



School of Applied Psychology,  
Counseling and Family Therapy

# 2019/20 CLINICAL INTERNSHIP HANDBOOK Psy.D. Program

Revised 8/2019

## Overview of the Clinical Internship Process

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The purpose of this handbook is to prepare the advanced student for the process of Internship Eligibility and application to Clinical Internship. It builds on the training experiences detailed in the Practicum/Pre-internship Handbook and assists the student to prepare for the Clinical Internship.

Doctoral-level clinical training culminates in the Clinical Internship year. It is either a one-year/full-time or two-year/part-time, 1500-2000-hour advanced training position involving direct assessment and intervention clinical hours, extensive advanced supervision, and didactics. Students are challenged to further develop their clinical skills, advance their practical learning through experience, and expand their qualifications. Often, internship experiences provide the opportunities for students to gain further experience in a desired area of specialization or exposure to new population groups or clinical opportunities. Internship training often presents the chance for connection and networking in the wider field of psychology and opens potential opportunities for post-doctoral training as well as professional and career opportunities.

**Internship Eligibility.** Preparation to apply for internship takes considerable effort. It occurs after the student has attained “Internship Eligible” status which reflects successful passing of major clinical milestones, such as the Clinical Competency Examination, Dissertation Proposal Acceptance, and clinical training placement experience. To document the meeting of the requirements for Internship Eligibility, the student will work with their faculty advisor and the Director of Clinical Training (DCT) to obtain signatures on the *Verification of Internship Eligibility Form* (located on Sakai). It is truly a major accomplishment to become Internship Eligible. Once this form is completed and DCT approval is obtained, the student is ready to apply to clinical internship sites.

**APPIC Application Process.** The national process for application of doctoral-level psychology students to clinical internship sites is facilitated through an organization called the Association of Psychology Postdoctoral and Internship Centers (APPIC). APPIC has an Internship Match program which matches internship-eligible doctoral students to both local and national clinical internship sites that have chosen to offer the intern a position. This is a competitive process and takes considerable preparation. This handbook will discuss these procedures in detail and offer guidance on applying and utilizing this APPIC national match process.

**Accredited and Unaccredited Internship sites.** There are two categories of internship that participate in the APPIC Match process: APA Accredited sites and unaccredited sites. APA Accredited sites are strongly preferred and the accreditation process assures that they meet certain quality standards. Participating in an APA Accredited internship has many advantages including easier qualification at licensure boards; meeting employment requirements in various government, university, and other employment settings; qualifying more readily as a Health Service Provider; and being assured of the quality of the site. The DCT will discuss these in the Coach & Prep internship preparation meetings. In the unaccredited category, there are both APPIC Member sites and a subset of non-APPIC Member sites.

It is required that students apply to APA accredited and APPIC Member internship sites and AUS has procedures and processes that support the student during the process of becoming Internship Eligible and applying to APPIC internships. APA accredited sites are

highly sought after and are very competitive, and we encourage students to apply to those sites that the student is well qualified for. The Canadian Psychological Association or CPA accredits internships in Canada and provides similar benefits to APA accreditation.

Many APPIC internship sites require the ability to travel and relocate, though there are a good selection of APA accredited and APPIC Member sites locally. For students that have extraordinary reasons such as health or other personal reasons that an APPIC Member site is not doable, there is an option to petition for a non-APPIC member site: however this option is rarely utilized.

All Psy.D. students must either obtain an APA accredited internship or complete their internship experiences at sites that meet all of the *APA based Guidelines for Internship* presented later in this handbook. For students who are not matched during the two APPIC Matches, there is an APPIC Vacancy Match Program that is utilized to match students and internships that continue to be available. Additionally, there is a program in California called CAPIC (California Association of Postdoctoral and Internship Centers) that offers a clearinghouse service that can be used later in the internship application process for students unmatched through APPIC. In recent years, our APPIC match rates have been very high and these have not been needed options, but this option may be available if necessary. The DCT will work closely with each internship eligible student to help them to best meet their training and career goals.

**Coach & Prep Meetings.** Students who intend to apply for internship in the fall attend a series of seven-eight “Coach & Prep” meetings which are conducted by the DCT for instruction and support. These seminars are mandatory and facilitate reflection, goal setting, essay writing, and give tips on application writing while receiving feedback from the DCT and other internship applicants. The group process of critiquing essays is creative and participants have found it to be dynamic, inspiring, and supportive. Students benefit greatly from not being isolated and alone in the internship application process. Students also must complete the Internship Eligibility Verification process by meeting all needed criteria and passing necessary milestones, and then meeting with the DCT for a final interview. Students are mentored through this process in the Coach & Prep meetings.

### **APPIC Internship Placements –Required Application Process**

The Association of Psychology Postdoctoral and Internship Centers (APPIC) operates a student internship matching process on a national basis. The current match process was implemented in 1999 and is operated by National Matching Services, Inc. The APPIC Internship Process is designed and managed by the Association of Psychology Postdoctoral and Internship Centers (APPIC). This is a competitive computerized internship match process. After reviewing student applications, internship sites will select students to interview and ultimately rank order the applicant(s) that they judge as the best fit for their organization. The student also rank orders and submits their choices and after computer analysis the results are presented on the APPIC MATCH Day, which is usually scheduled in late February.

The AUS Psy.D. program is designed to prepare its students to be competitive in this process. For updated news and statistical information about recent APPIC Matches, go to [www.APPIC.org](http://www.APPIC.org).

## The Internship Application Process Timeline

Navigating the APPIC process requires advanced planning and careful consideration. The internship site choice may represent one of the most significant of your career decisions, as it offers opportunities to gain specialized or focused training, build your career, develop a network of professional contacts, and follow your professional ambitions.

As you apply to APPIC, you will find support and encouragement, as well as practical help and advice, from your AUS faculty and the DCT. We encourage you to find other AUS students applying to internship and to work together to evaluate sites, write your applications, and offer support throughout the process. This will be done, in part, in Coach & Prep meetings that will be started in late spring, go through the summer, and end as applications are due in the fall with some mentoring of interview and case presentations after the applications are submitted.

We recommend that you obtain the most recent APA Graduate Student (APAGS) workbook, *Internships in Psychology*. This workbook details the process, provides worksheets and materials, and has sample applications and suggestions for CVs. You are encouraged to buy the most recent version, as they are updated frequently to reflect the most recent applications, tips, and information.

The following steps are based on past reported successful placements and you are encouraged to use these guidelines:

**Step one.** As soon as possible, regardless of your projected internship application date, do the following:

- Go to the APPIC website ([ww.appic.org](http://www.appic.org)) and familiarize yourself with the process as described. Read the FAQs and spend time exploring the site database. The site database has extensive search possibilities – you can find sites in specific locations, with specific specialties, and additional attributes such as accreditation status. You will likely find more potential sites appropriate to your situation than you would expect.
- Update your CV and keep it up to date. A Curriculum Vitae is different from a resume. The organization and formatting, as well as the emphasis are different. There are some examples for your review in the *Internships in Psychology* workbook. We require that you use the AUS COE CV Template that is located on Sakai (located at Psy.D. Community Site/Resources/COE).
- Register for the match list-serve at [http://www.appic.org/email/8\\_3\\_4\\_email\\_match\\_news.html](http://www.appic.org/email/8_3_4_email_match_news.html). It is not too soon to register for the list-serve in your first or second year. This will give you Match News updates and keep you current with APPIC policies and site developments.
- Set goals for your clinical training and general course sequence including planning the completion of clinical milestones such as the Clinical Competency Exam and Dissertation proposal. Completing the *en passant* M.A. in Psychology before internship application may help to make you more competitive. Review the criteria for Internship Eligibility and begin the process of completing all requirements. Remember that some internship sites begin as early as July, so do not plan on taking summer classes your last year. You will need to be completely done with all courses prior to the start of your internship, so plan to have all

courses done by the end of Spring quarter prior to internship start. Meet with your advisor and the DCT to discuss your internship goals, opportunities and timeline.

- Begin attending the Coach & Prep Meetings presented by the DCT to help to coach you and other qualified students through this process.
- Build a trail of faculty evaluations that praise your scholarship, clinical work, personal character, and professionalism. Think about which faculty and clinical supervisors you might want to ask to write APPIC recommendations for you. Gather paper copies of all of your narrative evaluations and put them into a file to turn in to the DCT. You will need to update this as you have additional narrative evaluations. These are used in the DCT Verification part of the application.
- Make sure that all clinical training paperwork has been turned in and filed

**Step two.** Spring-early summer prior to application do the following:

- Begin reviewing the database in earnest and making lists of potential sites. The updated list of present-year sites with available internships is usually published on the APPIC site in mid-July of each year. Prior to that, often you can review the past year's sites to begin to get a feel for the sites available and requirements. Carefully review the statistics posted for each site. For example, note if the site has previously offered positions to Psy.D. students, the numbers of applicants, the ratio of applicants to positions in past years, and other site attributes. Prepare a list of Dream, Reach, Competitive, More Comfortable, and any additional alternative sites. We encourage students to apply to APA accredited sites for which they are well qualified based on their training and experience.
- Carefully read the information provided about the site, explore information regarding the location. By early Summer Quarter, have your top 15 sites selected for application. You will most likely narrow this down further to a recommended 12-15 sites.
- Be familiar with potential backup sites and processes, should you remain unmatched and choose to pursue one at a later time. These sites must meet the criteria listed later in this handbook. Quality sites are available for application with acceptance dates post- APPIC Match I and II in the APPIC Post Match Vacancy Program.
- Review the current internship application and be sure that you have an accurate summation of your clinical hours. These hours will need to be divided according to the categories on the application. The most important hours are those you have accrued doing clinical training within your doctoral program training. For those of you who were advanced entry with a M.A. and clinical training at a Master's level, there will be a place for you to list those hours. Make sure that your Time2Track entries are fully up to date and that you have recorded demographic information for clients that you have seen. The AAPI will require this.

**Step three.** Summer prior to application do the following:

- Find an internship classmate or colleague with whom to practice interview skills and review

autobiographical information and internship goals. Prepare the goals and autobiographical information as assigned in Coach & Prep seminars.

- Complete your Internship Eligibility Interview with the DCT. Make sure to complete the *Verification of Internship Eligibility Form*. Remember that the CCE must be satisfactorily passed and the dissertation proposal accepted prior to internship eligibility qualification.
- A new APPIC internship application (AAPI) is posted on the website in July every year. When it is posted, begin drafting your responses to the essay questions. Share these with your partner and work and re-work your writing. The essays are critically important and there will be coaching for these in the Coach & Prep meetings. Please refer to the *Internships in Psychology* workbook for helpful writing tips.
- Plan to register for the National Match (see below) through the National Match website once you have completed your Internship Eligibility Form and have approval from the DCT.

**Step four.** Fall of application process, do the following:

- September-October: If you have not done so, SUBMIT match registration through the National Match website (<http://www.natmatch.com/psychint/reglink.htmkcd.com/>). You will need to print, download and mail forms so be aware of timing. You will receive a five-digit application code number for all applications and the match process. NOTE: AUS is a subscriber to APPIC which means you should receive a discounted application fee. You will find a place to indicate your university on the application form. This may ONLY be done after DCT approval of the *Verification of Internship Eligibility Form*.
- October-November: Complete your applications for each of your sites. The average number of applications is 12 to 15. Research has shown that applying to more than 15 sites is generally not productive; overzealous applicants with 20 or more applications fare no better than the person submitting 15. NOTE: DUE DATES MAY VARY and you CANNOT SUBMIT LATE! The specifics of each site must be followed. Some sites may require additional materials to the general application. Read carefully and meet ALL deadlines.
- Critically important: Inform the DCT of the first application due date, as this is the date that you will have to have your basic AAPI application completed and the DCT will need to have this submitted a week or two earlier so that there is time for the DCT Verification. Your basic application will stay the same once submitted. Opportunity to submit different essays, cover letters, or recommendations for different sites may be available. Become intimately acquainted with the particular requirements of your sites of applications.
- Coach & Prep will have one or two meetings to practice interviewing skills and case presentations in the context of the interviews. This may help you prepare for in-person and phone or skype interviews.

**Step five.** Winter of application:

- You can expect contact in December from sites that are interested in your application to arrange interviews. There is not a set schedule for these, but they are generally completed in

January (good chance to experience winter in those potential climates). You are expected to pay for your own costs to travel to the interview and stay minimally overnight, perhaps two nights. You are encouraged to practice mock interviews with your internship buddy and in Coach & Prep. There is a form to apply for additional student loan support to assist with APPIC application and interviewing costs; contact the Financial Aid office for more information. This is available once you are internship eligible and are seriously committed to the APPIC application process.

- After participating in the interview process, you will need to rank your choices of sites. During this time, you cannot communicate directly with the sites you have visited to try to determine whether you are one of their choices, nor to indicate to them that they are your choice. There are very strict rules regarding appropriate communication with sites. For details on the ranking process, you should review the APPIC website and the recommended *Internships in Psychology* workbook.
- Late January-Early February you will construct your rank order list (ROL) online and submit it. This date cannot be missed and is set for the next year each June, so you should already have it on your calendar. Discussions with peers, the DCT, and your advisor may help you to make important rank ordering decisions.
- On Match Day: At a designated time, all interns, Site Training Directors and DCTs will be notified of the specifics of matches and interns and sites may contact each other at specified times. Congratulations are in order all around and generally much excitement ensues.

**Step six.** Match Phase II (Late February to late March):

If you do not match as part of Match Day, it is not over yet. The next process is the Match Phase II, during which students will re-apply to APPIC sites. This serves to offer matches to the unmatched students and unmatched sites. In order for a Match to have occurred, both the student and site must be on each other's lists. Since that is not always the case, many good sites do not end up with interns on Match Day and participate in the Match Phase II. Each year there are a good number of APA accredited sites that are still available for Match Phase II, so do not get discouraged if you find yourself in this position.

- At a designated time, the Match Phase II will open and all unmatched applications will have access to lists of programs. Email lists are sent and applicants contact the sites directly. Emailing and faxing materials happens quickly, interviewing occurs, ROLs (Rank Order Lists) are submitted, and notification occurs in the same fashion as it does for Match Phase I—only on a quicker timeline.
- Many good opportunities for APPIC sites can be available during Match II and the student is encouraged not to withdraw or give up too early in the process!

**Step seven.** Post-Match Vacancy Service:

This service begins as Match Phase II ends (late March). It includes unfilled positions from Phase II as well as new positions that may be created due to funding availability. This process is less structured and it does not use the AAPI online service or the APPIC Match.

The student reviews a list of sites, submits a CV and cover letter, interviews are conducted, and the program offers the selected student a position directly.

**Step eight.** The adventure begins:

Obtain an *Internship Start Approval Form* (discussed later in this handbook) and file this prior to actually starting the internship. All logs and paperwork for current completed pre-internship work will need to be turned in to the DCT prior to start of the internship, whether locally or nationally placed. Some internships begin in July, many university counseling centers begin in August, and others begin in September or October. Pay careful attention to the start dates and additional requirements of your particular internship site.

**Post-Match Internship Options.** For students who remain unmatched after the APPIC Match, the student is encouraged to meet with the DCT to discuss additional options. These may include participating in APPIC Match II, the APPIC Post Match Vacancy Program, waiting a year to reapply to APPIC, or doing additional pre-internship training and waiting a year to apply. In addition, students who remain unmatched may have the opportunity to apply to the California Association of Predoctoral and Internship Center (CAPIC) clearinghouse sites. The DCT will work closely with the student to pursue the selected options with the goal of successful placement at a qualified internship site.

**Unaccredited non-APPIC Member Internship Sites:** The AUS policy is that all Psy.D. students are required to apply through APPIC for local or national APA accredited and APPIC Member internship sites and there will only be rare exceptions to this. Extraordinary circumstances for which a non-APPIC Member unaccredited internship site may be approved include remaining unmatched during an APPIC internship application year, medical, geographic, financial, or personal limitations that make an APPIC site untenable. The student must discuss their situation with the DCT and if applicable write a petition to waive participation in the APPIC Internship match process or to consider a non-APPIC Member unaccredited internship site. The DCT will present the petition to the faculty for approval prior to application to the non-APPIC member site. The DCT will provide advisement and support to help the student to attain the highest quality internship site available to them.

**Procedure and Process for the vetting of internship sites.** The vetting of all internship sites begins with appropriate site selections and DCT judgement on the fit for a particular student. This includes coaching the student through the application and site selection process and the DCT verification of the AAPI. We discuss site selection extensively in the Coach & Prep seminars that all internship applicants must attend that starts in April and continues through October with interviewing coaching occurring in November.

The Psy.D. Program intends to continue to increase the percentage of APA accredited sites obtained in the internship match. *Since the APA accreditation process verifies a level of quality of training, sites that are unaccredited require more DCT involvement in vetting the quality of the internship site.* Once the student has been matched with an internship site, the following is the procedure that is utilized by the DCT to vet internship sites. (See “DCT Procedure for Vetting the Quality of Doctoral Internship Sites” also located on Sakai).

## DCT Procedure for Vetting the Quality of Doctoral Internship Sites

### APA Accredited Sites:

The student matched to an APA accredited site will turn in the following paperwork at the time of the match and prior to the Internship Start Approval Form completion:

1. The welcome letter/email from the training director.
2. The site Brochure/Information sheet and any student or learning contracts.
3. The CVs of all supervisors for DCT review.
4. The DCT will file these documents in the student Advisory File. The site name and information will be entered on the *Internship Start Approval Form* along with the accreditation status of the site. Additionally, information will be tracked by the DCT on the *Doctoral Internship Vetting and Communications Tracking Form*.
5. If the accredited site uses an hours tracking system, the student is waived from the requirement to use and submit the T2T logs to the DCT. If not, the student will keep track of hours on T2T. The student will turn in a summary copy of the site required logs at the end of the internship in addition to the Certificate of Completion.
6. The DCT will make initial contact with the site Training Director by phone or email and makes additional contact mid-year and end-of-year.

### Unaccredited Doctoral Internship Sites:

1. Approval of sites for application. The DCT and student review the list of APPIC sites to be applied to prior to application. All students are encouraged and expected to apply to APA Accredited internships appropriate to their situation and for which they are qualified. For all internship applicants, the DCT reviews the sites considering the student preparation and strengths, training needs, site requirements and overall fit. The DCT reviews the student internship goals, AAPI essays, site selection lists, CV, and supervisor evaluations to inform site selection for application to internship. If the DCT determines that the site may be a good fit, the student is approved for application to the site.
2. **Contact with Doctoral Site Training Directors.** Once the student is matched to an internship site, the Site Director and DCT have contact through email, letter, or phone at the start of the internship to verify the terms of the Doctoral Internship Brochure and Contract(s) with the student and the school. The DCT makes contact with the internship site directors at acceptance, early in the internship year, mid-year, and at the end of the internship year and documents this on the *Doctoral Internship Vetting and Communications Tracking Form* (Refer to the *Doctoral Internship Vetting and Communications Tracking Form* posted on Sakai)
3. **Collection of Internship Paperwork for DCT review.** The student submits the site Brochure/Information Sheet and Contracts that detail the student activities and supervision, rotations, training emphasis, stipend, etc. The CVs of the supervisors are attached to the Brochure for review by the DCT. The DCT approves this and this is filed. The Brochure and Contract content must demonstrate that the site meets the *APA based Internship Guideline*

**Criteria** and these are specified below and also posted on Sakai. The DCT signature of approval and listing of the vetted site on the ***Internship Start Approval Form***, along with the other completed program requirements for internship start, will signify approval for the intern to begin training at the internship site.

Any unaccredited site that does not provide Brochures and Contracts with the necessary information for vetting is required to use the AUS Brochure template, Contract for Learning, Contracts with Supervisors and Supervisor Evaluation documents.

The DCT compares the site Brochure and Contracts that details how the site meets the APA based Internship Guidelines criteria. If there is missing information the DCT contacts the site training director to make sure that the criteria will be met. All criteria must be documented in these documents or documented in an Addendum added to the Brochure/Contracts. The DCT reviews supervisor CVs from supervisors at all sites to verify that the supervisors meet the specified qualifications.

4. **DCT review of activities, Time 2 Track hours logs, and supervision/didactic hour ratios.** Students turn in Time 2 Track Activity Summary report to the DCT every quarter. Time2Track is required as a system to log all internship hours and the DCT reviews these regularly to ascertain that the services performed are psychological in nature, are sufficient in direct client contact, have the proper supervision ratio, and include the proper number of didactic hours. (APA accredited sites are exempted from this requirement).

5. **DCT collection and review of Internship supervisor evaluations.** The DCT receives and reviews a mid-year site-specific Supervisor Evaluation of Student from the Training site director by email or mail. The DCT communicates receipt and acknowledges this information. The DCT maintains ongoing communication with the site director throughout the year by phone and email or during site visits if local and indicated.

For the unaccredited non-APPIC Member sites, the AUS Supervisor Evaluation forms are used and these are submitted to the DCT *quarterly*. These sites are monitored more closely than the unaccredited APPIC Member sites which submit these mid-year and end-of-year routinely. Since the program has a major organizational role in site development of these sites, this helps to keep close tabs on these sites.

6. **DCT periodic check-ins with the intern.** The DCT solicits information from the student by email or in person, quarterly and at mid-year, addressing the student's satisfaction with the training experience at the site.

7. **End of year requirements and DCT review.** An end of year, site specific Supervisor Evaluation of the Student is completed by the site supervisor and training director and this is sent by email or mail to the DCT for review. The DCT reviews these evaluations and also makes phone or email contact with the student to discuss the outcome.

8. **Required Student Evaluation of the Training Site.** At the end of the Doctoral Internship, the student completes a Student Evaluation of the Training Site form and details

their experience of the site and their supervision. The DCT reviews this information and aggregates the data anonymously. Action is taken as indicated.

9. **Required End of year Paperwork.** The student receives a *Certificate of Completion* from the site and turns in a copy to the DCT for filing in the student Advisory File in addition to final logs of internship hours for approval. The Certificate of Completion is reviewed and a copy put into the student Advisory file. This is reviewed by the Advisor when reviewing graduation requirements. DCT Reviews this, in addition to the evaluations, as evidence that appropriate internship training has been completed.

10. **Site visits for unaccredited internship sites.** Site visits are done for local internship sites every two to three years and on an as needed basis. For all sites, ongoing communication between the DCT and the site directors is done by phone and email contact throughout the training year. Dates of site visits will also be noted on the *Doctoral Internship Vetting and Communications Tracking Form*.

11. **Problems or changes that occur at an internship site.** Psy.D. Program policy requires students to report emerging ethical issues, supervision or site training problems to the DCT. The DCT will work closely with the student and the site director, and APPIC representatives as appropriate, to problem-solve and negotiate changes to ensure the ongoing quality of site training. Negotiated changes and remedial plans are documented and monitored by the DCT.

### **Guideline Criteria for Vetting Unaccredited Internship Sites**

These are the criteria used by the DCT to vet all unaccredited internship sites. All unaccredited sites must meet these criteria and they must be documented as described above. These criteria are based on APA internship standards, IR C-31(c), and the APA SoA Standard II.B.4.b. Meeting these criteria will also meet the WA State requirements as noted in WAC 246-924-056 (<http://apps.leg.wa.gov/WAC/default.aspx?cite=246-924-056>). (These are posted on Sakai). If you intend to become licensed in another state besides Washington State, we encourage you to locate and review the appropriate licensing and internship requirements.

1. The psychology internship must be an organized training program designed to provide a planned sequence of training experiences. It must be a 1500-2000 hour experience that is completed as a full-time 12 month internship year or a two year part-time period of no more than 24 months. Most internships are 2000 hours over 12 months or 20 hours/week for 24 months.

2. The internship must have a written statement or Brochure which describes the goals, learning objectives, training activities, and include clear expectations of quantity and quality of the student's work, and the provision of supervision and didactic training.

3. The training activities must be psychological in nature and involve training in a range of psychological assessment and intervention activities with at least 25% of the student's time providing direct services to clients.

4. The internship site must have a clearly designated psychologist staff member, licensed by the appropriate state or provincial licensing authority, who is responsible for the integrity and quality of the training program.

5. Regularly scheduled individual face-to-face supervision will be provided by a licensed psychologist at the ratio of 1 hour of supervision for every 20 hours of internship worked. To meet WA State licensure requirements, this supervisor must have been licensed for over two years. Supervision activities will include some method of direct observation of the student by the supervisor which may include in-room observation, co-leading or co-therapy, audio or videotaping review of a session, and/or one way mirror observation. Documentation of how this will be done must be included in the site Brochure or Learning Contract.

6. The internship site will provide a second licensed psychologist that is available to the student for supervision and training activities.

7. Two hours of didactic or “other training activities” (2 hours per 40 hour work week or 1 hour per every 20 hours worked) are required each week. This training may consist of activities such as treatment team meetings, case conferences, consultations, and grand rounds.

8. The internship level psychology trainee will have a title designating their position such as “psychology intern,” “resident,” or “fellow.”

9. The internship site will have at least two trainees at the pre-doctoral level of training.

10. The internship site will show evidence of commitment to respect for cultural and individual diversity.

11. The internship should provide the intern opportunity for professional interactions with members of other professional disciplines and ideally the opportunity to participate on interprofessional teams.

12. The intern will receive formal written evaluations at least twice per year with the first evaluation being given no later than the mid-point of the year. The supervisor will identify the methods of direct observation used in evaluating student performance on the evaluation forms.

13. The internship has documented procedures that detail due process procedures addressing concerns about intern performance, intern’s concerns about training. These procedures are provided in writing at the start of the training period.

14. The internship has the adequate resources to achieve the stated training goals and objectives, provide administrative support, office and clerical support, and has mechanisms for ongoing evaluation of the effectiveness of the internship program.

15. Intern stipends are clearly stated in advance.

16. The internship site will provide a “Certificate of Completion” upon satisfactory completion of the internship year that details the start and end dates and total hours of internship training.

The *Doctoral Internship Vetting and Communications Tracking Form* will be used by the DCT to document the vetting of these criteria to better formalize this process. When reviewing the Brochures, Contracts, and Supervisor CVs, etc., the DCT will use this form to

concretely document the meeting of each of these criteria and any conversations with site training directors. This form will be signed and kept in the student Advisory file. In addition, the *Internship Start Approval Form* documents when the DCT checks that these documents have been reviewed and approved for initial internship start.

**Managing critical issues.** Any difficulties that arise at an internship site with respect to supervision quality, ethics, safety, training activity changes, etc. are all responded to by the DCT with direct inquiry to the site. Students are instructed in the Coach & Prep seminars prior to internship start, that if there are any changes to internship structure, supervision ratios, didactics or any developing ethical issues, they are to notify the DCT. The DCT checks in regularly by email with the students to inquire as to any developing concerns while on internship. The DCT keeps record of discussions with site directors and supervisors and actions taken on SAD tracking forms.

Students who are concerned about site changes that need review, ethical or supervision issues, or are pondering withdrawal from a site need to complete the *Petition for Clinical Placement Site Change or Withdrawal form* (located on Sakai) with details about their concerns. Immediately addressing these issues with the DCT and faculty advisor is required.

**Obtaining currently affiliated unaccredited non-APPIC Member sites.** APA accredited sites and APPIC Member sites are preferred and most recommended by the Psy.D. program. In the last several years AUS Psy.D. students have been increasingly competitive for APPIC Member sites including APA Accredited sites and the APPIC Match rate has been high. Because of this, non-APPIC Member unaccredited sites are rarely utilized. The discussion below is included for the occasional student who will need to consider this option.

Non-APPIC Member unaccredited sites that have been affiliated with AUS may be applied to once a petition is approved by the DCT and faculty. **These sites must meet all of the APA based Guidelines for Internship** and may include well-developed programs at university counseling centers, correctional facilities, involuntary inpatient hospitalization facilities, psychiatric hospitals, children's advocacy clinics, children's research institutes, and large multi-site mental health clinics. Many of these sites meet the APA based Guidelines for Internship but are currently unable to become an APPIC Member site due to funding and stipend requirements. Most of these sites do not offer the stipend that an APPIC site requires. As of 2019, most local non-APPIC Member unaccredited sites are currently in the process of working to qualify for APPIC Membership.

Application to these internship sites tends to occur in the winter of each year, with offers of placement to the students in the late spring, for a fall start the same year. Some non-APPIC Member internships take applications in February to April for internship positions beginning in the fall. The timing of application and/or notification for these is helpful, as it is after Match notification by APPIC, allowing the student to consider these after being informed of APPIC Match II and Post Match Vacancy results. Occasionally some Clinical Internships will begin at other times of year.

**Application process for unaccredited non-APPIC Member internship sites.** The internship application process begins with application to APPIC internships as noted earlier. As the student identifies interesting non-APPIC Member sites, and once the intern is eligible to apply to a non-APPIC internship (i.e. post-Match results, approved extraordinary

circumstances, etc.) the student can make application to the non- APPIC Member site either by paper or on-line, as the site requires.

- Prepare for your Internship Eligibility Interview with the DCT. You must process the form and be designated as Internship Eligible before you apply to any non-APPIC Member unaccredited internship.
- Review the non-APPIC Clinical Internship sites listed on the current Clinical Training Placement Site list posted on Sakai and look for DCT updates on new available positions.
- Collect letters of recommendation and be aware of possible additional information that a site may request (i.e. de-identified assessment reports, etc.). The non-APPIC Member sites usually schedule interviews between March and April and most begin in July to September.
- The DCT will introduce the student by email and once done, the student may inquire directly with the site for more information.
- The sites make offers directly to the student once a decision has been made. The student should inform the DCT of any offer and decision made.

**Acceptance of an unaccredited non-APPIC Member internship offer.** Prior to acceptance of an internship offer, it is important that the DCT and student have reviewed the site and that all state and program requirements are met. DCT approval of an internship site must always be obtained PRIOR to a student making a commitment to the internship. The DCT considers fit with guidelines and the overall quality of internship programs and sites and is responsible for determining whether a given internship meets a specific student's training needs and is an acceptable site. The student must then complete the paperwork for a non-APPIC Member unaccredited internship detailed below.

**Interns and the use of the title "Doctor."** Students are prohibited to use of the title "doctor" or "doctoral candidate" orally and/or in writing in the absence of an earned doctorate. Students should refer to themselves and list their status (on resumes and curriculum vitae) as "Doctoral Student, Psy.D. in Clinical Psychology, Antioch University, Seattle" and list a start and anticipated graduation date.

### **Unaccredited Clinical Internship Paperwork**

**Affiliation -Agreements.** IMPORTANT: If the unaccredited internship site is a non-APPIC Member site, the DCT will negotiate an institutional Affiliation Agreement with the site. The Affiliation Agreement must be initiated by the DCT and will first be approved through the Dean and Provost's office prior to being sent to the placement site for signature.

If the site is a previously affiliated site, the DCT will maintain records regarding expiration and updating of the Affiliation Agreements.

**Brochure, Contract for Student Learning, and Supervisor Contract.** The student will complete the following listed paperwork for *all unaccredited Internship placements* if the site does not provide this information (most APPIC Member sites will have Brochures and Contracts that meet this need). The student will work collaboratively with the DCT and the internship site to collect the documents.

The AUS **Brochure/Information Sheet** that details the address of the site, executive director(s), the services provided at the site, training activities, on-site supervisor with degree(s) and license information, dates of service with a start and stop date, and details of the supervised services that the student will be performing. The student may use a site brochure that details this information and simply add a cover sheet with supervisor details and dates, as appropriate, if there is a well-developed site brochure. (Refer to the instruction sheet for the Brochure/Information sheet posted on Sakai). Note that the following must be included: start/stop dates; description of services; stipend information, institutional support information, names of supervisor(s) and frequency of meetings; range of training activities; any rotations or additional sites that are a part of the placement, and additional learning activities such as regular staff meetings, didactic training, etc. This must be completed and approved for any new site prior to start of internship. This is required to be completed and turned in to the DCT for vetting of all unaccredited internship sites.

The AUS **Contract for Student Learning** which will document the Clinical Competencies and Learning Elements, the ways in which the student will perform these competencies at the assigned site, and the methods of evaluation of the student by the clinical supervisor. The contract must identify how the supervisor will directly observe the student intern (in-room observation, one-way mirror, audio or videotape review, etc.) during the course of the internship. These are completed in collaboration with the clinical supervisor. After obtaining all signatures, the student will send it to the DCT for approval and filing. This must be turned in prior to internship start.

The **Contract with Supervisor** will be made and the student will complete this form, which includes the dates of start/completion, supervisor qualifications, a Supervisor CV and general range of training activities to be supervised. The student and supervisor will negotiate this together and then the student will have their advisor sign. When completed, the document is sent to the DCT for approval and filing. The supervisor CVs are necessary for vetting the internship at internship start.

Clinical hours for Internship will continue to be logged on **Time2Track** as in previous training positions. Copies of the clinical logs with the cover sheet and Totals Summary Sheet will need to be turned in to the DCT quarterly. A copy of the **Certificate of Completion** issued by the internship site at the conclusion of the internship.

**Internship Supervisor Evaluations** will be completed by the clinical supervisors and submitted mid-year and end-of-year for the APPIC Member unaccredited sites who use a site-specific evaluation form (this is routine for these sites), and quarterly by the Non-APPIC Member unaccredited site (using the AUS Formative and Summative Evaluation forms).

### **The Clinical Internship Start Approval Form**

Once a student has been offered and accepted any internship placement, the student must meet with their faculty advisor to document completion of the final program requirements to actually begin the internship placement. The student is asked to bring a copy of the acceptance letter from the Clinical Internship site to the following meetings with the faculty advisor and DCT.

The student will obtain the *Clinical Internship Start Approval Form* (available on Sakai at Psy.D. Community Site/Resources/Clinical Training Paperwork) and take it to the Faculty Advisor who will verify that the following has been completed and reviewed:

- Completion of all required coursework except dissertation and internship.
- Second dissertation meeting needs to have been completed.
- The student will then take the *Clinical Internship Start Approval Form* to the DCT, who will verify that the student has satisfactorily met all required clinical training requirements necessary to attend the Clinical Internship. These include:
  - Completion of pre-internship hours (900), logged, supervisors' signatures obtained, approved, and filed.
  - Verification and approval of the internship site (Brochure, Contract for Learning, etc. approved for non-APPIC/APA sites).

After approval and signature, the DCT will then send this form to the Psy.D. Program Chair for signature and it will be submitted for recording and tracking.

### **Additional Clinical Internship Details**

**Compensation.** Often students are compensated for the work that they perform while on the supervised experience. Antioch strongly supports the policy of compensating students for supervised experience. This may be in the form of a stipend which is agreed upon prior to the start of the placement, and should be equally distributed over the length of the placement. A percentage of fees arrangement may not be used as the basis for compensation. The agreed upon stipend will be clearly noted in the APPIC Internship Directory or clinical internship acceptance letter and should be noted on the Brochure/Information sheet, Contracts, and/or other documentation provided by the internship site.

**Dual relationship with supervisors.** It is unethical for students to receive supervision from persons with whom they relate in some other professional or personal capacity. This includes receiving supervision from a therapist, spouse, close relative, friend, employer (unless the employment is as a clinical intern and for the purpose of supervised internship with stipend), or employee.

**Telesupervision Policy.** During all clinical training placements, supervision will be of the type (group/individual) and specified ratio described in the clinical training handbooks and according to the specifications of Psy.D. program and WA State licensure requirements. The Psy.D. Program values face to face mentoring of students by faculty and clinical supervisors and clinical training, at all levels, and is structured with face to face supervision as the primary vehicle of mentorship of the doctoral student's clinical skill development. Case review, direct observation of student clinical work, videotape session reviews, supervisor evaluations of performance, and student feedback to the supervisor are all components that may be included in face to face supervision meetings.

Supervision will involve face to face contact with the supervisor in the same room as the supervisee. Exigent circumstances that may be an exception to this would include emergency supervision calls, temporary significant geographic distance of supervisor and supervisee, weather related travel complications, contact during vacations, student or supervisor illness, and occasional videoconferencing with a consultant pre-planned to add richness to the supervisory experience. These exceptions should be infrequent.

Internship students who have completed their initial clinical practicum experience are also expected to attend face to face individual supervision in addition to any additional supervision planned at the training site. Telesupervision will be allowed only for the above listed reasons. If a clinical training site has an innovative client telehealth service delivery program, the student will obtain DCT approval prior to participating in these activities and it is expected that face to face individual supervision will be utilized. The student will notify the DCT if more than 30% of supervisor sessions are telesupervision in any one quarter and discuss the circumstances and need for telesupervision.

Students will identify any single supervision session done using telesupervision in their Time2Track logs so that these can be tracked. Under no circumstances will telesupervision constitute more than 50% of the total supervision provided in a quarter.

Credit for supervision courses (Professional Seminars and 801 Supervision or internship may be withheld if this policy is not followed strictly. It is the responsibility of the student and the supervisor to disidentify any identifying client information transmitted during telesupervision. In addition, the student and supervisor are responsible to assure that all telesupervision transmission complies with HIPPA requirements. Secure landlines and HIPPA compliant videoconferencing platforms are useful for these exchanges (Refer to Good Practice: Tools and Information for Professional Psychologists (Fall 2015) APA Practice Organization publication. This may be obtained at [www.apa.org/practice/guidelines/telepsychology.aspx](http://www.apa.org/practice/guidelines/telepsychology.aspx) or [practice@apa.org](mailto:practice@apa.org))

**Resolution of conflicts and student personal concerns or crisis.** Clearly the best way to resolve difficulties that may arise is for the issue to be worked out between the student and the training site. Each internship will have its own written policies for conflict resolution and the student should be familiar with these and adhere to these policies. Should any problem arise which cannot be successfully resolved in this manner, the student's advisor and the DCT must be immediately contacted. In the case of any severe ethical concerns, or in the case of medical or personal crisis that impair the student from continuing to meet the requirements of the internship site, the student must inform the DCT and advisor immediately to facilitate communication and problem-solving with the site. This is done by the DCT and the Training Director at the site in collaboration with the student. In the case of medical crisis, there are often opportunities for a medical leave of absence. The DCT will assist the student to negotiate the needed intervention and be a liaison between The AUS Psy.D Program and the internship site Training Director.

**Changing or withdrawing from clinical internship placement before completing minimum time requirement.** If, for any reason, a student is unable to complete a placement at a training site, they must notify the Director of Clinical Training (DCT) as soon as possible. This must be done before terminating with the original placement and before contracting with a new one. This applies even to a placement which has not started, and to which the student has made a verbal or written commitment. The student will need to complete a Petition for Clinical Placement Site Change or Withdrawal Form (available on Sakai) and will need to obtain signatures from their faculty advisor and the DCT as a part of this approval process.

The student has an ethical responsibility to fulfill contractual commitments unless relieved of them explicitly by the agency (or unless the agency has not lived up to its obligations under the contract) and has obtained prior approval by the AUS DCT. Additionally, APPIC has requirements to be notified of circumstances related to a change in

internship commitment or status. This is a very rare occurrence. In any case, problem-solving prior to termination should always be attempted and the DCT will work with the site director, APPIC (as appropriate) and the student, to resolve the situation in a satisfactory manner. The Director of Clinical Training (DCT) makes the final decision about ending a placement. Any change after acceptance at a Clinical Internship site will be reviewed by the DCT with faculty prior to an approved action.

**Dividing time between two placements.** Occasionally a student may have an internship that provides services over two different sites or two or three rotations to fulfill the total weekly time required for a placement or obtain all required content area experiences. Negotiations for this must be made with the Director of Clinical Training (DCT) and be written into the Internship Brochure prior to start of the clinical internship.

**Updating the student's Advisory file.** Included in the Student Advisory file is information specifically related to clinical training placements. These forms help us to monitor student progress, and it is crucial that each person involved in completing these forms do her/his part to help Antioch maintain complete files. The student will work collaboratively with the DCT to collect all required clinical training site paperwork (including Brochure/Information sheet, Contracts, Supervisor CVs, and Supervisor Evaluations) to assure that they are completed on time.

The DCT and data coordinator will be reviewing and tracking this information. The student will be notified of any missing paperwork on a quarterly basis. It is expected that the student will respond to any prompt to collect clinical training paperwork in a timely manner. All required paperwork must be turned in at the times prescribed in this handbook and completeness will be evaluated by the faculty during the yearly Annual Review. **IMPORTANT:** All paperwork must be present and in the student's file for the satisfactory passing of the Annual Review.

**Student end-of-year evaluation of clinical training sites.** Students are required to complete the Student Site Evaluation Form (available on Sakai at Psy.D. Community Site/Resources/Clinical Training Documents/Internship/Student Evaluation of Site) on each site where they complete clinical hours at the end of each clinical training year, and sending those to the DCT so that the departmental database is kept up to date. The DCT will review the information and these forms are stored in the DCT office. Information is compiled and used to evaluate the adequacy, strengths, and weaknesses of clinical training and supervision at sites to meet training needs of students. The sources of information are kept anonymous and information will not be directly released to training sites in a manner that would jeopardize a student's relationship with site personnel. Instead, trends and overall evaluative ratings will be tracked and the DCT will make use of this data by giving periodic collective and generalized feedback to sites for site improvement. The information will also be used to make ongoing decisions about continued involvement with clinical training sites.

This is an important and required activity in an effort to maintain and improve clinical training placement sites and the student's feedback is critical to this process.

**Professional liability and medical health insurance for students.** All students who are working at an approved clinical training site will be included on Antioch University Seattle's liability insurance policy. This insurance provides professional liability coverage when students are doing supervised experience placement. This policy does not cover the student while engaging in non-school related professional activities. It is recommended that

students also purchase the low-cost (\$17 - \$45 per year) student policy available via APA (see <http://www.apa.org/apags/edtrain/stuliains.html>). The student may obtain information about student liability policies directly from the DCT who keeps brochures on hand for this purpose.

**IMPORTANT:** Most internship sites have benefits and health insurance coverage in addition to stipends. In any situation, if the student is working as a non-paid clinical trainee, students are not covered for injuries at clinical training sites as employees are. It is important that each student has medical health insurance to cover potential mishaps or injuries occurring while training at any training site. Many sites require this. The Psy.D. program strongly encourages all students to carry their own medical health insurance at all times while matriculating as a student at Antioch University and while doing any practicum, pre-internship, or clinical internship training. Students are responsible for their own medical and healthcare costs.

For APPIC Member internships, the student is encouraged to continue to carry personal liability and medical health insurance coverage and to know the coverage and benefits offered by the particular internship site.

Additional requirements possibly required at some training sites. Many clinical training placement sites require national criminal background checks prior to accepting a student for placement at the training site. Some sites, particularly those in medical settings, will also require proof of immunization, immunity to certain diseases, or drug screens. Some sites will also require HIV training or additional orientation training requirements. The student will need to be aware of the requirements at each clinical training site.

**Linkage between Antioch University Seattle and the placement site.** Students' supervised experience training at an internship site is linked to the program's faculty through the Psy.D. Director of Clinical Training (DCT).

**Internship clinical training supervisor evaluation forms and procedures.** It is customary for APPIC Member sites to have a mid-term and a final student evaluation and to send copies to the DCT. Though the DCT works actively to solicit these, the student will work collaboratively with the DCT to assure that the DCT receives copies of all evaluations. With the successful completion of the internship, the site Clinical Training Director will send the student a Certificate or Letter of Completion. The student will need to make sure that the DCT receives a copy of this letter.

Any non-APPIC Member internship must also provide the same paperwork and will use AUS documents as listed earlier. Supervisor Evaluation forms and other clinical training forms can be located on Sakai. On the Formative Evaluation form, supervisors are asked to check whether or not the student is "on track" to meet the competencies that they have agreed can be met in that site. There is room for suggestions if improvement is needed and ample room for additional comments. This shorter evaluation form is to be completed by the supervisor quarterly for clinical internship. Any score of 1 or 2 indicates the need for improvement or a remedial plan. The DCT will discuss any rating of 1 or 2 directly with the onsite Clinical Director to be sure that a remedial or improvement plan is in place for the student. The remedial plan will be a three-way agreement between the site, the student, and the AUS DCT, and will clearly detail the steps that the student needs to take for improvement.

At the end of the training year, the supervisor completes a Summative Evaluation Form. On this form, the Likert scale is offered for feedback about each of the Competency and Learning Elements. The student will work collaboratively to assure that these evaluations

are completed with a copy sent to the DCT. The DCT will review and place the evaluations in the student's master file. The student is encouraged to keep personal copies of all clinical paperwork.

**Tracking of supervisor evaluations.** All supervisor evaluation forms (Formative and Summative) must be completed, signed by the student and supervisor, and turned in manually or electronically to the DCT's office, where they will be reviewed, signed, logged, and placed in the student's master file.

**Clinical Internship Handbook Signature Form**

By signing below, I attest that I have read the Clinical Internship Handbook (*Rev 8/2019*)

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Signature

Date

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Name (print)