



PsyD Dissertation Research Progress Tracking Sheet

****Students should submit an updated copy of this sheet with their annual review documents each year.**

****NOTE: students must complete data collection before applying for internship Nov 1st.**

Student:

Thesis Topic:

Supervisor:

Committee Members:

Progress Checklist:

Task	Target Date	Date Accomplished	Supervisor Initials
	<u>Year 1</u>		
Thesis Supervisor Established	Sept 1		
Topic agreed upon	Oct 1		
Proposal Outline Completed	Dec 15		
Thesis Committee Established	Jan 30		
Thesis Proposal Approved by Committee	July 15		
Proposal Submitted to Ethics	July 30		
	<u>Year 2</u>		
Ethical Approval Obtained	Sept 1		
Start of Data Collection	Sept 1		
	<u>Year 3</u>		
Data Collection Completed	Sept 1		
Complete Draft of Thesis Submitted to Supervisor	August 31		
Colloquium Presentation	Sept-April		

	<u>Year 4</u>		
Complete Draft of Thesis Submitted to Committee	Jan 1		
Thesis defended	August 31		

Dissertation Supervisory Committee

The Dissertation Supervisory Committee operates as an advisory body charged with ensuring that students receive the best possible research supervision. In its advisory capacity, the dissertation supervisory committee serves to assist the supervisor and student in all stages of the dissertation research. Ideally, at least one committee member should have relevant competence vis à vis the thesis topic. The supervisor bears the responsibility for deciding what form the thesis takes, and whether or not it is ready for examination; the committee need not be called upon to make unanimous decisions in this regard. The dissertation supervisory committee may also take on a conciliatory role, mediating disagreements between the student and supervisor; if resolution cannot be reached, the matter should be referred to the Department Head. The student or the supervisor can request this conciliatory role. The thesis supervisor also reviews the student's research progress tracking sheet each semester, and the annual student review report. These reviews will be placed in the student's file.

To serve the above functions effectively, the dissertation supervisory committee should be established formally during the first two academic terms of the student's program, with appropriate documentation being placed in the student's file. The committee shall consist of the supervisor and normally two other faculty members. Cross-appointed or joint-appointed members are considered internal to the department; the PsyD Administrative Committee should approve any extra-departmental committee member, in consultation with the Graduate Studies Committee. At least one committee member must be a core clinical psychology faculty member.

PsyD Thesis Timeline

By July 15th of the first year of study, the student is expected to have completed a research proposal approved by the student's thesis committee. By Sept 1st of the second year of study, the student is expected to have obtained ethics approval for their project and to begin data collection. By Sept 1st of the third year of study, the student is expected to have completed data collection for the thesis. In order to be eligible to apply for internship, data collection must be completed. Students are expected to present their findings in a departmental research colloquium during the fall term or winter term of Year 3. Ideally, students will submit their dissertation for defense by the time they start internship at the end of Year 3. By August 31 of the 4th year of study, the student is expected to have defended their thesis. Normally, the supervisor is internal to the Department of Psychology. Cross-appointed faculty are considered internal faculty. Permission of the PsyD Program Director, Graduate Studies Committee, and the Department Head must be obtained for exceptions to this policy.