access requirements

Dissertation: Begin brainstorming ideas, discuss with advisor and committee members

Forms: **\*Generally best to complete these in late summer as the deadlines are within the first few weeks of classes!**

Form doctoral dissertation committee

Complete doctoral program of study

*(Both must be done before you can take comps)*

Fill out Application to Take Comprehensive Exams

*(from the Graduate School's webpage – this has a deadline of 3 weeks prior to the first day of comps)*

**\*If you are graduating in the fall**

Final report on candidate (After defense)

Application for graduation (Early Summer deadline for Summer graduation)

Clinical work: Begin placement (for those who did not start in summer prior)

Continue additional clinical experience work (if opted)

### **Spring Semester:**

Classes: Foundation course

580 Credit

587 Credits (Supervised Field Work)

Dissertation Credits

Comps: January (generally the second and third Fridays of the month) – if opted to only take a portion, or if must retake

Dissertation: Propose (if possible)

Forms: Submit Doctoral Proposal (if possible)

Advancement to Candidacy (optional, but must be done at least one semester prior to graduation)

Clinical work: Continue placement

Continue additional clinical experience work (if opted)

### **Fourth Year Timeline**

#### **Summer Before:**

Classes: none (you will need to be registered for a 580 credit, and you may wish to take dissertation credits)

Dissertation: if you have not proposed yet, be working on your proposal as it will need to be proposed by mid-fall

Clinical work: PSC clients, placements, Assessment clinic

Internship: Start researching sites, get ideas from previous students, etc.

#### **Fall Semester:**

Classes: no required courses but you may wish to take course(s) to fulfill your foundation requirements as they are offered. You will also register for 580 (PSC), 587 (Placement), and dissertation credits as needed.

Dissertation: must be proposed in time to participate in internship readiness vote (which occurs at faculty meetings throughout October and early November)

Obtain IRB approval

Collect data throughout the fall semester

Internship Readiness Vote: Occurs in late October or early November (make sure this is done well in advance of the first deadline for your internship sites). Be in communication with your advisor about your wish to be included in the vote. Dr. King will need a copy of your CV and internship APPI.

Internships: Application deadlines vary by site but are usually November or early December. Be sure to allow plenty of mailing time.

Internship interviews are generally in January.

Clinical: PSC clients, Placement work, Assessment Clinic

### **Spring Semester:**

Classes: no required courses but you may wish to take course(s) to fulfill your foundation requirements as they are offered. You will also register for 580 (PSC), 587 (Placement), and dissertation credits as needed.

Generally students miss several weeks of classes in January for internship interviews. Be sure to communicate your absences to the professor.

Dissertation: Continue data collection. If possible, begin analyzing and writing up results. The more you do now the less you must do while on internship.

Internship: Use the APPIC website [appic.org](http://appic.org) to get match deadlines, etc. They change on an annual basis.

Clinical: PSC clients, Placement work, Assessment Clinic

### **Summer After:**

Pack up and go on internship! Sites vary but start June-Sept as a general rule. Many students return throughout the next year to defend their dissertation. This can be done at any time. Once internship has been successfully completed and your dissertation

successfully defended and accepted by the grad school you can apply for graduation.  
Congratulations doctor!