



Doctor of Psychology (PsyD)
Training Manual

Graduate School of Professional Psychology

September 2009
(Discard previous versions)

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Board of Psychology, ASPPB, and APA Contact Information

Trainees who anticipate seeking licensure in California should familiarize themselves with the laws and regulations relating to the practice of psychology and are encouraged to obtain the most up-to-date information regarding licensure from the California Board of Psychology at:

Board of Psychology
1422 Howe Ave., Suite 22
Sacramento, CA 95825-3200
(916) 263-2699 (phone)
www.psychboard.ca.gov (Web page)
bopmail@dca.ca.gov (Email)

Trainees who anticipate seeking licensure outside California should contact the appropriate state licensure board for information. Trainees are also strongly advised to seek information from:

Association of State and Provincial Psychology Boards
P.O. Box 241245
Montgomery, AL 36124-1245
(334) 832-4580 (phone)
(334) 269-6379 (fax)
www.asppb.org (Web page)
asppb@asppb.org (Email)

JFKU does not assume responsibility for a trainee's failure to meet any of the criteria for licensure in any jurisdiction, including criteria related to supervised experience

Although JFKU, all Practicum placement agencies, and internship sites carry liability insurance, the PsyD Program requires trainees to seek liability insurance coverage of their own. For information on such an insurance program that is sponsored by the *American Psychological Association (APA)*, contact:

American Psychological Association
750 First Street N.E.
Washington, DC 20002-4242
(800) 477-1200 (phone)
www.apait.org (web site)

Trainees may download the Code of Ethics from www.apa.org

Introduction

The purpose of this *Training Manual* is to present basic information about the policies and procedures of the Doctor of Psychology (PsyD) Training Program at John F. Kennedy University (JFKU) to trainees. It outlines expectations and roles for all three parties involved: the placement agency, JFKU, and the PsyD trainee and intern. Further, it outlines the function of all three of our program's practicum placements (*Practicum I*, *Practicum II*, and *Practicum III*) and of the Pre-Doctoral Internship.

In contrast to both *Practicum II* and *Practicum III* which are clinical placements, *Practicum I* is an ethnographic placement experience. For this reason, information concerning *Practicum I* differs substantially from that relevant to the two clinical placements. Consequently, this manual is organized to address *Practicum I* separately from *Practicum II* and *Practicum III*.

JFKU's PsyD Program greatly appreciates the crucial role that all practicum placement agencies and internship sites play in the training of our students. In this regard, this training manual is also designed to be informative to placement directors and supervisors.

Consistent with guidelines promulgated by the Education Directorate of the American Psychological Association, practicum training in JFKU's PsyD Program is designed to facilitate development of the following:

- An understanding of and commitment to *professional and social responsibility* as defined in the ethical code for psychologists
- The ability to *conceptualize human problems*
- An awareness of the *full range of human variability*
- An understanding of the *impact of one's own personality and biases upon others* while acting in a professional capacity
- *Skills* in systematic observation of behavior, interviewing, psychological testing, psychotherapy, counseling and consultation
- The ability to *contribute to current knowledge and practice* in the field of clinical psychology

JFKU's PsyD Program is committed to active learning and community service, is attentive to social needs, particularly those of traditionally underserved populations, and is guided by a commitment to cultural and other forms of human diversity.

In this regard, we define the term “diversity” broadly to include, but not be limited to, individual and group differences related to socio-economic status, race, gender, culture, ethnicity, sexual orientation, ability/disability, age, religion, spiritual tradition, and worldview. The program is thus designed to prepare trainees for careers in clinical psychology with particular expertise in working with underserved populations and those from diverse backgrounds. Unlike many programs that provide diversity training as a separate component of their curricula, JFKU’s PsyD Program integrates diversity into all aspects of its academic and experiential training. Throughout a trainee’s placement the Training Office will ensure that requests for placement actively complement (rather than simply add to) a trainee’s existing experience and/or expertise.

Please note the Training Office must be kept up-to-date with your current email address and all contact information. The Training Office assumes that you will check your email on a regular basis through the year. Incoming students without an email account should immediately contact Information Services to obtain one.

Practicum I (Ethnographic Practicum)

The first year ethnographic practicum lays the foundation for culture- and diversity-sensitive training as well as practice in self-reflection and self-awareness. The ethnographic experience involves immersion in environments that provide unique and diverse cultural experiences for the trainees. This immersion establishes an understanding of diversity and the relationships with power, privilege and oppression in the practice of psychology.

To this end, the primary purpose of the ethnographic practicum (*Practicum I*) is to provide first-year doctoral trainees with experience with an unfamiliar culture/setting. For a minimum of eight hours per week, first-year trainees engage in a cultural immersion experience in a setting specifically selected to expose trainees to a population with whom they have had little or no prior contact.

All students entering the PsyD Program at John F. Kennedy University are required to take the Integrated Professional Seminar (IPS1.) This seminar offers students a full year immersion experience aimed at building multicultural alliances from the perspective of being the “outsider”. Students are engaged in a three-quarter weekly seminar and an ethnographically focused practicum experience. In traditional programs in clinical psychology beginning students are given a “patient or client” often of a different background to practice skill development. Our program asks entering students to explore their assumptions, biases and stereotyped perceptions of difference, as a foundation for developing cultural competence. Every effort is made to fill the IPS-I seminar sections with students and with faculty who represent diversity in regards to race/ethnicity, gender and sexual orientation. Several times during the year all sections of IPS-I come together for inter and intra-cultural large and small group exercises

First year students are required to complete a profile of their cultural and ethnic backgrounds and previous experience. This data is used to place students in practicum sites serving populations with backgrounds different from their own. Younger students may be placed in a site for senior citizens; able bodied students in sites serving peoples with disabilities; white middle class students in sites with lower SES groups of people of color, etc.. Students study tools of ethnography to gain an understanding of the role of a participant observer. Understanding, appreciating and respecting the rituals and customs of their practicum site assist students in engaging informants and ultimately building meaningful alliances. An analysis of power dynamics that enhances multicultural relationships is an additional tool offered first year students. The student’s task is to act as a participant observer in the least obstructive manner, until he or she is invited into the community by all members of the culture.

The IPS-I seminar focuses on the study of ethnography, theoretical models of multiculturalism and difference, group process and group support of the ethnographic practicum experience. Students are immersed in a four-hour weekly seminar surveying a diversity of approaches to oppression that includes racism, gender oppression and sexism, linguistic oppression, heterosexism and homophobia, xenophobia, anti-Semitism and oppression of other religions, ageism, classism and ableism. Films supplement reading assignments, as well as, field observations to local community events and festivals e.g., *La Dia de los Muertes* (The Day of The Dead) celebration at the Oakland Museum. Students are required to keep a journal of their personal and interpersonal challenges to the readings, films, field observations and practicum experiences while exploring these challenges in group process interactions. Lastly, students engage in group or individual presentations on the history of one of the social oppressions listed above. Quarterly term papers are required with the third and final term paper focused on an overall analysis of the ethnographic experience for the entire year.

It should be noted that such an experience as that described above may be expected to produce, in some trainees, a measure of cognitive and affective dissonance. Within an unfamiliar setting, trainees may struggle with the role of being a minority within an unfamiliar majority, learning to negotiate a different cultural milieu. This is considered to be an integral part of the process of self-awareness.

Relationship between *Practicum I* and Clinical Training

The ethnographic practicum (*Practicum I*) is not a clinical placement. Indeed, *Practicum I* trainees are not permitted to engage in clinical work. This placement is, however, integrally related to trainee development as clinical psychologists. It is one of the principal means by which trainees establish the foundation necessary to work with the diversity of clients that they will encounter in their subsequent clinical placements, as well as in their future work as professionals. This practicum (*Practicum I*) and its accompanying Integrated Professional Seminar (IPS-I) is designed to focus on Diversity, one of the content areas recommended for doctoral training in clinical psychology by the *American Psychological Association* as well as being endorsed as a required competency by the *National Association of Schools of Professional Psychology (NCSPP)*.

Trainees are purposefully placed by the PsyD Program Training Office in a training site different from any past experience that they may have brought to the program. They engage with the agency, its staff, and its service recipients through the participant/observer model, commonly used in the discipline of anthropology and, increasingly, in psychology. Trainees participate in agency activities while simultaneously observing the cultural system in which they are placed, and their personal responses to their surroundings. The goal of the ethnographic placement and the accompanying coursework in IPS-I is to help trainees become more aware of their intrapersonal responses to interacting with individuals from other backgrounds.

This practicum helps trainees develop the awareness and cultural sensitivity required to create an interpersonal relationship with someone from a different community as well as helping to improve trainees' ability to examine their own beliefs and biases. We view these skills as essential for effective psychotherapeutic work in later training and beyond as well as for ethical practice of clinical psychology.

Ethnographic placements may include schools, community-specific agencies, residential facilities, day-treatment programs, and other community organizations. Since *Practicum I* is not a clinical placement, supervision is conducted by a staff member selected by the agency, not necessarily by a mental health professional. Such supervision may be administrative in nature and will be in addition to any cultural informants trainees may identify.

Relationship between *Practicum I* and the Integrated Professional Seminar

The relationship between the IPS-I and the practicum placement is an integral one. IPS-I provides a school-based quasi-supervisory experience that emphasizes the building of clinical skills within a social responsibility model of practice. Trainees placed in *Practicum I* are therefore concurrently registered as students in Integrated Professional Seminar-I (IPS-I), for a sequence of three quarters, Fall, Winter, and Spring. IPS-I instructors are the first, and primary, link between JFKU and *Practicum I* placement agency staff. Our expectation is that agency staff and IPS-I instructors are in regular contact throughout the placement year and at least once per quarter.

Practicum I supervisors communicate their perceptions of trainee performance to trainee and the PsyD Program Training Office at least once each quarter. Formal written evaluations of trainees are submitted by the *Practicum I* supervisor once each quarter. *Practicum I* trainees submit formal written evaluations of their ethnographic training experience to the Training Office at the end of the placement year. A major part of the PsyD Program's quality assurance is provided by monitoring these evaluations. In addition, trainees benefit from the mentoring time with their supervisor, during which they discuss trainees' relative strengths and areas of growth and agree on training goals for the next quarter.

Breadth of Training and Trainee Placement

In order to maintain consistency with the PsyD Program's mission, goals, and objectives, a major role of the Training Office is to ensure that trainees receive an ethnographic experience that is significantly different from any prior experience that they may have had.

Upon notification of admission into the PsyD Program, new students are mailed Form #1, *Prior Clinical, Academic, and Life Experience Form*, well before Registration Day. Students need to submit this completed form back to the Training Office. During the Fall quarter, *Practicum I* sites are chosen for each trainee according to their schedule and their experience prior to their entry into the PsyD Program. IPS-I instructors notify trainees of their placements during the first few weeks of the academic year.

Trainee Activities during *Practicum I*

There is a wide variety of activities in which trainees may engage at their *Practicum I* placement. Recommended activities include, but are not limited to:

- mentoring
- tutoring
- assisting with clerical work
- assisting with recreational activities
- assisting in a classroom
- co-facilitating groups
- shadowing" professional and/or administrative staff or faculty
- assisting in answering hot-line calls
- making appropriate client referrals

As a reminder, *Practicum I* trainees may not engage in clinical work e.g., they may not conduct psychotherapy and they may not lead groups alone. They may, however, co-facilitate groups with a qualified co-leader.

<p>If there is any doubt as to the appropriateness of a proposed trainee activity, do not hesitate to contact the IPS-I instructor, the Administrative Director, or the Training Director.</p>
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Practicum I Agency Responsibilities

The responsibilities of the placement agency are as follows:

- Completion of the *Practicum I (Ethnographic) Training Contract* before trainee performs any Practicum I-related duties and submission to the PsyD Program Training Office (this Contract will then be signed by the Training Director and a copy mailed back to the Agency)
- Provision of 8 hours minimum per week of practicum experience with a total minimum of 216 hours for the practicum year. These hours should be distributed in such a way as to make sure that students finish their *Ethnographic Practicum* no later than the second week of June.
- Provision of one hour of individual supervision each week (supervision does not need to be conducted by a licensed mental health professional)
- Completion by supervisor of Form #2, *Trainee's Log of Ethnographic Practicum Training Activities*, each quarter.
- Submission of supervisor's evaluation of trainees on forms provided by the PsyD Program Training Office each Fall, Winter, and Spring quarter by the 10th week of each quarter. (See Calendar enclosed)
- Immediate notification to the trainee's IPS-I instructor of any problems or concerns regarding trainee's on-going placement at agency.
- Immediate communication to the PsyD Program Training Office of any changes in agency policy or agency provision of supervision

Practicum I PsyD Program Responsibilities

The responsibilities of the PsyD Program are as follows:

- Provision of qualified trainees to agency
- Provision of didactic training and support for trainees in an accompanying Integrated Professional Seminar
- Communication of expectation that trainees will adhere to agency's rules and regulations and professional standards and ethical code of conduct in providing services to clients served by the agency
- Provision of trainee malpractice insurance during Fall, Winter, and Spring quarters
- Coordination and oversight of *Practicum I* by the Training Director and/or Administrative Director
- Provision to trainees of all documents and forms related to the practicum training contract, and the maintenance of training records
- Joint development and periodic review of agency training program
- Regular visits to site as necessary

***Practicum I* Trainee Responsibilities**

The responsibilities of the trainee are as follows:

- In order to be placed in a *Practicum I* placement, trainees need to have completed and submitted Form #1, *Prior Clinical, Academic, and Life Experience Form* (see page 7, Breadth of Training and Trainee Placement)
- Secure student liability insurance (1 million per occurrence/3 million aggregate)
- If a training agency requires fingerprinting, students will need to get finger printed at their own expense
- In order to pass Practicum I, trainees must receive a rating higher than '1' on all assessed dimensions. Failure to receive such ratings may result in a trainee having to repeat the entire IPS sequence
- A rating below '3' on any assessed dimension may result in IPS instructor investigation, including but not limited to, soliciting input from the trainee and the supervisor. This would normally result in a plan for remediation with which IPS instructor, site supervisor, and student are in agreement
- Familiarity with, and understanding of, the PsyD Training Manual
- Immediate communication to the PsyD Program Training Office of any changes in agency policy or supervision
- Compliance with all placement agency policies and procedures
- Compliance with all PsyD Program policies and procedures
- Immediate notification by the trainee to their IPS-I instructor and their agency supervisor of any problems or concerns

In addition, trainees need to keep a weekly log of all practicum hours, including a breakdown of how much time is spent on each activity, on Form #2, *JFKU PsyD Trainee Log of Ethnographic Practicum Training Activities*. Hours need to be totaled for quarter and supervisor need to sign this form. Trainees will use information from these forms later on for clinical practicum and internship applications as well as for application for licensure in several jurisdictions.

It is essential for trainees to keep a personal record of practicum hours, including demographic statistics on clients seen, number of sessions with clients, etc. This is useful information to have in applying to practica and internships, as well as identifying areas where more breadth and experience is needed. Since the kinds of information required may change, trainees are advised to keep as complete a summary of client demographics and services provided as possible.

Practicum I (Ethnographic) Training Contract

- The *Practicum I (Ethnographic) Training Contract* is a three-party agreement between the trainee, the *Practicum I* agency and the PsyD Program
- A trainee may not start training at the agency until the completed Contract has been signed by all three parties
- No change to this Contract may be made by any party unless in writing and agreed upon by all three parties
- No contract exists without the explicit approval and signature of all three parties named
- Specification of the number of hours a trainee will work (a minimum of 8 hours per week for a total minimum of 216 hours), of the beginning and ending placement dates, including special dates and/or times for orientation (typically, placement begins in November and ends in June)
- Specification of the description of services the trainee will provide (e.g. outreach, mentoring, recreational activities, tutoring, etc.), of the number of hours dedicated to training, including at least one hour of individual or group supervision

Practicum I Timeline

- All forms are available for download from JFKU's website. Hard copies are also available from PsyD Program staff
- Trainees need to make copies of all completed forms for their own records before submitting to Training Office
- Trainees need to submit original and one copy of each form to the Training Office
- Deadlines for receipt of forms by the Training Office are one week prior to the last IPS class of each quarter
- Incorrectly completed forms will be returned to trainee and result in a registration hold being placed, preventing trainee from registering for the next quarter

Fall and Winter Quarters:

Form #2 *JFKU PsyD Trainee Log of Ethnographic Practicum Training Activities*

AND

Form #3 *Supervisor's Evaluation of Ethnographic Practicum Trainee*

Spring Quarter:

Form #2 *JFKU PsyD Trainee Log of Ethnographic Practicum Training Activities*

AND

Form #3 *Supervisor's Evaluation of Ethnographic Practicum Trainee*

AND

Form #4 *Trainee Evaluation of Ethnographic Practicum*

Summer Quarter (if applicable):

Form #2 *JFKU PsyD Trainee Log of Ethnographic Practicum Training Activities*

Practicum II and Practicum III (Clinical Practica)

Placement at a *Practicum II* or *Practicum III* Site

Securing a placement for *Practicum II* and *Practicum III* is competitive and each trainee is responsible for applying to placement sites (after choice of sites has been approved by the Training Committee). This differs from *Practicum I* placement where the responsibility for securing a site rests with the PsyD Training Office. In many ways, the process for applying for *Practicum II* and *Practicum III* is similar to an employment application.

In choosing placements, trainees are cautioned that some agencies may require a twelve-month commitment. Trainees are advised to consider the potential impact of such a commitment on the start of their next training year.

In developing a list of sites to apply to, trainees are advised to ensure that their choices are consistent with the following three goals:

1. A Variety of Populations Served

It is essential that trainees seek placements in agencies that offer clinical training with a variety of client populations. Diversity is defined here to include, but not be limited to: socioeconomic status, physical and intellectual ability, race, ethnicity, culture, mental health/mental illness, spiritual/religious affiliation, affectional/sexual orientation, gender, and age.

2. A Variety of Assessment Methods

Trainees are expected to seek placements in agencies that offer a range of methods with which to assess individuals and systems. Assessments methods might include: Traditional psychometric instruments, psychological instruments for which available norms for specific minority populations are available, mental status exams, intake interviews, structured clinical interviews.

3. A Variety of Intervention Settings and Methods

Trainees are expected to seek placements in agencies that offer a variety of theoretical orientations and intervention opportunities. Examples of such agencies include: Inpatient and outpatient facilities, day treatment and residential facilities, schools, hospitals, and community mental health facilities.

Intervention methods should include: psychotherapy (brief and long term, group as well as couples- and system-focused), consultation, program development, implementation of psycho-educational programs, and supervision of other trainees.

Relationship between *Practicum II* and *Practicum III* and the Integrated Professional Seminar

The relationship between the Integrated Professional Seminar (IPS) and the practicum is an integral one. IPS provides a school-based supervisory experience that emphasizes the building of clinical skills within a social responsibility model of practice. Trainees register concurrently in IPS during a three-quarter sequence (Fall, Winter, and Spring). When the placement extends into summer, trainees are required to register for a no credit, no cost course (Summer Field Placement, PSD7602).

The responsibilities of agency, JFKU, and trainee are elaborated in the section following a general description of *Practicum II* and *Practicum III* respectively.

Practicum II: Description

The focus of *Practicum II* is on the supervised integration and application of knowledge gained from *Practicum I* placement experience and trainees' first-year and on-going second-year doctoral coursework. In *Practicum II*, trainees develop skills in accurate assessment, conceptualization, and formulation of client cases from a multicultural/diversity perspective.

Required second-year coursework includes an Integrated Professional Seminar (IPS-II), emphasizing application of multicultural knowledge in the second-year practicum placement (*Practicum II*). This seminar explores the relative effectiveness of treatments with specific populations, as well as the impact of the clinical setting on both therapist and client. Second-year trainees expand their foundational knowledge with a required sequence of coursework in dynamic, cognitive-behavioral, and systemic theoretical perspectives. The second year sequence of psychological assessment courses and the first year *Law and Ethics*, and other foundation courses provide the trainee with a solid base to start their clinical practice.

Practicum III: Description

The focus of *Practicum III* is on the supervised integration and application of knowledge gained from *Practicum I* and *Practicum II* placement experiences, trainees' first- and second-year doctoral coursework, and on-going third-year doctoral coursework. As with *Practicum II*, trainees develop skills in accurate assessment, conceptualization, and formulation of client cases from a multicultural/diversity perspective. However, the focus in *Practicum III* is extended to include advanced skills in the development of systematic and empirically-based plans for intervention with individuals, groups, or communities within the larger context of human diversity and social justice.

Required third-year coursework includes IPS-III to accompany trainees' *Practicum III* placement. Integration of prior coursework, theory, and practice, as evidenced by case formulations and presentations, forms the basis of IPS-III. Issues of social/cultural context remain a focus of the seminar experience. Trainees are also mentored through the pre-doctoral internship application process. Preparation for the Clinical Proficiency Exam (CPE) is a major focus. Professional development is an on-going focus throughout this seminar.

Third-year practicum trainees are required to apply to sites which serve a population different from that of the second-year placement, thereby providing trainees with more breadth of experience.

Practicum II and Practicum III Agency Responsibilities

The responsibilities of the agency are as follows:

- **Practicum II**
Provision of 16-20 hours per week of practicum experience with a diverse client population and range of clinical experience for a total annual minimum of 560 hours and a total annual maximum of 800 hours
- **Practicum III**
Provision of 20-24 hours per week of practicum experience with a diverse client population and range of clinical experience for a total annual minimum of 800 hours and a total annual maximum of 1000 hours
- Provision of one hour of face-to-face individual supervision and one hour of group supervision each week by a California-licensed psychologist
- Immediate communication to the PsyD Program Training Office of any changes in agency policy or agency provision of supervision
- Submission of supervisor's evaluation of trainees on forms provided by the PsyD Program Training Office each Fall, Winter, and Spring quarter by the 10th week of each quarter
- Completion by each trainee's supervisor of Form #5, *PsyD Training Log of Clinical Training* each quarter

- Completion of the *Practicum Training Contract* before trainee performs any *Client*-related duties and submission to the PsyD Program Training Office (this Contract will then be signed by the Training Director and a copy mailed back to the Agency)
- Immediate notification to each trainee's IPS instructor of any problems or concerns regarding trainee's on-going placement at agency
- Review of trainee applications and interview of applicants on a nondiscriminatory basis
- Decision on acceptance of trainees through a mutual matching process
- Provision of facilities and provision of training related to clinical activities
- Maintenance of clinical responsibility for trainee clinical activities
- Provision of additional clinical training experiences (e.g., seminars, case conferences, etc.) to trainees
- Provision of a diverse client population with diverse needs to trainees. "Diverse" is defined here to include, but not be limited to: socioeconomic status, physical and intellectual ability, race, ethnicity, culture, psychological dysfunction, spiritual/religious affiliation, affectional/sexual orientation, gender, and age
- Provision of professional liability insurance for each trainee assigned to the site based on the supervisor's license and under their liability insurance
- Regular communication with JFKU by (a) contacting the IPS instructor when there are specific concerns with the trainee and (b) contacting the PsyD Program Training Director regarding administrative and/or overall training issues
- Assistance to trainees with documentation of training activities and hours
- Attendance at meetings called by JFKU to plan and coordinate training
- Provision of a written evaluation of trainee by site supervisor at least once per academic quarter (10-12 weeks). Site supervisor should discuss such evaluations with the trainee allowing enough time for the trainee to submit the evaluation to the Training Office by the Friday prior to the last week of each quarter
- Assistance by the site supervisor to practicum III trainees in identifying an appropriate case for the *Clinical Proficiency Examination (CPE)*, and in arranging for videotaping of the trainee's work with the clients concerned, including assistance in obtaining consent to video/audio tape cases

***Practicum II and Practicum III* PsyD Program Responsibilities**

The responsibilities of the PsyD Program are as follows:

- Pre-approval of trainee's applications
- Provision of a pool of qualified applicants to agency
- Provision of didactic training and support for trainees in an accompanying Integrated Professional Seminar

- Communication of expectation that trainees will adhere to agency's rules and regulations and professional standards and ethical code of conduct in providing services to clients served by the agency
- Coordination and oversight of *Practicum II* and *Practicum III* by the Training Director and/or Administrative Director.
- Provision to trainees of all documents and forms related to the practicum training contract, and the maintenance of training records
- Joint development and periodic review of agency training program
- Regular visits to site as necessary
- Administration of the Clinical Proficiency Examination (CPE) to third year trainees in Spring quarter and provision to trainees of instructions for preparing their case presentations

Practicum II and Practicum III Trainee Responsibilities

The responsibilities of the trainee are as follows:

- Secure student liability insurance (1 million per occurrence/3 million aggregate)
- If a training agency requires fingerprinting, students will need to get finger printed at their own expense
- In order to pass Practicum II & III, trainees must receive a rating higher than '1' on all assessed dimensions. Failure to receive such ratings may result in a trainee having to repeat the entire IPS sequence.
- A rating below '3' on any assessed dimension may result in IPS instructor and Training Office investigation, including but not limited to, soliciting input from the trainee and the supervisor. This would normally result in a plan for remediation with which IPS instructor, site supervisor, and student are in agreement
- Familiarity with, and understanding of, the PsyD Training Manual
- Immediate communication to the PsyD Program Training Office of any changes in agency policy or supervision
- Awareness that any exceptions to the maximum number of permitted practicum hours must be petitioned to the Training Director by a trainee applying to a given site (please note that written approval by the Training Director must be secured before any individual contract becomes valid and that approval of such petitions are rarely granted and then only in extraordinary circumstances)
- Compliance with all agency program policies and procedures
- Compliance with all PsyD Program policies and procedures
- Immediate notification by the trainee to their IPS instructor and their agency supervisor of any problems or concerns, including submission of Form #11, *Placement Concerns*, to the Training Office, outlining any problem(s) that trainee has been unable to resolve

- Professional conduct (including appropriate dress and speech) at all times while working in their practicum placement. This includes the showing of respect to clients, supervisors and agency staff as well as to other trainees, staff, faculty and administration of JFKU
- Knowledge and understanding as well as observation of (a) the most recent *APA Ethical Principles of Psychologists and the Code of Conduct*, (b) the laws pertaining to the practice of psychology, and (c) Policies and Procedures of the JFKU PsyD Program
- Refraining from the use of substances such as alcohol or illegal drugs before or during their hours at a site
- Refraining from engaging in any behavior which might reflect badly on the PsyD Program and/or JFKU, and which could negatively affect the relationship between any agency and the PsyD Program and/or JFKU
- Selection of placements which will provide a broad range of training experiences in keeping with the PsyD Program's diversity mission and breadth requirements
- Registration in a no-credit/no tuition course (PSD 7602) if trainee is engaged in practicum during the Summer Quarter

<p>Violation of any of the above responsibilities may result in the trainee being placed on review and advisement and to termination from the PsyD Program.</p>

Practicum II and Practicum III Training Contract

- *Practicum II and Practicum III Training Contract* is a three-party agreement between the trainee, the agency, and the PsyD Program
- Trainee may not start training at the agency until the completed Contract has been signed by all three parties
- No change to this Contract may be made by any party unless in writing and unless agreed upon by all three parties
- No contract exists without the explicit approval and signature of all three parties named
- The contract specifies the number of hours a trainee will work (minimum of 16 hours, maximum of 24 hours, per week), the beginning and ending placement dates, including special dates and/or times for orientation, and the description of services trainee will provide

Practicum II and Practicum III Timeline

- All forms are available from the Training Office
- Trainees need to make copies of all completed forms for their own records before submitting to Training Office
- Trainees need to submit original and one copy of each form to the Training Office
- Deadlines for receipt of forms by the Training Office are one week prior to the last IPS class of each quarter
- Incorrectly completed forms will be returned to trainee and result in a registration hold being placed, preventing trainee from registering for the next quarter

Fall and Winter Quarters:

Form #5. *JFK University PsyD Training Log of Clinical Training*

AND

Form #6. *Supervisor's Evaluation of Trainee*

Spring Quarter:

Form #5 *JFK University PsyD Training Log of Clinical Training*

AND

Form #6 *Supervisor's Evaluation of Trainee*

AND

Form #7 *Trainee Evaluation of Clinical Training Site*

AND

Form #8 *Trainee Evaluation of Clinical Supervisor*

Summer Quarter (if registered for summer units, as applicable):

Form #5 *JFK University PsyD Training Log of Clinical Training*

Form #6 *Supervisor's Evaluation of Trainee*

Clinical Practicum Application Procedures

Placement Prerequisites

Practicum II (trainees apply when first-year students):

To be eligible for *Practicum II* placement, trainees must have successfully completed *Practicum I* and the following coursework.

IPS-I - Integrated Professional Seminar (Fall, Winter, and Spring):

PSD7035 *Practicum I*

PSD7046 *Group Process*

PSD7047T *Multicultural Awareness in Professional Psychology*

PSD7016 *Adult Psychopathology II*

PSD7008 *Clinical Interviewing Skills II*

PSD7141 *Ethical and Legal Issues in Professional Psychology*

Concurrent or prior enrollment in PSD7122T, or PSD7123T, or PSD7124T
(Theory courses)

If in doubt, the trainee immediately needs to consult the pre-requisite flow chart with his/her advisor

Practicum III (trainees apply when second-year students):

To be eligible for *Practicum III* placement, trainees must have successfully completed *Practicum I*, *Practicum II*, and the following coursework:

The *Comprehensive Written Exam*.

All D-1 and D-II required courses with the exception of PSD7252T, PSD7253T, PSD7254T (Clinical Dissertation Proposal I, II, III).

If in doubt, the trainee immediately needs to consult the pre-requisite flow chart with his/her advisor

Steps Before Securing a Practicum Placement Offer

Trainees are responsible for applying only to, and only obtaining positions from, agencies approved by JFKU's PsyD Program Training Office. The matching process can be very competitive at some agencies and the Training Office will make every effort to place each trainee. However, JFKU cannot guarantee a placement with any agency. All agencies, including the JFKU Counseling Centers, are independent and make their selections based on their own criteria.

November - December:

- Trainees review the *Practicum II and Practicum III Agency Directory*²
- Trainees prepare *Curriculum Vitae*
- Trainees prepare cover letters
- Trainees solicit review of their draft CVs and cover letters, from IPS instructors, peers, academic advisors, and the Administrative Director and/or Training Director

December:

- Trainees finalize C.V. and cover letters based on feedback received

January:

- Trainees select seven sites for *Practicum II and Practicum III*
- Trainees complete Form #9, *Petition for Practicum II, Practicum III, and Internship*
- Trainees seek written approval of sites by submitting signed Form #9, *Petition for Practicum II, Practicum III, and Internship* to Training Committee by February 5th for written approval

Trainees may not begin application to any agency before obtaining written approval from the Training Committee.

February:

- Trainees mail application packages to sites pre-approved by Training Committee

² Available for review in the Graduate School of Professional Psychology Reception area. Contains information about agency-specific application deadlines, agency application forms, as well as trainee and training staff evaluations of the sites.

An application package may include an individually-tailored cover letter, a *Curriculum Vitae*, an agency-specific application form (if required, trainees will need to obtain this from any given agency), and three or more letters of recommendation (with at least two being from those who are familiar with any clinical skills trainee may have). Current faculty, former clinical supervisors (if applicable), volunteer supervisors, etc. are all good sources. Letters that are outdated, or are from trainee's private therapists, family, or friends are not recommended

March - June:

- Trainees prepare for interviews by talking to others who have been through the process and by practicing mock interviews
- Trainees schedule interviews with agencies who express an interest in trainees' application (agencies will contact trainees directly to arrange interviews)

The verbal acceptance of a placement offer by a trainee is binding on both parties
--

July - August:

If trainee is not accepted at a site by mid-Summer Quarter:

- Trainee informs Administrative Director and Training Director
- Referral to the Review and Advisement Committee may be made for counseling
- In some cases, the trainee may be asked to either reduce from full time to part time status or to take a temporary leave of absence to acquire more volunteer clinical experience to improve the competitiveness of trainee application

Steps After Securing a Practicum Placement Offer

- Trainees submit completed Form #14, *Placement Information* to the Administrative Director and pick up a contract.

Form # 14 needs to be completed and returned to the Training Office as soon as a practicum placement offer has been accepted and within five business days.

- Trainees schedule a meeting with the agency's Training Director to discuss details of the placement and complete and sign the *Practicum Training Contract* (available from the JFKU PsyD Program Training Office and which trainees need to take to this meeting)

- Trainees register for the IPS accompanying the practicum (Trainees must be registered in IPS in order to begin a practicum placement)
- Trainees return all copies of the entire *Practicum Training Contract* to the Training Office who will send one copy to the agency and give another to the trainee

The *Practicum Training Contract* is completed and signed by all parties, including the PsyD Training Director before the trainee begins the Practicum placement.

Violation of any of these procedures is regarded as a serious breach of professional conduct required of all PsyD trainees. Sanction for such violation may include dismissal from the PsyD Program.

Externships

The Training Department welcomes and supports initiatives by PsyD students in pursuing externship-based clinical training in Psychology during their tenure in the Doctoral Program. The advantages of externship training can be significant. Students can benefit from externship experiences in several ways:

- ✓ Students might be able to access training in centers of excellence, too narrow and specialized in scope of practice to be acceptable as part of the regular practicum experiences.
- ✓ Students experiencing a hiatus in clinical practice for several months on any given year in their program can remain actively involved in clinical practice.
- ✓ Students can obtain additional experience in psychological assessments.

Externships considered for approval will fall into one of two categories:

1) Supplementary Practicum Training

- A student undergoing externship experiences in this category will be required to seek approval of supplementary practicum from the PsyD Program Training Office. The provisions for approval will be identical to the Training Office provisions for granting approval of regular Practicum experiences, as stated in the Training Manual. A contract, specifying the nature and hourly agreement of the externship experience, will require the signatures of the PsyD Program Director of Training, the site supervisor, and the student.
- The student will enroll in course PSD7330 for 1 credit hour per Quarter and satisfy the requirements of this course, as per the course syllabus. This course will not count toward degree completion.
- The primary supervisor will be a training site Licensed Psychologist. The training site will provide the student with individual supervision, group supervision and didactic training. The extent of this training will have to be approved on a case-by-case basis by the PsyD Director of Training.
- The Training Office will approve Supervised Practicum Training hours toward readiness for internship. This approval will be based on the review of quarterly supervisory reports from the site and successful completion of course PSD7330 requirements.

2) Independent Enhancement of Clinical Training

All the parties in this type of externship agreement need to be aware that this category of externship is a contract solely between the student and the

externship training site. There is no contractual agreement between JFKU and any of its programs with the student and/or the externship site.

The implications of this are:

- JFKU does not have the capacity to intervene on behalf of the student, nor does it have any liability in situations of conflict and/or legal proceedings.
- Externship hours do not count toward the number of clinical hours required by the PsyD Program for APA, APPIC and/or CAPIC.
- JFKU will not assess a fee, nor will it grant academic credit for this type of externship experience.
- Students can describe this work in the cover letters and/or essays for internship application.

There are no formal information resources (i.e., clearinghouse, posting) at present to advise academic doctoral Training Offices of externship offerings. Hence, our Training Office is limited in its capacity to advise students on available openings.

Students are strongly advised to obtain professional liability insurance and advocate for themselves with potential externship opportunities.

The PsyD Training Office will be available to students, within the constraints presented above, for advice and assistance on externship initiatives.

Obstacles to Effective Clinical Practice

Personal Difficulties

From time to time, all clinicians find themselves in situations necessitating additional supervision or consultation because of personal or emotional difficulties. Since clinicians have a big responsibility towards their clients, awareness of such difficulties and the willingness to address them are crucial skills to develop during graduate training.

Trainees with personal difficulties potentially affecting their clinical work are encouraged to seek guidance from their agency supervisor. IPS instructors, Training Office staff, and academic advisors may also be useful sources for consultation, guidance, and support. In such situations, every possible avenue for help will be pursued to ensure that trainees can continue or resume their role in providing clinical services.

Interpersonal Conflicts

If matters of conflict arise they should first be addressed in a professional manner by the trainee with the on-site supervisor. If trainees desire further consultation, they should consult with their IPS instructor(s) during or outside IPS. If the situation cannot be resolved by the trainee and the on-site supervisor, the trainee or the IPS instructor may contact the Administrative Director and/or the Training Director. A referral to the Review and Advisement Committee may also be made in order to work towards a satisfactory resolution.

The Process of Review and Advisement (R&A)

The Review and Advisement (R&A) process is designed to evaluate areas of student difficulty and to initiate remediation efforts as soon as possible. The procedures respect due process for the student at every juncture, beginning with the referral. Students may be referred to the R&A Committee for identified difficulties regarding academic performance, practicum/internship issues, and/or professional conduct.

A written referral is submitted to the R&A Committee. The student and the student's academic advisor are then notified as to the nature of the referral and the student is contacted by the R&A Committee to schedule an appointment to discuss the referral and to solicit further information from the student about it. Following the meeting with the student, the R&A Committee will develop a remediation plan in consultation with the Training Director, the student's advisor, and/or the training site supervisor, as needed. If necessary, there may be additional meetings about the issue and further monitoring by the R&A Committee for a specific period. At times, the R&A Committee will be called upon to make recommendations to the faculty and/or Program Director regarding issues related to the student's status in the program. The student may appeal any R&A decision utilizing the conflict resolution procedures outlined in the PsyD Supplement to the Student Handbook.

Leave of Absence

Students might need to ask for a leave of absence from the PsyD Program due to personal circumstances. A student that is committed to placement in a practicum or internship site and plans to request a leave of absence will need to consult and obtain the signature of the Training Director.

Pre-Doctoral Internship

Trainees apply for pre-doctoral internship when they are in the third year of the full-time curriculum. Trainees should be aware that applying for internship is time-consuming (review and selection of internship programs, requesting letters of recommendation, gathering information necessary for the application form, ordering transcripts, etc.) and should begin the process early on in the third year.

Trainees are advised to access published guides on securing an internship such as the following, developed by the American Psychological Association of Graduate Students: *Internships in Psychology : The APAGS Workbook for Writing Successful Applications and Finding the Right Match*. Editors: Carol Williams-Nickelson, PsyD, and Mitchell J. Prinstein, PhD. American Psychological Association, Washington, DC: Published annually.

Trainees are also advised that possession of a Master's degree prior to the application process is a pre-requisite for some internship programs and, in general, will enhance your competitiveness in applying even to those internship programs that do not require this for application. PsyD students will be awarded a Master's degree upon successful completion of the first two years' of coursework in the full-time PsyD curriculum and successful passing of the written comprehensive examination.

Trainees need to be registered in the relevant number of internship units for each quarter in which they are accruing internship hours.

This section gives general information about the Board of Psychology in relation to the PsyD Program internship requirements. It also describes the prerequisites for internship and outlines the types of internships available to trainees.

The Board of Psychology and Pre-Doctoral Internships

JFKU's PsyD Program endeavors to provide internship opportunities that meet the existing requirements of the Board of Psychology (BOP) of the State of California Department of Consumer Affairs, which is responsible for administering the licensing of psychologists. However, since the BOP is an independent public committee, the PsyD Program cannot guarantee eligibility for licensure. Doctoral students must familiarize themselves with current BOP guidelines for internship and postdoctoral requirements (see page 1: Board of Psychology Contact Information).

The BOP requirements for supervised experience accrued as a Psychological Assistant are generally less stringent than the requirements for the PsyD Program pre-doctoral internship. Please note that any hours accrued as a Psychological Assistant will not substitute for hours accrued in an approved internship placement.

Other particularly salient aspects of the California State Licensing Laws include:

- 1500 hours minimum of pre-doctoral training required for licensing must be obtained within a 30 month period
- No more than 176 internship hours may be accrued in any one month

Please see www.psychboard.ca.gov or read the BOP booklet, Laws and Regulations Relating to the Practice of Psychology for up-to-date information on current licensing laws in California.

1500 hours is a minimum number of hours required by the Board of Psychology that trainees will be expected to work, depending upon the number of hours required by the site per week and over the course of a year. It is highly likely that trainees will accrue more than this number of hours. If trainees plan to practice out of state, they need to consider the minimum requirements for internship in that state. Other states commonly require a minimum of 2000 hours of pre-doctoral internship experience.

National Register and Pre-Doctoral Internships

The National Register is a national credentialing organization. It has different requirements for pre-doctoral hours from those of the BOP, namely that an internship must consist of no fewer than 1500 hours and be completed within 24 months. Trainees whose internships meet National Register requirements may find it easier to become licensed in some states than trainees whose internships do not meet these requirements. Trainees may obtain details of National Register internship requirements at www.nationalregister.com.

CAPIC, APPIC, APA and Pre-Doctoral Internships

JFKU's PsyD Program trainees may apply for full-time or part-time internship programs that are members of *CAPIC (California Psychology Internship Council)* or of *APPIC (Association of Psychology Post-Doctoral and Internship Centers)*. Trainees may not apply to internship programs that are not members of APPIC or CAPIC. To be considered full time, trainees must work a minimum of 35 hours per week. The internship is completed over 4 quarters at 9 units per quarter for a total of 36 units.

Some of the APPIC sites may also be approved by APA. An APA internship offers some career and post-doctoral advantages. An APPIC site may provide trainees with a stipend while an APA-approved site must provide trainees with a stipend.

The competitiveness of any internship site depends on several factors, including:

- APA-approval status (APA-approved internship programs are generally more competitive than non-APA approved internship programs)
- geographic location (urban sites are generally more competitive than rural ones)
- match between applicant skills and agency needs
- type of accreditation (APPIC is generally more competitive than CAPIC)

APPIC Internship: Description

APPIC internships meet doctoral internship criteria set by the Association of Psychology Postdoctoral and Internship Centers. APPIC internships may be full-time or half-time, and are located across the United States and Canada. The APPIC half-time internships sequence needs to be graded in complexity to satisfy the internship requirements of the JFKU-PsyD Program. APPIC internship may provide trainees with a stipend. Information on available APPIC internships, as well as the APPIC application, matching process, and deadlines, can be found at www.appic.org.

Agency files located in the Training Office contain evaluations of sites where previous JFKU trainees have been placed. Printed APPIC Directories may be reviewed in the Training Office. These can be helpful in getting a sense of what these internships are like.

- Trainees applying for APPIC internships need Internet access and individual email accounts
- Due dates for applications vary by internship program (as early as the beginning of November through January). Match Day is in February
- For licensure in jurisdictions outside of California, APPIC internship experience may be easier to verify than CAPIC internship experience, due to the national stature of APPIC
- Trainees should submit 10 to 15 applications to maximize chances of receiving an offer of internship placement

CAPIC Internship: Description

CAPIC internships meet doctoral internship criteria set by the California Psychology Internship Council, a California-based organization of training agencies and doctoral programs. CAPIC internships may be one year (*full-time*) or half-*time* and are located throughout California. As with APPIC half-time internships, the CAPIC half-time internships sequence needs to be graded in complexity to satisfy the internship requirements of the JFKU-PsyD Program. Few CAPIC internships *provide* trainees with substantial stipends. Information on available CAPIC internships, as well as the CAPIC application and matching processes, and deadlines, can be found at www.capic.net.

Any trainee wishing to complete two half-time internships in the same year will need to petition the Training Director at least one month prior to CAPIC Uniform Notification Date (UND), usually in March, before accepting two half-time offers. While all trainees will accrue significantly more than the 1500 hours required by the Board of Psychology, trainees considering applying to two half-time internships should note that the total number of hours accrued from such an arrangement is usually significantly more than those accrued in a single full-time internship.

- Review of CAPIC applications begins in December. The application deadline is in March and Uniform Notification Day (UND) is in April. However applicants are advised to apply much earlier than the deadlines
- CAPIC internships offer excellent training and, because many of them are local, they can be helpful in establishing professional relationships in the area
- For licensure in jurisdictions outside of California, CAPIC internship experience may be more difficult to verify than APPIC internship experience, due to APPIC's national stature
- Trainees should submit 10 to 15 applications to maximize chances of receiving an offer of internship placement

Pre-Doctoral Internship Application Procedures

Trainees need to carefully prepare their application packages. The specific steps required before starting the internship depend on whether trainees apply to APPIC or CAPIC -accredited internship programs. Generally, there are five stages in the pre-doctoral internship process: Applying, Accepting, Beginning, Being in, and Completing.

Stage 1: Applying for a Pre-Doctoral Internship

Eligibility Criteria for Applying for Pre-Doctoral Internship

Trainees must:

- Have successfully completed *Practicum I* and *Practicum II*
- Trainees must have successfully completed all coursework required in the first two years of the full-time curriculum (see page 19: Clinical Practicum Application Procedures: Placement Prerequisites)
- Have successfully passed the Written Comprehensive Examination
- Not be on academic probation
- Not be under Review and Advisement Committee advisement
- Have no outstanding Incomplete ("I") grades
- Trainees will be awarded a JFKU Master's Degree in Clinical Psychology (this greatly enhances your competitiveness in applying for internship) upon successfully passing the Comprehensive Examination as well as successful completion of all required courses in the first two years of the full-time curriculum

Trainee Responsibilities

Trainees need to:

- Select internship sites which will provide a broad range of training experiences in keeping with the PsyD Program's breadth requirements
- Carefully review all forms specific to a particular site (for example, some agencies ask for additional essays, assessment reports, etc.)
- Obtain letters of recommendations (refer to Form #12, *Guidelines for Requesting Letters of Recommendation* and Form #16, *Self Evaluation of Strengths and Challenges*)
- Trainees need to request JFKU transcripts via Form #15, *Request for Transcript of Record* in order to benefit from the reduced fee (even if internship sites have not been selected yet)
- Be familiar with, and understand, the PsyD Training Manual
- Maintain compliance with all PsyD Program policies and procedures
- Maintain compliance with all relevant APA, APPIC, and/or CAPIC policies and procedures

- Have knowledge and understanding, as well as observation of: (a) the most recent *APA Ethical Principles of Psychologists and the Code of Conduct*, (b) the laws pertaining to the practice of psychology, and (c) Policies and Procedures of the JFKU PsyD Program
- Refrain from engaging in any behavior which might reflect badly on the PsyD Program and/or JFKU, and which could negatively affect the relationship between any internship site and the PsyD Program and/or JFKU

Stage 2: Accepting a Pre-Doctoral Internship

Eligibility Criteria for Accepting a Pre-Doctoral Internship

Trainees must:

- Have successfully defended their dissertation proposal
- Not be on academic probation
- Not be under Review and Advisement Committee advisement
- Have no outstanding Incomplete (“I”) grades

Trainee Responsibilities

- Agree to accept the internship position with which they are matched from the APPIC or CAPIC process
- Call the Training Office (925-969-3419, or 3423) on the same day trainee has been notified of status (this can be after APPIC Match Day, or after APPIC Clearinghouse Day, or after CAPIC UND, or after CAPIC Clearinghouse Day)
- Complete Form #10, *Internship Site Acceptance*, submit the form in person to the Training Office and pick up an individual *Internship Training Contract*
- Submit *Internship Training Contract* to internship site to be signed by the Agency Training Director and trainee’s primary supervisor. Trainees need to bring this contract back to Training Office.
- Be familiar with, and understand, the PsyD Training Manual
- Comply with all PsyD Program policies and procedures
- Comply with all relevant APA, APPIC, and/or CAPIC policies and procedures
- Comply with all agency program policies and procedures
- Refrain from engaging in any behavior which might reflect badly on the PsyD Program and/or JFKU, and which could negatively affect the relationship between any internship site and the PsyD Program and/or JFKU

Stage 3: Beginning a Pre-Doctoral Internship

Eligibility Criteria for Beginning a Pre-Doctoral Internship

Trainee must have:

- Successfully completed *Practicum III*
- Successfully completed all coursework required in the third year of the full-time curriculum by the end of spring quarter:
IPS-III Integrated Professional Seminar (Fall, Winter, and Spring):
PSD7235S *Practicum III*
PSD7245 *Contemporary Issues in Professional Psychology*
PSD7025 *Child and Adolescent Issues: Psychopathology and Treatment*
PSD7215 *Consultation and Education in Psychology*
PSD7230 *Management and Supervision: Self, Other, and Organization*
- Completed all required units of elective courses by the end of spring quarter
- Passed the Written Comprehensive Examination
- Passed the Clinical Proficiency Examination
- Not be on academic probation
- Not be under Review and Advisee Committee advisement
- No outstanding Incomplete (“I”) grades
- Complied with all relevant APA, APPIC, and/or CAPIC Application Procedures
- Register for Internship units in the summer quarter (full-time or part-time) before the first day of internship

While trainees are encouraged to have defended their completed dissertation before starting internship, this is not a requirement. In some cases, trainees defend their dissertation before starting internship; in other cases, during internship; and finally in some cases, after internship.

Trainees Responsibilities

- Trainees must register for a total of 36 internship units to complete your internship regardless if you go full-time or part-time.
- Register every quarter for internship
- All full-time units, 9 units, are PSD 7400 (P1)
- All part-time units, 4.5 units, are PSD 7400 (P2)

Full-Time Internships:

- If your internship begins and ends in the summer quarter you will register for part-time, 4.5 units, PSD 7400 (P2) for both summer quarters. For the fall, winter and spring quarters, you will register for 9 units, PSD 7400 (P1) each quarter.

- If your internship begins in the summer quarter and ends in the spring quarter, you will register for full-time 9 units, for all four quarters
- If your internship begins in the fall quarter and ends in the summer quarter, you will register for full-time 9 units, for all four quarters

Part-Time Internships:

- If your internship begins and ends in the summer quarter you will register for part-time, 4.5 units, PSD 7400 (P2) for both summer quarters. For the fall, winter and spring quarters, you will also register for 4.5 units, PSD 7400 (P2) each quarter
- If your internship begins in the summer quarter and ends in the spring quarter, you will register for part-time 4.5 units, for all four quarters
- If your internship begins in the fall quarter and ends in the summer quarter, you will register for part-time 4.5 units, for all four quarters

Stage 4: Being in a Pre-Doctoral Internship

While on an internship site under internship training contract, a trainee is referred to as an intern.

Pre-Doctoral Intern Responsibilities

Interns need to:

- Submit all required forms to the Training Office on a quarterly basis by the deadlines (always due by the Friday of the 10th week of the quarter)
- Pass pre-doctoral internship, trainees must receive a rating of (3) or higher on all evaluations. Failure to receive such ratings may result in a trainee having to repeat the entire internship year
- Avoid a rating below a '3' on any evaluation. This may result in training committee investigation, including but not limited to, soliciting input from the trainee and the supervisor. This would normally result in a plan for remediation with which the training committee, site supervisor, and student are in agreement
- Comply with all Training Office deadlines
- Immediately notify the Training Office and your internship site supervisor of any problems or concerns, including submission of Form # 11, *Placement Concerns* to the Training Office
- Be familiar with, and understand, the PsyD Training Manual
- Comply with all PsyD Program policies and procedures
- Comply with all relevant APA, APPIC, and/or CAPIC policies and procedures
- Comply with all agency program policies and procedures
- Conduct themselves professionally (including appropriate dress and speech) at all times while working in their internship site placement. This includes the showing of respect to clients, supervisors and agency staff as well as to other interns, staff, faculty and administration of JFKU

- Observe (a) the most recent *APA Ethical Principles of Psychologists and the Code of Conduct*, (b) the laws pertaining to the practice of psychology, and (c) Policies and Procedures of the JFKU PsyD Program
- Refrain from the use of substances such as alcohol or illegal drugs before or during their hours at a site
- Refrain from engaging in any behavior which might reflect badly on the PsyD Program and/or JFKU, and which could negatively affect the relationship between any internship site and the PsyD Program and/or JFKU

Failure to comply with any of the above may result in a Registration Hold being placed on the pre-doctoral intern, resulting in late fees, etc.

Stage 5: Completing a Pre-Doctoral Internship

Pre-Doctoral Intern Responsibilities

- All required paperwork (logs, evaluations) needs to be turned in to the Training Office
- All 36 units of Internship Placement need to be successfully completed
- Contract term needs to be completed

As a reminder, a pre-doctoral internship is considered complete by the Training Office when all intern responsibilities specified in the original Pre-Doctoral Internship Contract have been met successfully. As noted elsewhere in this manual, interns must complete ALL hours specified under the terms of their contract even when they have completed the 1500 hour-maximum allowed by the BOP to be accrued pre-doctorally.

Predoctoral interns seeking placements to accrue post-doctoral hours for licensure can refer to the post-doctoral directories located in the GSPP front office or online at www.appic.org or www.cpic.net.

Pre-Doctoral Internship Application Timeline

Trainees can obtain exact deadline dates from the APPIC website at www.appic.org and from the CAPIC website at www.capic.net. The following is a general timeline highlighting the tasks to be completed and the ideal time sequence in which to complete them.

July- August

Applications to All Sites

- Update Curriculum Vitae
- Obtain letters of recommendations (refer to Form #12, *Guidelines for Requesting Letters of Recommendation* and Form #16, *Self Evaluation of Strengths and Challenges*)
- If agency requests a letter from the PsyD Training Director, please request it at least 3 weeks in advance of the application due date
- Prepare PsyD Form #13, *Certification of Readiness for Internship* (name and student ID# only and submit to Training Office)
- Submit PsyD Form #9 *Practicum/Internship Application List*
- Prepare PsyD Form #15 *Request for Transcript of Record* and obtain signature from PsyD Training Office
- Order undergraduate transcripts if required by agencies
- Prepare drafts of cover letter/statements of interest, essays, autobiographical statements
- Prepare case summary/report if needed

Applications to APPIC-Accredited Sites

- Join e-mail list-serve (mandatory) National Matching Service (<http://www.natmatch.com/psychint/>)
- Consult APPIC and other directories in the Training Office (The yearly updated APPIC Directory is available from APPIC website or, at the end of August, in the Training Office.)
- Review APPIC sites internship information for agencies of interest
- Contact agencies to confirm application requirements and ask for additional application materials besides the standard APPIC Application
- Download APPIC application and review it
- Break down practicum hours as required in the APPIC application
- Prepare APPIC Applications

September

- Prepare APPIC Applications
- Submit APPIC application to PsyD Training Director for verification of practicum hours and PsyD Training Director's student summary

October

- Submit online all applications to agencies (aim for at least 2 weeks prior to each agency's deadline)

November - January

Applications to CAPIC-Accredited Sites

- Consult CAPIC Directory online when available or order materials from CAPIC directly

December

- APPIC agency sites will notify applicants who they will not be interviewing
- Send "thank you" notes to APPIC sites at which you interviewed

January

Applications to CAPIC-Accredited Sites

- Prepare applications (CAPIC Application forms are available online at www.capic.net)
- Break down practicum hours as required in the CAPIC Application

Early February

Applications to APPIC-Accredited Sites

- Submit Rank Order List to National Matching Service by deadline (first Wednesday in February)
- Prepare application packets for submitting online to the clearinghouse as soon as you know you have not been matched

APPIC Match Day

If trainee does not get matched on APPIC Match Day and still needs an internship:

- Immediately consult with Training Office for support and advice
- Immediately consult www.appic.org for APPIC Clearinghouse Day policies and procedures (many excellent agencies go to the Clearinghouse)

APPIC Clearinghouse Day

- Submit applications to agencies starting at 8:00 a.m. PST

CAPIC Internship Fair

Usually held the first Friday of the month in the San Francisco Bay Area

Applications to CAPIC-Accredited Sites

- Prepare PsyD Form #13, *Certification of Readiness for Internship* (name and student ID# only and submit to Training Office)
- Submit PsyD Form #9 *Practicum/Internship Application List*

- Prepare PsyD Form #15 *Request for Transcript of Record* and obtain signature from PsyD Training Office

March

Deadline for CAPIC applications is the first Monday of March

- Mail applications no later than two weeks prior to the deadline
- Agencies prefer to have all application material together in one packet, including letter of recommendation
- Send “thank you” notes to CAPIC sites at which trainee has interviewed

Early April

CAPIC Uniform Notification Day (UND)

- After accepting an internship on UND, Complete Form #10, *Internship Site Acceptance*, submit the form in person to the Training Office and pick up an individual *Internship Training Contract*
- Submit *Internship Training Contract* to internship site to be signed by the Agency Training Director and trainee’s primary supervisor. Trainees need to bring this contract back to Training Office.

If trainee does not get matched on CAPIC UND and still needs an internship:

- Immediately consult with Training Office for support and advice
- Immediately consult www.capic.net for CAPIC Clearinghouse Day policies and procedures
- Be online and available by the phone number you provided on your applications

CAPIC Clearinghouse Day begins at noon on UND

Contracts with agency and trainee’s signatures must be received by the Training Office before trainee starts pre-doctoral internship.
The contract is not binding until signed by all three parties
(Agency, Trainee, and PsyD Training Director)

Violation of any of the procedures contained in this manual is regarded as a serious breach of professional conduct required of all PsyD trainees and interns. Sanctions for such violation may include dismissal from the PsyD Program.

Some Common Questions and Answers

- Q: *May I obtain Practicum or Internship training at an agency where I am already employed?*
- A: No. Training accrued as part of practicum or internship experience must be distinctly different from previous training and/or work experience. Earning hours for doctoral level training at an agency where you are already employed is unlikely to provide enough of a “different” experience, and may also create a potentially difficult supervisory situation.
- Q: *Can I have a placement where I used to work, or can I resign from a job and then apply there for a practicum?*
- A: Again, no. Changing roles from a paid employee to a psychology trainee or intern would be difficult because of the very different requirements and responsibilities. The PsyD Program at JFKU is also committed to ensuring that you will have a breadth of training that such a situation could not provide.
- Q: *May I train for two years at the same practicum site?*
- A: No, except in exceptional circumstances that would have to be reviewed by the Training Committee on a case by case basis.
- Q: *May I apply for internship in an agency where I have had prior practicum experience?*
- A: Yes you may apply to an internship where you have had prior practicum experience. However, this is not recommended as an optimum choice by the PsyD Program.
- Q: *What if I don't get any Practicum placement offers?*
- A: The Training Office will help all trainees find a suitable placement. However, if you have not obtained a placement by September 1st, you may not register for IPS, which means that you will be extending the length of your program for an extra year of study. This also means that you will need to re-apply for placement the following year.
- Q: *What can I do to maximize my chances of getting an internship offer?*
- A: In applying to internship sites, choose from among sites that vary in geographic as well as in their competitiveness.
- Q: *What if I don't get an Internship offer through the APPIC or CAPIC matching processes?*
- A: Both APPIC and CAPIC offer “clearinghouses” for trainees in such situations. Matching during clearinghouse days usually results in placement if you do not have rigid geographical restrictions.

- *Q: What's the difference between a "practicum" and an "internship"?*
- A: A "practicum" placement is one that occurs during the period of training in which you simultaneously are registered as student in coursework. In doctoral training in clinical psychology, the term "internship" applies to a clinical training placement that occurs only after all coursework has been completed. It is normally a one-year, full-time placement, or a two-year, half-time placement. A two-year, half-time placement sequence should be graded in complexity, i.e., incrementally advanced from the previous year training to satisfy the internship requirements of our program.
- *Q: If I complete 1500 hours before the end of the internship can I stop the placement?*
- A: No. You must complete the requirements outlined in the contract with the agency. Remember, the 1500 hours is a minimum required number of hours. In addition to the overall total of required hours, there is a minimum number of units that must be earned, a minimum number of weeks to be worked, and a minimum weekly commitment to the site.
- *Q: If I complete my 1500 hours of internship before the end of the quarter what date is considered the graduation date and what is the date after which I might start collecting post-doctoral hours?*
- A: The graduation date is at the end of the quarter in which you complete all requirements for the degree. You cannot begin to accrue post-doctoral hours until after the official graduation date.
- *Q: What qualifications must my supervisor have? Can a Master's level supervisor supervise me?*
- A: Your supervisor must be a licensed psychologist or be a Board-Certified Psychiatrist in order to supervise pre-doctoral hours. Master's level licenses may not supervise at this level of training. As of January 2001, any licensed psychologist who demonstrates adequate training in supervision may supervise you.
- *Q: If I choose to do half-time internships, how will my second year half-time internship be different from the first year half-time internship?*
- A: The duties and clinical expectations in your second year half-time internship should be qualitatively more complex in scope and nature: For example, have increased opportunities for case presentations, outreach work, psychological assessment, etc.

- Q: *Some training sites are requiring a minimum of 2000 hours on their pre-doctoral internships. Is that appropriate?*
- A: Yes, Some states other than California require a minimum of 2,000 pre-doctoral internship hours towards licensure. A minimum of 2,000 hours will allow you to be more competitive nationally.

List of Sample Forms for all Practicum and Internship

(Available on the web at: http://www.jfku.edu/schools/gspp/programs/psyd_forms
Or follow the links from www.jfku.edu/Graduate School of Professional Psychology/PsyD Training Forms for Current Students.)

1. *Prior Clinical, Academic, and Life Experience*
2. *JFKU PsyD Trainee Log of Ethnographic Practicum Training Activities*
3. *Supervisor's Evaluation of Ethnographic Practicum Trainee*
4. *Trainee Evaluation of Ethnographic Practicum*
5. *JFK University PsyD Training Log of Clinical Training*
6. *Supervisor's Evaluation of Trainee*
7. *Trainee Evaluation of Clinical Training Site*
8. *Trainee Evaluation of Clinical Supervisor*
9. *Petition for Practicum II, Practicum III, and Internship*

This form needs to be submitted to the Training Office for review at least 4 weeks before your first application or by February 1st (whichever is sooner) of the year prior to the placement year.

Trainees may not apply for placement to any site before such written approval is obtained.
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10. *Internship Site Acceptance*

Return completed form to Training Office within 24 hours of accepting an internship

11. *Placement Concerns form*

Submit to Training Office to outline any problem(s) that trainee has been unable to resolve

12. *Guidelines for requesting letters of recommendation*

13. *Certification of Readiness for Internship*

14. *Placement Information*

This form needs to be completed and returned to the Training Office as soon as a practicum placement offer has been accepted and within five business days.

15. *Request for Transcript of Record*

16. *Self-Evaluation of Strengths and Challenges*

17. *Consent to audio and/or video tape*

Sample Contracts

Procedures for Completion of Multi-Part Training Contract Form

The *Ethnographic Practicum Training Contract*

After signing this form and obtaining the signature of site director, trainee must submit this form as soon as possible after accepting a placement offer.

Trainees must submit this form before any work at the practicum site may commence.
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The *Clinical Practicum (Practicum II and Practicum III) Training Contract*

The *Internship Training Contract*