

CLINICAL DOCTORATE IN AUDIOLOGY TERMINAL EXPERIENCE

Monitoring Students & Announcing Deadlines

It will be the responsibility of the department's academic advisors and the graduate assistant assigned to them to track students who complete independent studies within the degree.

MONITORING/TRACKING SYSTEM

- A database, using Microsoft Excel, will be used in this system. The categories to be entered include:
 - Student's name
 - Academic term (Fall, Spring, Summer AND year) when the student began her/his graduate program
 - Degree option selected (Case History, Data-based Research, etc.)
 - The academic term when the student **must** choose a topic, director, and second reader
 - The specific date when the completed, signed *green sheets* are due
 - Director's name
 - Second reader's name
 - Academic terms when the student is enrolled in PAS 500
 - The specific date when the completed, graded project is due
 - The date when the project has been accepted and the cover sheet signed
- At the beginning of each academic term, the information in the database will be updated by the graduate assistant under the advisors' supervision.
- By the end of the third week of each academic term, a report will be sent to all members of the faculty. This report will come in the form of an e-mail attachment that will include the updated Excel database. In the e-mail, faculty members will be asked to review the information and to make note of the students for whom they have assumed supervisory responsibility. If there are discrepancies between the information included in the database and a faculty person's own records or recollections, these should be reported to one of the academic advisors. It will be the responsibility of the advisors to reconcile differences between the information provided by students, the database information, and faculty persons' personal records and/or recollections.

ANNOUNCING DEADLINES

- The clinical doctorate in audiology independent study requirements and deadlines will be discussed during routine graduate student orientation meetings, but recognizing that students are processing a great deal of information during these meetings, reminders will be posted.

- At the beginning of each academic term, deadlines for *green sheets* and for *completed, final drafts* of independent study written document will be posted in the announcement case beside the department office door.
- A letter providing general guidelines regarding the time line for the completion of the independent study will be placed in the mailbox of each student at the beginning of her/his first academic term as a graduate student.
- *A letter identifying the due date will be placed in the mailbox of each student whose *green sheet* is due that semester.
- *A letter identifying the due date for the completed, final draft will be placed in the mailbox of each student whose document is due that semester.
- It will be the responsibility of the academic advisors to make sure that announcements are posted and that letters are distributed to students, although the actual work involved may be delegated to the graduate assistant or to office staff as deemed appropriate.

***NOTE:** When these letters are distributed to students during the summer session, they will be mailed because some students may not be on campus until the 2nd or 3rd block of the summer term.