



Doctoral Internship Policy & Procedures
Evaluation of Fellows - Timelines

Revised 05-19-16

All Evaluation Periods	Eval 1 Jul- Oct	Eval 2 Nov- Feb	Eval 3 Mar- Jun
Student Coordinator releases instructions and <i>Supervisor Evaluation Form</i> to fellows and their Supervisors.	Sept 21	Jan 21	May 1
Each Supervisor completes and electronically signs a form, discusses it with the fellow, and emails it to the fellow. The fellow adds optional comments, electronically signs, and emails the form to the Primary Advisor with a copy to the Supervisor.	Oct 14	Feb 14	May 21
Primary Advisor completes and electronically signs a <i>Primary Advisor Form</i> , integrating feedback from all Supervisors, discusses the completed form with the fellow, and emails it to the fellow. The fellow adds optional comments, signs electronically, and emails the form to the Student Coordinator with a copy to the Primary Advisor.	Nov 1	Mar 1	Jun 7
Student Coordinator forwards Primary Advisor evaluation to fellow's graduate program, copying the fellow.	Nov 15	Mar 15	June 15
Additional Steps - Final Evaluation Period			
Student Coordinator releases instructions and template for the Year End Summary of Experience			May 1
Fellow completes draft of the Year End Summary of Experience and emails this to the Primary Advisor.			May 15
Primary Advisor edits the draft, reviews changes with the fellow, and forwards a fully signed final to Student Coordinator with a copy to the fellow.			Jun 7
Student Coordinator forwards Year End Summary of Experience (and Primary Advisor June Evaluation) to Fellow's graduate program, copying the fellow.			Jun 30