Doctoral Portfolio Checklist

This form is for your use only and is not to be included in the final portfolio submitted to the department.

1. **Table of Contents**
   - This should tell your committee members on what page of your portfolio the items below can be found.

2. **Publications**
   - One first-authored article accepted or published in an approved peer-reviewed journal
     - Letter of acceptance from journal editor
     - Copy of the accepted version of the manuscript or article reprint

3. **Presentations**
   - Four presentations at meetings of national/international academic/professional organizations
     - Two presentations are single or first authored
     - **Substituted State presentations (2 state count for 1 national)**
       - Two state or regional presentations at meetings of academic/professional organization
     - Acceptance letter or copy of conference program page
     - Full citation for presentation in APA format

4. **Teaching and/or Outreach**
   - Full responsibility for one class at the University of Georgia
     - Course syllabus
     - Quantitative course evaluations
     - Supervisor evaluation
   - Primary responsibility for a programmatic series of 6 to 10 presentations for local service agency with supporting documentation
   - On-going (at least 40 hours) clinical/work/outreach in an institutional setting with a specialized population with supporting documentation
   - Significant involvement in research evaluation for a specific program, including creation of an evaluation report with supporting documentation
   - Production of a significant document for outreach purposes or an outreach publication with supporting documentation

5. **Leadership and/or Citizenship (Both “A” and “B” are required)**
   - **A—Professional Association Membership**
     - Maintaining membership in a professional society beginning with the first year in the program
   - **B—Participation in leadership and/or professional**
     - Reviewing proposals for presentations or publications
     - Appointed or Elected Service on departmental, university, outreach, or professional organizations’ committees
     - Membership on professional or service organization boards
     - Volunteer work at state, multistate, or national conferences
     - Election to office in a state, multistate, or national organization
     - Moderation of a session at a state, multistate, or national meeting
     - Significant involvement in the Graduate Student Organization
     - Significant involvement in the planning and implementation of Quint State
     - Appropriate documentation for above activities