**Graduate Student Checklist**

**Doctor of Audiology**

**\_\_\_\_\_ CSD Academic and Clinical Education Manual**

* This [manual is online](https://csd.illinoisstate.edu/about/team/department-manual/) and available through the CSD website.
* Graduate students are responsible for knowing and understanding all content included in this manual.
* This manual is minimally updated annually. You need to continually use and review this *throughout* your AuD program

\_\_\_\_\_\_ **Audiology Comprehensive Examinations (ACE)**

* These will be completed three times during the program:
	+ **First Friday of the Fall term in 2nd year**
	+ **First Friday of the Fall term in 3rd year**
	+ **Spring term in 3rd year (mid-April)**
* See department manual for specific guidelines (link above)

**\_\_\_\_\_ Capstone Requirements**

* Capstone requirements can be found in the department manual (link above)
* By **September 1st of the 2nd year**, students must complete the [Au.D. Capstone Requirement Form](https://forms.illinoisstate.edu/forms/aud_capstone_requirement)
	+ By this date, students must be ready to select their capstone type – CRP or CCS – and identify their confirmed advisor. Students who do not complete this form by the deadline will automatically be defaulted into the CCS option.
		- Timelines for students who pursue the CRP option will be determined by the advisor and advisee.
	+ Students who pursue the CCS option are expected to submit their first case report to their advisor by **March 14th of their second year** AND **their second case report by March 14th of their third year.**
	+ All students are expected to complete all capstone requirements prior to beginning their 4th year externship.
		- For all capstones, the documents must be in their written final form and approved by the end of the student’s third year.

\_\_\_\_\_**Preparation/Applications for Clinical Residency (4th year experience)**

* Begin looking for 4th year experiences and apply to experiences in the **Summer semester of 2nd year**.
	+ Dr. Osenga will review the application process and required materials during a clinic meeting in the spring term of your 2nd year.
* All applications should be submitted to 4th year placement during the summer term of **2nd year and/or beginning of fall term of 3rd year.**
	+ Deadline for many placements is early September

**\_\_\_\_\_ Dates and Deadlines of the Graduate School**

* The Graduate School provides [dates and deadlines](https://grad.illinoisstate.edu/students/graduation/) that should be referred to *throughout* your graduate program.
* The graduating term should be used to find appropriate dates and deadlines.

**\_\_\_\_\_ Doctoral Degree Audit**

During your last semester of academic course work (likely **Spring term of the 3rd year**), you will complete and submit your Doctoral Degree Audit to Mrs. Verticchio.

* Mrs. Verticchio will send you a template to complete to initiate this process.
* It will be a 3-page document.
	+ On page 1, you will need to type in your personal information at the top of the page (Last Name, First Name, UID)
	+ On page 2, you will need to type in your Name, UID, Address, Email, Phone numbers.
	+ On page 2 and 3, you will need to enter the grade you earned for each course listed.
		- For grades not yet awarded, leave them blank.
* Save this document as your last nameDDA (ex. VerticchioDDA) and email it to Mrs. Verticchio at hrfritz@ilstu.edu

**\_\_\_\_\_ Application for Graduation AND Commencement Participation**

**During your fall term of your 4th year,** you will [complete your application to graduate and participate in commencement](https://grad.illinoisstate.edu/students/graduation/).

* Under Submission Requirements, you can complete the application for graduation (and pay the fee) using the Online Form.
* You also need to complete and submit the Doctoral Commencement Data Form found on this page too.

**\_\_\_\_\_Praxis: National Exam in Audiology**

* Students should register and complete this exam during their last semester of academic course work, which is typically in the **Spring term of the 4th year (after you have completed your final ACE)**.
* Register for this exam through [ETS/Praxis](https://www.ets.org/praxis/asha/)
	+ Test scores should be sent to the following locations:
		- ISU (code RA0073)
		- ASHA (code R5031) (required for ASHA certification)
		- Illinois Department of Financial and Professional Regulation (IDFPR) (code R7219) (required to work in Illinois)
* To be certified in audiology, students complete the Praxis Subject Assessment in Audiology (Test Code 5343).
* [ETS/Praxis study materials](https://www.ets.org/praxis/prepare/materials/5343) can be purchased.

\_\_\_\_\_ During your last year of the program **(**likely **Spring term of 4th year),** you will meet virtually with the Director of Clinical Experiences-Audiology and the Graduate Advisor.  All of the following paperwork components will be addressed at that time:

* ASHA Certification Application
* Illinois Professional Educator License
* Illinois License in Audiology
* Transcript Requests

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