

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

Proof of Exit Survey/Exit Survey Screenshot (**P2s only**): "Exit Survey"

Example: M Mann Exit Survey

*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.