

School of Psychology & Counseling (SPC) Department Calendar
Academic Year 2009-10

Fall Term 2009 (Banner Code - 201010)

Prayer/Bible Study, 9 a.m., CRB 237 -- every Friday of the term (starting September 11)

Date	Event
August	
10	Fall Term Syllabi Due & Posted on Blackboard
6-9	APA Convention, Ontario, Canada
16-23	CMHC Residency, (CRB 205/CRB 228)
18	SPC New Student Orientation, 9 a.m.-4 p.m., CRB 228
21	Summer Term Ends
21	Adjunct Self Evaluations Due
21	GA/RA/TA Evaluations Due
24	Final Payment Deadline
24	Fall Term Starts
24	Faculty Office Hours Due
24-Sept. 6	Add/drop Period – 100% Refund
27	Summer Term Grades Due to Registrar
27	Hope Project Meeting, 10 a.m., CRB 107
28	SPC Faculty/Staff Retreat, 9 am-4 pm, ADM 218 (Breakout rooms: ADM 250, President's Boardroom, ECR)
September	
	Gather tuition data from competitor schools
	Prepare board report
3	Hope Project Meeting, 10 a.m., CRB 107
7	Labor Day –All Staff Prayer with CBN/Schools Closed
7-20	50% Refund Period
9-10	Trauma Training, 8:30 am-5 pm, RH 326
9	Fall Convocation, 12-1 pm, COM Theatre
10	Hope Project Meeting, 10 a.m., CRB 107
10-13	Experience Regent Weekend (ERW)
11	SPC Executive Committee, Meeting, 11 a.m., CRB 332
11-12	Association for Assessment in Counseling & Education (AACE) Conference, Norfolk, VA
11	PsyD Faculty Meeting, 9:45 -11 a.m., CRB 165
12	SPC Annual Picnic, Woodstock Park, 12-2:30 pm
15	Fall Graduation Applications Due
15	Faculty Award for Excellence Nomination Due
15	MA Faculty Meeting, 11 a.m., Dr. Keyes' Office
16-19	AACC Conference, Nashville, TN
17	Hope Project Meeting, 10 a.m., CRB 107
18	University Faculty Retreat, 9 a.m. – 3 p.m., RH Moot Courtroom
21-25	Seven Days Ablaze
24	Hope Project Meeting, 10 a.m., CRB 107
25	Spring Schedules Due to Registrar's Office
25	Meeting with Assistant Bookstore Manager, Rachel Scoggan, 9:30-10:00 a.m., following

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Date	Event
	prayer/Bible Study, CRB 237
25	PsyD Colloquium, 2-4 pm, RH Moot Courtroom
30	Faculty Forms Due: Consulting Work Request Form and Policies & Procedures Checklist
October	
1	Hope Project Meeting, 10 a.m., CRB 107
2	SPC Executive Committee, Meeting, 9:30a.m., CRB 332
2	SPC Admissions Retreat, off campus, 9:30 am – 1 pm
5	MA Faculty Meeting, 1 p.m., Dr. Keyes' Office
6	Cultural Diversity Lunch Series, 12-1 p.m., CRB 107
8	Hope Project Meeting, 10 a.m., CRB 107
9	Spring Textbook Adoptions Due to Bookstore
9	Who's Who Nominations Due
9-10	Trauma Training, 8:30 am-5 pm, CRB 227
9	PhD Faculty Meeting, 10 a.m., CRB 212
12	Distribute "Mid-course Evaluations" to adjuncts/new faculty this week
14-18	Association for Counselor Education & Supervision (ACES) Conference, San Diego, CA
15	Hope Project Meeting, 10 a.m., CRB 107
16	Withdrawal Deadline
16	PsyD Colloquium, 2-4 pm, CRB 228
17	NCE Exam, Location/Time TBA
19-25	Fall Break
29	Hope Project Meeting, 10 a.m., CRB 107
29-Nov. 1	Fall Board Meeting
29	Cultural Diversity Lunch Series, 12-1 p.m., CRB 107
29	SPC Town Hall Meeting, 12-1 pm, CRB 237
26	Faculty contact provisional advisees this week
30	Board Open House, 9-10:30 a.m., CRB 237
30	PsyD Faculty Meeting, 10:30-11:30 am, CRB 161 (PsyD Conference Room)
30	PsyD Clinical Training Committee, 11:30 am – 12 noon, CRB 161 (PsyD Conference Room)
30	Spirituality Vitality Committee Meeting, 1:00-1:30 p.m., CRB 107
30	Faculty Seminar, 1:30-2:00 pm, CRB 107
31	Trauma Training, 8:30 am-5 pm, CRB 228
November	
2	MA Faculty Meeting, 1 p.m., Dr. Keyes' Office
2	Quarterly Faculty/Staff Meeting, 3-4:30 pm, RH Moot Courtroom
3	Spring Registration Begins
5	Hope Project Meeting, 10 a.m., CRB 107
6	SPC Executive Committee, Meeting, 9:30 a.m., CRB 332
6-8	CAPS East Conference, Chambersburg, PA
12	Hope Project Meeting, 10 a.m., CRB 107
11-14	VCA Annual Convention, Williamsburg Marriott

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Date	Event
12-14	Fall Preview
13	PsyD Colloquium, 2-4 p.m., RH Moot Courtroom
13-14	Trauma Training (Cancelled), 8:30 am-5 pm, CRB 228
19	Hope Project Meeting, 10 a.m., CRB 107
20	PhD Faculty Meeting, 10 a.m., CRB 212
24	SPC Town Hall Meeting, 12-1 pm, CRB 237
26-29	Thanksgiving Break
December	
	Preliminary budget preparation
3	Hope Project Meeting, 10 a.m., CRB 107
4	SPC Executive Committee, Meeting, 9:30 a.m., CRB 332
4	Spring Syllabi Swap/Assessment Due
4	PhD Faculty Meeting, 11 a.m., CRB 212
4	PsyD Colloquium, 2-4 pm, RH Moot Courtroom
4-5	Trauma Training (Rescheduled), 8:30 a.m. – 5 p.m., CRB 228
7	MA Faculty Meeting, 1 p.m., Dr. Keyes' Office
10	Hope Project Meeting, 10 a.m., CRB 107
11	Spring Term Syllabi Due & Posted on Blackboard
11	SPC Winter Retreat/Team Building Day, location/time TBA
11	Trauma Training, 1-5 pm, CRB 228
12	Trauma Training, 8:30 am – 5 pm, CRB 228
15	Spring/Summer Graduation Applications Due
17	Hope Project Meeting, 10 a.m., CRB 107
17	University Christmas Celebration, 1 pm, COM Theatre, reception in Library Atrium
20	Fall Term Ends
20	GA/TA/RA Evaluations Due
20	Adjunct Self Evaluations Due
21-Jan. 3	Christmas Holidays (No classes)

Spring Term 2010 (Banner Code – 201040)

SPC Prayer//Bible Study, 9 a.m., CRB 107 – every Friday of the term (starting January 15)

Date	Event
January	
	Continuing budget preparation
	Notice faculty if not going to renew contract
1	New Year's Day – All Staff Prayer with CBN/Schools Closed
4	Fall Term Grades Due
4	Spring Term Starts
4	Faculty Office Hours Due
4-17	Add/Drop Period – 100% Refund
6	Final Payment Deadline

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Date	Event
8	SPC Faculty/Staff Strategic Planning Retreat, Location/time TBA
15	SPC Executive Committee Meeting, 9:30 a.m., CRB 332
15	PsyD Colloquium, 2-4 pm, Library Auditorium
18 –31	50% Refund Period
18	Martin Luther King, Jr. Day – Schools Closed
22	PhD Faculty Meeting, 10 a.m., CRB 212
25-29	Commissioning Committee meets this week
26	Cultural Diversity Lunch Series, 12-1 p.m., Location TBA
29	Staff Performance Reviews Due to HR
February	
5	Summer Schedules Due to Registrar
5	SPC Executive Committee Meeting, 9:30 a.m., CRB 332
5	PsyD Colloquium, 2-4 p.m., RH Moot Courtroom
5	PsyD Interviews
19	Summer Textbook Adoptions Due
19-20	PhD Interviews
19	PsyD Interviews
22-26	Distribute mid-course evaluations to adjuncts/new faculty this week
22-26	Distribute mid-term student surveys this week
22-26	Faculty contact provisional advisees this week
26	PsyD Interviews
March	
	Final budget meetings and adjustments
	Prepare board report
1	Withdrawal Deadline
1	Approved Graduation List and Outstanding Graduates due this week
1-7	Spring Break
8	Student/Academic Advising Surveys distributed this week
9	Cultural Diversity Lunch Series, 12-1 p.m., Location TBA
12	SPC Executive Committee, Meeting, 9:30 a.m., CRB 332
15	End of Year Program Survey distributed this week
15	Faculty Award for Excellence Nomination Due
16	Summer Registration Begins
18-22	ACA Convention, Pittsburgh, PA
19	PhD Faculty Meeting, 10 a.m., CRB 212
19	PsyD Colloquium, 2-4 p.m., RH Moot Courtroom
23	Cultural Diversity Lunch Series, 12-1 p.m., Location TBA
25-27	Spring Preview
26	Fall Schedules Due to Registrar
April	
	Finalize Commissioning plans

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Date	Event
2	Good Friday – Schools Closed
6	Cultural Diversity Lunch Series, 12-1 p.m., Location TBA
9	Summer Syllabi Swap/Assessment Due
9	Fall Textbook Adoptions Due
15-17	CAPS National Conference, Kansas City
16	Summer Term Syllabi Due & Posted on Blackboard
22-25	Spring Board Meeting
23	SPC Executive Committee, Meeting, 9:30 a.m., CRB 332
23	PhD Faculty Meeting, 10 am, CRB 212
May	
2	Spring Term Ends
2	GA/TA/RA Evaluations Due
2	Adjunct Self Evaluations Due
3-6	HSC Residency
6	Spring Grades Due to the Registrar
7	SPC Commissioning Program, 2-5 p.m., Virginia Beach Convention Center
8	Commencement

Summer Term 2010 (Banner Code – 201070)

Date	Event
May	
10	Final Payment Deadline
10	Summer Term Starts
10	Faculty Office Hours Due
10-23	Add/Drop Period – 100% Refund
14	SPC Executive Committee, Meeting, 9:30 a.m., CRB 332
14	PhD Faculty Meeting, 11 a.m., CRB 212
14	PsyD Internship Commissioning, 12-2:30 p.m., Library Auditorium/Atrium
24-June 6	50% Refund Period
31	Memorial Day – Schools Closed
30	Yearly List of Dissertations Submitted to Journals/Professional Forums Due to Dean
June	
	Program handbooks reviewed/updated
8	Fall Registration Begins
13-19	PhD Residency
29	Withdrawal Deadline
July	
5	Independence Day – Schools Closed
30	Staff Performance Reviews Due to HR
August	
5-12	CMHC Residency

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6	Fall Syllabi Swap/Assessment Due
12-15	APA Convention, San Diego, CA
13	Fall Term Syllabi Due & Posted on Blackboard
22	Summer Term Ends
22	GA/TA/RA Evaluations Due
22	Adjunct Self Evaluations Due
26	Summer Grades Due to Registrar
Future APA Conventions:	
2011	Washington, DC, August 11-14
2012	Chicago, IL, August 9-12
Future ACA Conventions:	
Future AACC Conferences:	