

# **University *of* Hartford**

**Graduate Institute of Professional Psychology**

**DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY**

## **Predoctoral Internship Manual**

**7/2007 Revision**

5/5/2010

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## OVERVIEW OF THE PREDOCTORAL INTERNSHIP

### A. Internship Purpose and Description

The predoctoral internship, along with the doctoral dissertation, represents a capstone experience for completion of the Psy.D. Program. Once a student has successfully completed the prerequisite coursework, passed the Qualifying Examination, completed preliminary dissertation requirements, and successfully completed two years of clinical practicum, s/he may become eligible to apply for internship. The internship is an intensive, clinically-rich experience at a hospital, clinic, or other institutional setting appropriate for the education and training of professional psychologists. The internship site must have a corps of fully qualified licensed psychologists and have facilities and clinical programs which meet licensure/accreditation standards set by relevant state licensing boards and relevant professional organizations (e.g., APA). The internship may last for one year full-time or for two years on a half-time basis. Although less frequently available, the half-time internship may provide an opportunity across both years to work on the dissertation, attend to family responsibilities, and/or improve student finances.

GIPP requires that an internship be modeled after the criteria established by the APA for internship training programs. An internship program which is a member of the Association of Psychological Postdoctoral and Internship Centers (APPIC) and is accredited by APA clearly meets the Psy.D. program's standards for a predoctoral internship. Application to other, non-APA-accredited internship programs are discouraged and must be approved by the GIPP core faculty (see p. 8 for guidelines for requesting approval).

The eligible student must obtain his/her own internship placement. This process involves participation in the national competition for internship placements overseen by APPIC. Formal applications are submitted by the student during Fall semester, with interviews typically taking place during December and January. APPIC's Match Day for internship offers usually occurs at the end of February. Students are expected to be fully familiar with the APPIC's *Match Policies* referenced below.

The ability to apply for internship is contingent upon the student's good standing in the Psy.D. program and completion of a dissertation proposal. Good standing is determined by faculty review and final approval by the DCT concerning a student's overall academic and clinical performance. In addition, any student who suspends or terminates his/her affiliation with GIPP is no longer eligible to pursue or continue an internship placement.

### B. Role of the Director of Clinical Training (DCT)

The DCT has the responsibility and authority for the continued development, implementation, and oversight of the internship system. S/he is responsible for developing and disseminating policies and procedures that apply to internships, as well as for interpreting and applying those policies to specific situations which may arise. S/he is responsible for consulting to local agencies wishing to develop internship training opportunities, approving internship training agreements, and maintaining internship information resources. S/he is responsible for

maintaining an overview of internship opportunities and student clinical training needs. S/he is available to students for consultation around internship-related matters.

### C. Role of the Faculty Advisor

For students in the third year, the Faculty Advisor is the advisor to whom the student was assigned when she/he entered the program or the faculty member to whom the student was formally reassigned. For students beyond the third year, the Faculty Advisor is the core faculty member who is the Chair of the student's dissertation committee. Faculty Advisors are resources for consultation about all aspects of the internship process. It is expected that Advisors will review student applications and selection of sites for application. Their signatures are required on the Progress Toward Dissertation Form and the Site List summary sheet. Advisors are not necessarily the individuals who will write letters of recommendation for the student.

## **INTERNSHIP PREPARATION AND APPLICATION PROCEDURES**

**NOTE:** All students who are interested in applying for internship must notify the DCT in a timely fashion. Specifically, students who wish to apply for internship in any given Fall semester should notify the DCT during the prior Summer.

### A. APPIC Application Procedures

It is the responsibility of each student to be fully aware of APPIC application policies, forms, and deadlines. APPIC has adopted a standardized application, the APPIC Application for Psychology Internship (AAPI), and a Verification of Eligibility and Readiness for Internship form (see [www.appic.org](http://www.appic.org) for the most updated version of these forms). All APPIC-member programs participate in the computerized matching process. The official APPIC *Match Policies* that govern the process are also available at [www.appic.org](http://www.appic.org). Students should familiarize themselves with this web site, which includes an updated calendar of internship application events, registration with the National Matching Service, access to internship news, electronic listserves, and Clearinghouse information.

B. GIPP Approval for Internship: Students must meet certain criteria before receiving full approval for internship application:

1. Faculty Review: Faculty meet in the Fall of each year to review the academic and clinical standing of students who wish to apply for internship where the following aspects of student performance may be reviewed:

- a) Academic Standing
- b) Clinical Readiness
- c) Successful Completion of the Qualifying Examination
- d) Status of Dissertation
- e) Professional Character and Level of Responsibility

Faculty may fully approve internship application, request additional information, set contingencies for approval of application, or recommend a delay in internship application. Students will be notified by the DCT of the results of this Faculty Review before October 1 of the application year.

2. Advisor Review: The student must meet with his/her Advisor concerning all aspects of the internship application materials at some point before applying for internship. It is the student's responsibility to have the following materials reviewed and approved by their Advisor:

a) Application Site List: Advisors will review the student's site list for match to the student's past clinical experience, for fit with student goals, and for APA-approval and sign the Application Site List Form to verify their approval of the student's selections.

b) Progress Toward Internship Form: Advisors will sign this form to verify that prospective applicants have successfully completed Qualifying Examinations and have an approved dissertation proposal.

c) AAPI: Advisors will review the student's completed application form (AAPI) for accuracy and completeness, with special emphasis on essays and cover letters.

d) Required Clinical Material (if applicable): Advisors will review any extra materials required by particular sites such as assessment reports/data, intervention conceptualizations/strategies, treatment plans, etc. with special emphasis on client confidentiality and appropriateness.

e) Curriculum Vitae (CV): Advisors will review CVs for format, completeness, and accuracy.

3. Director of Clinical Training Review: The DCT must receive the following before the Verification of Internship Eligibility and Readiness (AAPI, Part 2) is prepared:

a) Faculty Review Results: It is the responsibility of the faculty to communicate results to the DCT. The DCT will communicate results to the student. The DCT will not verify eligibility for internship without faculty endorsement.

b) Advisor Review Results: It is the **responsibility of the student** to secure advisor approval for all application materials. The Site List and Progress Toward Internship forms need to be signed by the Advisor.

c) Written Materials for the DCT: Materials submitted to the DCT should include a CV, cover letter, hard copy and electronic copy of the AAPI (Part 1 and Part 2), the Internship Application Site List Form, and the Progress

Toward Internship Form. Only one sample copy of each essay and cover letter is required. That is, the student does not need to submit essay or cover letter versions for each different internship site. In addition, the student must submit a sample (which they select) of SAEFs and Practicum Evaluations that the DCT may use to complete the narrative portion of Part 2. These materials must be provided to the DCT at least 2 weeks prior to the first application deadline.

d) National Matching Service Registration: Students are required to provide the DCT with their registration number prior to the release of readiness letters. **Each student should forward the registration number to the DCT as soon as it is received.**

e) Site-specific needs: If a site specifies a different procedure for verification of readiness, the applicant will need to inform the DCT and make appropriate arrangements. For example, some sites may require documentation of readiness in a non-AAPI format or request an additional verification of readiness from the DCT. If so, it is the student's responsibility to contact the DCT and arrange for any special forms or correspondence to be completed.

### C. Selection of Internship Sites

APPIC publishes a Directory of internship sites. The Directory contains information, provided by the sites, about available internships. Member programs (such as GIPP) receive a hard copy of this Directory (usually issued in July or August). A copy is usually kept in the GIPP Library for applicant use. In addition, APPIC offers the Directory online through the APPIC website. All internship applicants pay a required fee to use this Directory as part of the registration fee for the National Match program (although they do not have to wait for Match registration to begin using the Online Directory). The Online Directory permits applicants to search sites by program characteristics (e.g., geography, specialty areas, treatment modalities, and agency type).

1. Half-time Internships: GIPP fully endorses half-time (two year) internships for its students, provided that they have received APA-accreditation.

2. Special Petition for Application to Non-APA-Approved Internship Sites: It is expected that students will apply only to APA-approved internships. In special circumstances, the GIPP faculty **may** allow students to submit applications to non-APA approved sites. However, the student must request special permission for this by means of a written request that addresses the following issues:

a) Rationale:

- i. Does the site offer something unique?
- ii. How does the site fit with student's clinical needs and interests?
- iii. What are the advantages of this internship?
- iv. Has the request has been discussed with and approved by the Advisor?

b) Site Details:

- i. Detailed accounting of the training experiences provided.
- ii. Amount and source of clinical supervision.
- iii. Number and nature of other interns.
- iv. Status of site application for APA accreditation (if applicable).
- v. Status of APPIC site approval.

D. Letters of Recommendation

Each student will need to secure reference letters from both faculty and clinical supervisors who are familiar with the student's work. Most sites will require one (1) letter from a faculty member and two (2) letters from clinical supervisors. This is in addition to the readiness letter from the DCT as outlined above.

The process of how recommendation letters are to be transmitted should be discussed with both faculty and clinical supervisors. Ultimately, however, it is the responsibility of the student to provide all letter writers with accurate information concerning how the letters should be transmitted.

1. Letters from Faculty:

a) Faculty Selection. Students will have an opportunity to express preferences for core faculty whom they would prefer to write letters for them. However, you are not guaranteed your first preference. There is a limited number of letters that any one faculty member can write, given the other demands of his/her job. Accordingly, the program will strive to evenly distribute the letter-writing effort. Details of the process of selection/assignment of letter writers will be provided by the DCT.

b) Provision of Information. Provide your CV, site list, letter of intent, APPI, and/or personal statement as requested by the faculty member.

c) Typing and Signing. It is the student's responsibility to find out how faculty endorsers wish to handle typing and signing of the letters of recommendation. In the past, some faculty endorsers have provided one final electronic copy of your letter. GIPP is equipped with computers and printers which students may use for producing final letterhead copies of each letter if needed. GIPP will provide letterhead stationery to students for **final letters only**. Students are responsible for typing addresses on envelopes, as well as accurate address blocks and salutations for individualized versions of the letter. Once the letter and envelopes have been printed, it is the student's responsibility to obtain faculty signatures for the letters and/or on the backs of the envelopes, as needed.

d) Mailing. GIPP will provide first-class postage for letters mailed from our offices. However, postage for letters that are given back to the student to be included in the application packet is the responsibility of the student. GIPP will not pay postage for a student's application packets. GIPP also will not pay for express or overnight mailing.

e) Deadlines. Students are responsible for informing letter writers of application deadlines and for insuring that letters are mailed in a timely manner. Students are advised to check faculty availability as the deadlines approach. (Some faculty may have conferences on certain dates or be out of town.)

f) File Copy of Letter. It is strongly recommended that the student retain copies of recommendation letters for future reference or use (e.g., for accessing the Clearinghouse if needed--see below).

## 2. Letters from Supervisors:

a) Supervisor Preferences. Students should ask past and present clinical supervisors for a letter of reference. However, you are not guaranteed that your supervisor will agree to provide one. Thus, students should approach supervisors early in the process to discuss whether s/he will write a letter. If supervisors do not wish to write a letter and there are no other clinical supervisors available, please contact the DCT as soon as possible.

b) Provide Information. Provide your CV, site list, letter of intent, APPI, and/or personal statement as requested by the supervisor.

c) Typing and Signing. You must discuss how the supervisor wishes you to proceed with the production of the finished letter. Once the supervisor's letters and envelopes have been printed and signed by the supervisor, it is the student's responsibility to inform the supervisor how each letter should be sent (i.e., mailed directly by the supervisor or given back to the student for inclusion in the application packet).

d) Mailing. Many supervisors will provide postage for letters mailed from their offices, but this should be discussed beforehand. Do not expect that supervisors will pay postage for application letters.

e) Deadlines. Students are responsible for discussing application deadlines with supervisors and for insuring that letters are timely. Students are advised to check supervisor availability as the deadlines approach.

f) File Copy of Letter. It is strongly recommended that the student retain copies of supervisor letters for future reference, especially in the event of using the Clearinghouse if needed (see below).

#### E. Grade Transcripts

Students should complete a Transcript Request Form and submit it, along with appropriate payment, to the Registrar. Forms may be obtained from the UH website (<http://uhaweb.hartford.edu/sasc/TranscriptForm.htm>). It is recommended that students obtain a small number of additional transcripts at this time for any last-minute applications later.

#### F. Honor Code

Any verbal or written correspondence with an internship site needs to be truthful, accurate, and in compliance with the APA's *Ethical Principles of Psychologists and Code of Conduct* and APPIC's *Match Policies*. This includes documentation of clinical and/or practicum hours and accuracy of the curriculum vitae. Applicants should be mindful of the statement on the APPI form which notes that any "significant misstatements in or omissions from the application" are cause for rejection or dismissal from the internship program. Application forms for federal, state, and other publicly funded internship programs contain similar notice regarding civil and criminal penalties for false statements. Internship applicants from GIPP are expected to meet these conditions fully throughout the internship application and selection process.

#### G. Internship Preparation Meetings

The DCT will hold a series of meetings with those students approved for internship in order to present an overview of the internship application and matching process. This includes a review of strategies for specific application procedures, instructions for obtaining grade transcripts and letters of recommendation, and interviewing strategies. A review of the requirements and expectations for successful completion of a predoctoral internship will also be provided. Failure to attend these preparation meetings could result in an unfavorable review of internship readiness by the faculty and/or the DCT.

### **THE INTERNSHIP MATCHING PROCESS**

### A. National Matching Service

APPIC has contracted with the National Matching Service (NMS) to coordinate the computerized matching process. Applicants must register with NMS to be eligible for the upcoming internship match. As noted earlier, each student should inform the DCT of his/her Match number as soon as possible.

Applicants will submit a rank-order list of internship preferences to NMS by the date specified by NMS on their web site. NMS will perform a computerized matching of applicant and site rankings at a designated time. Applicants will first be informed if they are matched a few days prior to Match Day, but will not be told the specific program to which they are matched until Match Day. Applicants, sites and programs will receive results of the specific program placement a few days later, on Match Day. Exact calendar dates for these deadlines can be found on the APPIC website, [www.appic.org](http://www.appic.org), and are modified each year.

**Please Note:** Placing any internship program on the rank-order list signifies the student's agreement to attend if matched with that internship program. Further information and registration instructions are available on the NMS website that can be accessed from [www.appic.org](http://www.appic.org).

### B. Internship Clearinghouses

Any student who receives word that he/she has not matched with an internship program should contact the DCT as soon as possible for further advisement. The APPIC Clearinghouse becomes active on Match Day (usually around 11 a.m.) and continues through the summer months. This clearinghouse is accessible through the APPIC web site ([www.appic.org](http://www.appic.org)) and includes information about programs that still have internship openings. Unplaced applicants interested in college counseling centers may also register with the clearinghouse operated by the Association of College Counseling Training Agencies (ACCTA), which may be accessed on-line at [www.accta.ucsc.edu](http://www.accta.ucsc.edu). The California Psychology Internship Council (CAPIC) also has a clearinghouse for internship sites in California ([www.capic.net](http://www.capic.net)). Many notices about internship opportunities are also distributed after Match Day via email lists. The DCT will make every effort to inform eligible students how to obtain information about such internship opportunities through these clearinghouses.

Any unplaced applicant wishing to apply for an internship opening after Match Day should be prepared to submit application materials immediately, usually by FAX or email. Interviews are generally scheduled promptly and often by telephone. Any applicant who receives an internship offer after Match Day should also be prepared to make a prompt decision, generally within 24 hours after the offer is made. At the same time, applicants should consult with their Advisors (and/or with the DCT) and obtain approval prior to accepting an offer. All decisions are as binding as offers accepted through the computerized match.

The Graduate Institute of Professional Psychology faculty will support use of the APPIC Clearinghouse only for students who have applied through the APPIC Match Program. As with most policies, students may petition for exemption. Such petitions will be considered by core

GIPP faculty. The student will need to provide a compelling rationale for an exemption to be granted.

## THE INTERNSHIP YEAR

### A. Academic Registration

For administrative purposes, each student must be continuously enrolled in the Psy.D. Program while off-campus on internship. Students on internship should enroll in Predoctoral Internship (CPS 080 in the Fall, CPS 081 in the Spring semester, and CPS 082 in the Summer) and pay the fee for each of these courses. **Without such official enrollment at the University of Hartford, students will not receive official GIPP credit for internship and may put student loan deferments in jeopardy.**

### B. Professional Liability Insurance

**All students on internship are required by GIPP to carry professional liability insurance in the amount of \$1,000,000 per incident/\$3,000,000 aggregate per year.** While students may or may not be required to submit proof of current liability insurance to the internship training director before starting the internship, **students must submit a copy of current coverage to the DCT before leaving for internship.** Since students are required to enroll in the plan at the time they entered GIPP, this should represent a simple continuation of coverage and thus provide no hardship. It should be noted that this liability coverage provides protection for the student only while s/he is attending GIPP on a practicum or internship placement, not while the student is engaged in non-school related professional activities. In addition, some internship sites may require additional coverage or different amounts of coverage. Also, most internships will have an umbrella policy covering interns (as the University of Hartford does for its students). However, students will still need an additional *individual* policy, just as they do at GIPP.

### C. Internship Training Agreements

After accepting an internship offer, the student should contact the internship program about any required training agreements. An internship agency may require its own training agreement form to be completed. Such agreement forms usually focus on the employment status of the internship student and/or the formal relationship between the internship program and the University. If such forms require the signature of University officials, the student should request assistance well before the start of the internship year.

If an internship program does not have its own internship agreement forms, or in special circumstances is not an APPIC member, students must then complete an Internship Training Agreement. This written agreement specifies the details of the training objectives, activities, and

responsibilities of the student and the internship training program during the internship experience.

Whether the internship provides its own training agreement, or the student uses the Internship Training Agreement provided by GIPP, **it is required that students provide the DCT with a copy of the training agreement form as soon as it is completed and signatures are obtained.** The student should also retain a copy of the training agreement for his/her own records.

#### D. Other Information Required by the Internship Program

An internship program may also require the student to submit health records, verification of citizenship, or other documentation. As these are personal records, it is the student's responsibility to submit copies of these documents directly to the internship program upon request.

#### E. Evaluation Procedures

Students participating in internships are formally evaluated by their internship supervisors periodically during the internship year. Most internship programs have their own intern evaluation forms tailored to the clinical training activities at that facility. Any program without its own evaluation form may use the *GIPP Evaluation of Predoctoral Intern* form. We ask, as part of the Training Agreement, that internships provide both mid-year and final evaluations for the interns. We ask, also, that the completed evaluations be reviewed and discussed with the student and that evaluation forms be signed by both the student and the supervisor. It is the student's responsibility to make sure the DCT receives these evaluations.

We also ask students to evaluate the internship site at the end of the internship year. Forms and instructions will be provided by the DCT.

Students on internship will receive an Incomplete for CPS 080, 081, and 082 until completion of the internship year, usually between July 1 and October 1. Upon receipt of appropriate materials (listed below), the DCT will change this grade to Pass for all semesters.

To receive a grade of Pass for the internship, the following criteria must be met:

1. Students on internship must have registered for CPS 080 (Fall), CPS 081 (Spring), and CPS 082 (Summer) during the internship year and paid all associated fees in a timely manner.

2. Students must have provided evidence of appropriate professional liability insurance prior to beginning internship.
3. Students must have provided a Training Agreement, signed by the student and the Internship Director, within the first month of the internship.
4. At the end of the internship, the GIPP Coordinator of Internships must receive
  - a. A final evaluation from the internship supervisor(s).
  - b. A letter from the Internship Director stating that the student has successfully completed the internship year.
  - c. A completed Evaluation of Internship from the student.

#### F. Communication Between Internships and Training Program

The internship is considered an integral part of the Psy.D. Program. As such, internship directors and supervisors are considered partners in the professional training of GIPP students. Accordingly, program faculty and internship supervisors may, from time to time, exchange information about student performance and expectations that may be relevant to internship success and/or performance evaluation beyond the written evaluations described above. APA guidelines for communication between internships and programs may be found at on the APPIC website (<http://www.appic.org/downloads/cctc-guidelines.doc>).

#### G. Resolution of Concerns and Conflicts

The student has an ethical responsibility to fulfill his/her commitment to an internship program for the duration of the agreement. It is expected that the student and internship supervisors will attempt to address any concerns that arise during the internship experience. Should any problem arise which cannot be resolved successfully in this manner, the student should seek consultation as soon as possible from the DCT. In the event that the student has difficulty fulfilling the training agreement with the internship program, termination of the agreement should be considered only after all other efforts have been exhausted.

#### H. Ethical Practice

It is critical that both students and the programs involved in internship training adhere to the highest standards of ethical professional practice. Internship supervisors and students should be thoroughly familiar with the current APA *Ethical Principles of Psychologists and Code of*

*Conduct* and the relevant state regulations that pertain to the practice of psychology, and practice only within those guidelines.

#### I. Policy of Nondiscrimination

Although internship experiences are conducted away from the University of Hartford campus, the student's presence at an internship program still constitutes engagement in an educational activity of the University. Consequently, it is required that all University policies be followed regarding nondiscrimination on the basis of race, gender, creed, color, age, physical disability, sexual orientation, and national and ethnic origin. Discriminatory behavior, including acts of sexual harassment, by the intern or by any staff of the internship program may result in suspension or termination of the internship placement by the DCT.

#### J. Compensation

Application to and acceptance of unfunded internships are also strongly discouraged. Indeed APA has this to say about unfunded internships: "The Committee [on Accreditation] strongly discourages the use of unfunded internship positions....The awarding of such positions should be documented fully in the doctoral and internship program's annual report to the Committee, and the program should anticipate that site visitors may make focused inquiry into the case circumstances resulting in the ad hoc creation of an unfunded internship position....In the view of the Committee, the routine or regular granting of one or more unfunded internships would not adhere to the spirit of the present Committee policy." (APA Implementing Regulations Related to the "Guidelines and Principles.")

Financial support should be in the form of a stipend which is advertised at the time of application to the program. The stipend should support the student as a trainee, rather than compensate the student for specific tasks completed. A percentage of fees arrangement may not be used as the basis for internship compensation.