**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 use and review this throughout your AuD program continually

\_\_\_\_\_\_ **Degree Option Requirement**

* Each student will be required to select one of the following degree options **by September 1st of their second year**:
	+ Comprehensive Exams
	+ Capstone Research Project
	+ Capstone Case Series
* See the department manual for specific guidelines and requirements for each option (link above)
* When you have determined your FINAL selection, **please submit this form before the deadline noted above:** <https://forms.illinoisstate.edu/forms/aud_capstone_requirement>

\_\_\_\_\_\_ **Formative Exams in Audiology**

* All students will complete annual formative assessment exams in the first and second years of the program. They will be administered in August during the first week of the fall semester
* See the department manual for specific guidelines (link above)

\_\_\_\_\_**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 the 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 must type in your Name, UID, Address, Email, and Phone numbers.
	+ On pages 2 and 3, you must 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 the 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