Supervision Paperwork Naming Convention

[First Initial] [Last Name] [Document Abbrev.]

DOCUMENT ABBREVIATIONS

SOE Supervision Checklist: “Checksheet”
   Example: M Mann Checksheet

Mid-Semester Evaluation: “Midterm Eval”
   Example: M Mann Midterm Eval

Final Evaluation: “Final Eval”
   Example: M Mann Final Eval

Observations: “Ob [#]”
   Example: M Mann Ob 1

   *Please note, if you need to upload multiple pages of a document (for example, you have two pages of a GoReact observation), please use the following way to annotate the different pages:

   [Observation #].[Page #]
   Example: M Mann Ob 1.1
   M Mann Ob 1.2

Clinical Practice Checklist: “CP Checklist”
   Example: M Mann CP Checklist

Teaching Self-Evaluation: “Self-Eval”
   Example: M Mann Self-Eval

Induction Individual Development Plan: “Induction Plan”
   Example: M Mann Induction Plan

Letter of Reference: “Letter of Rec”
   Example: M Mann Letter of Rec

Practicum Hour Verification Form (non-interns): “CP Hours”
   Example: M Mann CP Hours

Intern Requirement Checklist & Activity Log (interns only): “Intern Checklist”
   Example: M Mann Intern Checklist

*Please do not include brackets ([ ]) in document name. Brackets used in examples above are used to indicate where and what you would enter (candidate name, document name, etc.).

*Interns are not required to submit the Practicum Hour Verification Form as they submit their Intern Requirement Checklist & Activity Log instead.