

University of Hartford

DEPARTMENT OF PSYCHOLOGY

GRADUATE INSTITUTE OF PROFESSIONAL PSYCHOLOGY

DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY

Student Handbook

Part 4: Predoctoral Internship Policies & Procedures

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I. 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. 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 standards of state licensing boards and accreditation standards of relevant professional organizations (e.g., APA). The internship is typically full-time for one year, but a few programs are constructed for two years on a half-time basis. All internship eligibility and application procedures are specified in greater detail in the following chapters.

GIPP requires that an internship be modeled after the criteria established by 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 must be approved by the GIPP core faculty (see p. 10).**

Eligibility to apply for internship is determined through review of a student's overall academic and clinical performance by the GIPP faculty and subject to final approval by the GIPP Director. To be eligible to apply for internship, a student must be in good standing in the Psy.D. program and have passed the Qualifying Examination, successfully defended a dissertation proposal, and successfully completed one year of clinical practicum. By the beginning of the internship year, the student must have successfully completed all prerequisite coursework and a second year of clinical practicum. Any student who suspends or terminates his/her affiliation with GIPP is no longer eligible to pursue or continue an internship placement.

The eligible student must obtain his/her own internship placement. This process involves participation in the national competition for internship placements overseen by APPIC. **All students must apply for internship through the APPIC Match for Phase I.** Applications are submitted by the student during the Fall semester, and interviews typically take place during December and January. APPIC's Notification dates for internship match results occur at the end of February. Students are expected to be fully familiar with APPIC *Match Policies*.

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

Many policies regarding internship reference the role of the Director of Clinical Training (DCT), which is currently filled by the GIPP Director. In addition to directing other elements of the doctoral program, the DCT has the responsibility and authority for the continued development, implementation, and oversight of the internship system. The DCT 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 also responsible for maintaining internship information resources, approving internship training

agreements, and maintaining an overview of student training needs and available internship opportunities. The DCT is available to students for consultation around internship-related matters and to local agencies wishing to develop internship training opportunities. The DCT is responsible for completing the portion of the internship application documenting the student's eligibility to apply for internship.

Beginning in the Summer semester, the DCT holds a series of meetings with students to present an overview of the internship application and matching process. Subsequent meetings include a review of strategies for specific application procedures, instructions for obtaining grade transcripts and letters of recommendation, and preparation for internship interviews. A review of the requirements and expectations for successful completion of a predoctoral internship will also be provided. Failure to attend these preparation meetings may result in an unfavorable review of internship readiness by the faculty and/or the DCT.

C. Role of the Coordinator of Practicum Training

The GIPP Coordinator of Practicum Training continues to play an important role in the training of advanced students in the doctoral program who participate in a 4th year practicum. Students generally seek to include the hours of clinical experience accrued during such an advanced practicum on their internship applications, but **can only do so if these activities are sanctioned by GIPP**. To include these practicum hours on an internship application, an advanced student must submit to the Coordinator of Practicum Training a completed practicum training agreement, along with an activity log, a supervisor's evaluation form, and a student evaluation of the site for each semester of practicum. As for other practicum placements, students need to submit to the Coordinator of Practicum Training proof of individual professional liability insurance. Please see Part 2 of the GIPP *Student Handbook (Practicum Policies and Procedures)* for further information and copies of these forms.

D. Role of the Faculty Advisor

Students in the doctoral program are assigned a Faculty Advisor at the time of entrance into the program. This member of the GIPP core faculty remains in that role for the student through the first three years of the doctoral program (or until another advisor is formally assigned). For students beyond the third year, the chair of the student's dissertation committee takes on the role of Faculty Advisor. Should a student have a dissertation chair from outside GIPP, the student must engage a member of the GIPP core faculty to serve as Faculty Advisor for the internship process and inform the DCT of this arrangement prior to the GIPP applicant approval procedure described in the next chapter. Faculty Advisors are expected to review student applications and provide consultation about all aspects of the internship process. The Advisor reviews selection of the student's sites for application and is required to sign the student's *Site List* (see Appendix A). It is common, but not required, for an internship applicant to request a letter of recommendation from his/her Advisor.

II. INTERNSHIP PREPARATION AND APPLICATION PROCEDURES

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 online application, the APPIC Application for Psychology Internship (AAPI Online), and the most updated version of this application form is available at www.appic.org. 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. Students should familiarize themselves with this web site, which includes an updated calendar of internship application events, registration with the National Matching Service (see www.natmatch.com/pscyhint), access to internship news, electronic listserves, and information for unmatched applicants.

The following is an overview of the internship application process, as summarized from the APPIC website:

1. Applicants access the AAPI Online via the "Applicant Portal," which means that they will use their internet browser to create an account, enter information into the various fields of the AAPI, and ultimately submit their completed application to internship sites. Applicants may create multiple versions of cover letters, CVs and essays (e.g., in order to tailor these items to different sites and/or settings) if they wish to do so.
2. Once an applicant completes the portions of the AAPI that need to be verified by her/his Director of Clinical Training (e.g., total hours, dissertation progress, etc.), the student will generate an electronic request to her/his DCT. The DCT will then either approve the information (via an electronic signature) or ask the student to make changes, and provides additional information as appropriate.
3. The applicant will also request letters of recommendation by generating electronic requests (via e-mail) to individuals of her/his choosing. These individuals will upload their letters directly into the AAPI Online. While the applicant will not be permitted to view the content of the letter, she/he may attach it to as many or as few applications as desired. In other words, the applicant can decide which letters of reference are submitted to each internship site.
4. The applicant also submits one official copy of all graduate transcript(s) directly to the application service via regular mail. These transcripts are verified as official, scanned into the system, and attached to each application that is submitted by the applicant. Undergraduate transcripts are no longer allowed as a supplemental upload but programs may request a copy AFTER the match for appointment reasons. Some universities will not separate the undergraduate transcripts from the graduate transcripts and these are permissible.
5. If a program requires applicants to submit materials that are not a part of the regular AAPI *Online application* (e.g., testing reports or case summaries), the applicant will need

to obtain the required information, convert it into an electronic document (e.g. via scanning), upload it to the AAPI Online service, and attach it as "supplementary materials" to the application that is submitted to that program. These are the only allowed supplemental materials, programs can choose two testing reports or two summaries or one of each but no more than two in total. Specific issues requested by a program can be addressed in the cover letter.

6. Once an applicant has completed all aspects of the application, she/he chooses the "designated" sites to which the application is submitted electronically. The applicant has the flexibility to decide which cover letter, essays, letters of recommendation, CVs and if requested, supplemental materials are submitted with each application.
7. Once submitted, the application is instantly available to the internship site for review. Training Directors and selection committees may review applications online, sort and select applications based on various criteria, and download application information in various formats. Please send your transcripts to: AAPI Online Transcript Department at P.O. Box 9117, Watertown, MA 02471.

B. GIPP Approval for Internship: All students who wish to apply for internship in the Fall semester will be asked to notify the DCT of their intentions at the start of the semester. Eligibility to apply for internship is determined through review of a student's overall academic and clinical performance by the GIPP faculty and subject to final approval by the DCT. The student is also expected to consult with his/her Advisor throughout the application process.

1. **Faculty Review:** Faculty meet in September of each year to review the academic and clinical standing of students who wish to apply for internship that year. 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 this review before October 1 of the application year. The following aspects of student progress will be reviewed in making this decision:
 - a) **Academic Standing:** A student must be in Good Standing to apply for internship.
 - b) **Successful Completion of the Qualifying Examination**
 - c) **Status of Dissertation:** Any student who requests approval from the GIPP faculty to apply for the predoctoral internship must have an approved dissertation proposal that is completed according to the following schedule.

For students in the **4th year and beyond** at the time of approval review:

- The dissertation proposal defense must occur no later than **July 1**, and the scheduling of this meeting with committee members must occur no later than **June 15**.
- In addition, the student must provide the committee chair a complete draft of the proposal prior to scheduling the defense meeting, and must provide this draft to committee members at least two weeks prior to the date of the defense.
- With prior approval from the committee chair, a student may submit a written petition to the DCT to extend the deadlines for scheduling and defending a dissertation proposal defense. This petition must be submitted to the DCT no later than **June 15**. The petition must articulate the extenuating circumstances necessitating the extension and be countersigned by the committee chair after consultation with the other members of the dissertation committee. The petition will be forwarded to the DCT for approval by vote of the PsyD faculty.
- No later than **September 15**, the student must submit to the DCT a fully signed Proposal Approval Form indicating successful defense of the dissertation proposal and completion of any recommended changes to the proposal draft. There will be **no** exceptions to these deadlines for submitting the fully signed Proposal.

Deadlines for 3rd year students. Students in the **3rd year of the PsyD program** at the time of approval review are subject to the above policies, except the following deadlines will apply:

- The scheduling of the proposal defense must occur no later than **August 23** for a proposal defense no later than **September 7**.
- The deadline for requesting an extension of the proposal defense, as detailed above, is **August 23**.
- The deadline for submitting to the DCT a fully signed Proposal Approval Form, as detailed above, is **October 1**.

- d) **Attendance at Summer Preparation Meetings.** A student must have attended the series of meetings with the DCT held during the Summer semester to prepare students for the internship application and matching process. Attendance need not be in the Summer immediately prior to application.

- e) **Faculty Advisor.** The student must identify the GIPP core faculty member who has agreed to serve as Faculty Advisor for the internship process.
 - f) **Professional Character and Level of Responsibility.** Faculty will evaluate the student according to these items from the DCT Verification on the AAPI:
 - This student possesses the emotional stability and maturity to handle the challenges of graduate training to this point.
 - This student demonstrates the capacity to participate in supervision constructively and can modify his/her behavior in response to feedback.
 - g) **Clinical Readiness.** The student must be current with all practicum agreements, evaluations, recorded hours, and other documents required by the GIPP practicum coordinator. Faculty will evaluate the student's clinical readiness according to these items from the DCT Verification on the AAPI:
 - This student possesses the theoretical/academic foundation necessary for effective counseling/clinical work.
 - This student possesses the skills necessary for translating theory into integrated practice.
 - This student demonstrates awareness of, and practices according to, the current ethical guidelines for psychologists.
2. **Advisor Consultation:** The student must meet with his/her Advisor concerning all aspects of the internship application materials before applying for internship, and should remain in contact with the Advisor throughout the application and interview process. It is the student's responsibility to have the following materials reviewed and approved by his/her 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. The Advisor indicates approval of the *Site List* by signature.
 - b) **AAPI:** Advisors will review the student's completed application form (AAPI) for accuracy and completeness, with special emphasis on essays and cover letters. Students may save and print a draft copy of the AAPI Online from the Applicant Portal.
 - c) **Curriculum Vitae (CV):** Advisors will review CVs for format, completeness, and accuracy.

Please note. Advisors will review any required supplemental materials, such as a treatment/case summary and/or psychological evaluation report, with an emphasis on client confidentiality, appropriateness, and site application instructions, rather than on specific content.

3. **DCT Approval:** The DCT provides the verification of internship eligibility and readiness for students by means of the AAPI DCT Portal. The DCT is given access to this portal once the student requests such verification, which generates an automated e-mail requesting a response from the DCT. The DCT will either approve the information by electronic signature or ask the student to make changes, as appropriate. It is also possible for the DCT to write comments that support the student and/or identify training needs.

To complete this review, the DCT will already have the following information:

- a) **Faculty Review Results:** The DCT participates in the Faculty Review, so is aware of the review by GIPP faculty. The DCT will only verify eligibility for internship for students endorsed by the GIPP faculty.
- b) **AAPI Online.** This will be viewed by the DCT via the DCT Portal.
- c) **National Matching Service Registration:** The DCT will receive this information by entering the DCT Portal.

The student should submit the following to the DCT:

- d) **Site List:** The student must provide a *Site List* signed by the Advisor.
- e) **Written Materials for the DCT:** Materials submitted to the DCT should include a CV, cover letter, and essays. These materials must be provided to the DCT at least two weeks prior to the first application deadline.

C. Selection of Internship Sites

Information about internship sites is available through the APPIC online directory of internship sites on the APPIC website. The Directory contains information provided by the sites and is in the form of a searchable database. 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. Although fewer than full-time internships, 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.

2. Special Petition for Application to Non-APA-Accredited Internship Sites: It is expected that students will apply only to APA-accredited internships. In special circumstances, the GIPP faculty will consider a request by a student to submit applications to non-APA approved sites.

For Phase I of the Match, petitions for application to non-accredited sites must be received and approved by the PsyD faculty before the student submits an application. After Phase I, requests to apply to APPIC-member sites will be reviewed for approval by the GIPP Director, Associate Director, and student's internship advisor. Any program which indicates an intention to become a member of APPIC at the start of the internship year will be considered an APPIC-member site for the purpose of this policy.

Any requests to apply to an internship that is not an APPIC-member program will be reviewed by the full faculty. For all such requests, the student must submit a written form (see Appendix B) that addresses the following issues:

a) Rationale:

- How does the site fit with student's clinical needs and interests?
- What are the advantages of this internship?
- Has the request has been discussed with and approved by the Advisor?

b) Site Details:

- Detailed accounting of the training experiences provided.
- Amount and source of clinical supervision.
- Number and nature of other interns.
- Status of site application for APA accreditation.
- Status of APPIC membership application.

D. Letters of Recommendation

Each student will need to secure reference letters from 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 commentary provided by the DCT in the AAPI Online, as outlined above.

1. Letters from Faculty: Once notified by the DCT of eligibility to apply for internship, students may approach core faculty to request a letter of recommendation. Although faculty attempt to accommodate student requests, there is a limited number of letters that any one faculty member can write. Students should thus be prepared for a backup plan if a first preference is not available. The DCT will outline a process of selection and assignment of letter writers, should a need arise in a given year to distribute letter-writing efforts evenly.

2. Letters from Supervisors: Students should approach a past or present clinical supervisor 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.

3. Procedures:

- a) Provision of Information:** Provide your CV, site list, letter of intent, AAPI, and/or personal statement as requested by the letter writer.
- b) Deadlines:** Students are responsible for informing letter writers of application deadlines and for insuring that letters are submitted in a timely manner. Students are advised to check faculty schedules and availability as the deadlines approach.
- c) Reference Portal:** This portal of the AAPI Online is for faculty and supervisors who are providing letters of reference for students. Once a student has designated the individual to the AAPI Online Service as someone who will be providing a letter of reference, an e-mail that contains links and instructions for accessing the AAPI Online Reference Portal is sent to the letter writer.
- d) File Copy of Letters:** It is strongly recommended that the student retain copies of all letters for future reference, especially for participation in Phase II of the Match, described below.

E. Grade Transcripts

Students should complete a Transcript Request Form (available at from the University website (http://www.hartford.edu/aboutuofh/office_of_provost/registrar/transcript_request.aspx) and submit it with appropriate payment through the online portal. It is recommended that students obtain a small number of additional transcripts at this time for possible use during the Post-Match Vacancy Service. As noted above, graduate transcripts should be mailed directly to the AAPI Online Transcript Department.

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*. The Honor Code covers, but is not limited to, description of clinical experiences, progress on dissertation, employment history, and accuracy of all items on the AAPI Online and curriculum vitae. Students are expected to be truthful and accurate in their recording of practicum hours on Time2Trac (or any similar program), as well as in their summaries of those practicum hours and experiences on the AAPI Online and curriculum vitae. During subsequent internship interviews, students may provide updates to previously submitted materials, but these also are expected to be truthful and accurate.

Applicants should be mindful of the statement on the AAPI Online 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.

III. THE INTERNSHIP MATCHING PROCESS

A. National Matching Service

APPIC contracts with the National Matching Service (NMS) to coordinate the computerized matching process. Applicants must register with NMS to participate in the internship match. Although match registration typically opens in the summer, students should **not** register for the match until they have been informed of faculty approval to apply for internship.

The 2018 APPIC Match will be conducted in two phases, with each phase involving the submission of rank order lists by programs and applicants to determine the placement of applicants into positions. For the 2018 Internship Match, applicants must submit a rank-order list of internship preferences for Phase I to NMS no later than **Wednesday, February 7, 2018**. NMS will perform a computerized matching of applicant and site rankings, with applicants and training programs learning of their results on **Friday, February 23, 2018**. Applicants, internship directors, and DCT's will receive results of the specific program placement at the same time.

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 (www.natmatch.com/pscyhint).

B. Unmatched Applicants

Any student who receives word that he/she has not matched with an internship program during Phase I should contact the DCT as soon as possible for further advisement. A second selection process (Phase II) will begin immediately upon the conclusion of Phase I, with the goal of placing unmatched applicants into positions that remained unfilled in Phase I. Applicants who registered for Phase I but did not obtain a position will be eligible to participate in Phase II. Those applicants will use the AAPI Online service to submit applications to programs with unfilled positions from Phase I. All programs participating in Phase II of the Match must accept applications until **11:00 a.m. on Thursday, March 1, 2018**. Programs may elect to continue accepting applications beyond this deadline, but are not required to do so. Applicants and programs will submit new rank order lists for Phase II of the Match no later than **Monday, March 19, 2018**. As for Phase I, ranking an internship program on the Phase II signifies a student's binding acceptance of a match with that program. A second matching process will be carried out using those rank order lists, and the results of Phase II of the Match will then be distributed to applicants, internship directors, and DCT's on **Monday, March 26, 2018**.

Any unplaced applicant wishing to participate in Phase II should be prepared to submit an AAPI Online and any other materials on short notice. Interviews are generally scheduled promptly and conducted by telephone or videoconference. No additional fees will be charged to applicants and programs that participate in Phase II of the Match, and applicants should not incur additional travel expenses for interviews.

While it is anticipated that Phase II will fill the vast majority of positions that remain available from Phase I, APPIC operates a Post-Match Vacancy Service that begins upon conclusion of Phase II and allows programs to announce unfilled or newly-funded positions that become available through **October, 2018**. Any unplaced applicant wishing to utilize this service should be prepared to submit application materials on short notice and 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 made via the Post-Match Vacancy Service are as binding as offers accepted through Phase I or II.

GIPP faculty support use of Phase II and the vacancy service **only** for students who previously registered for the APPIC Match Program for Phase I. It is not permissible to begin the internship application process solely through Phase II or the vacancy service.

IV. THE INTERNSHIP YEAR

A. Academic Registration

Each student must maintain continuous enrollment in the Psy.D. Program while on internship. Students on internship should enroll in Predoctoral Internship for all three semesters (CPS 080 in the Fall, CPS 081 in the Spring, and CPS 082 in the Summer) during the internship year. Without such official enrollment at the University of Hartford, students will not receive University credit for internship and may put student loan deferments in jeopardy. It is **not** necessary to register for Dissertation Continuance (CPS 090-091-092) during the internship year.

B. Professional Liability Insurance

All students on internship are required by GIPP to carry professional liability insurance in the **minimum 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**. This should represent a continuation of the liability coverage that the student has maintained while in the doctoral program. Most internships will also have an umbrella policy covering interns (as the University of Hartford does for its students). However, students will still need to purchase this *individual* policy during the internship year, just as they have since they entered GIPP.

Please note. Some internship sites may require individual coverage in an amount greater than noted above, and students will be expected to comply with the policy at the internship site. Individual liability coverage for students provides protection only while the student is engaged in a University-sponsored training activity, such as the internship placement. Unless stated in your policy, insurance does *not* cover non-school related professional activities.

C. Training Agreements

Following a successful match, the applicant should expect a **letter of appointment** from the internship program specifying details such as start date, stipend, and any benefits. At the start of the internship year, an intern is typically processed through the agency's department of human resources as a temporary employee. Processing of employment paperwork does not usually involve the doctoral program, but the intern is advised to seek consultation from the DCT should any concerns arise.

A formal **affiliation agreement** is ordinarily not required by either the internship agency or the doctoral program. APPIC discourages such additional agreements and maintains that its policies, the public statements about the internship (i.e., an online or printed brochure), and the letter of appointment comprise the written agreements for the internship year. In the rare event that an internship agency requires an affiliation agreement to establish a formal relationship between the internship program and the University, the student should inform the DCT of this as soon as possible. As such an agreement requires approval from University counsel and the provost, assistance is required well before the start of the internship year.

A student considering internship at program which is not an APPIC member should consult with the DCT to ensure that the program's public statements contain sufficient detail about the internship experiences. If approved by faculty for such an internship, the DCT will require the student to complete an Internship Training Agreement to specify the training objectives, activities, and responsibilities of the internship program. Copies of the completed training agreement form will be distributed to the student, his/her student file, and the internship training director. Such agreement forms are not required for APPIC member programs.

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. The intern may also be required to undergo fingerprinting and/or a criminal background check as a condition of placement at the internship site. It is the student's responsibility to submit such 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. Established internship programs are required to have their own intern evaluation forms tailored to the clinical training activities at that facility. GIPP requests that internships provide both mid-year and final evaluations for the interns. The completed evaluations should be reviewed and discussed with the student and the evaluation forms signed by the student and the internship supervisor. It is the student's responsibility to make sure the DCT receives these evaluations.

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. The DCT will change Internship grades from Incomplete to Pass for the three semesters of internship once all the following conditions are satisfied:

1. Students on internship must register for CPS 080 (Fall), CPS 081 (Spring), and CPS 082 (Summer) and pay all associated fees.
2. Students must provide evidence of appropriate professional liability insurance prior to beginning internship.
3. At the end of the internship year, the DCT must receive
 - a. A final evaluation from the internship supervisor(s).
 - b. A letter from the internship Training Director stating that the student has successfully completed the internship year. If successful completion is clearly noted in the final evaluation, a separate letter is not needed. The student may also forward a copy of the certificate of completion to satisfy this requirement.

- c. At the end of the internship year, the student should submit to the DCT a narrative evaluation of the internship program. This can be satisfied with one or two paragraphs describing the internship experience and recommendations for any GIPP students interested in applying there in the future.

F. Communication Between Internship and Doctoral 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, the DCT and internship supervisors will establish communication about student training goals and progress. Students should expect that this communication about student expectations and performance will extend beyond the written evaluations described above. Communication typically begins with the internship Training Director sending a copy of the intern's letter of appointment to the DCT. Prior to the start of internship, the DCT sends a letter of introduction (see Appendix C) to the internship Training Director.

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. The APPIC website also contains information regarding its Informal Problem Consultation process and Formal Complaint process. Termination of the internship training year should be considered only after all such 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 strongly discouraged by APA, which notes: “The Commission on Accreditation (CoA) strongly discourages the use of unfunded internship positions. The CoA understands, however, the **rare or unusual** circumstance in which the award of an additional unfunded internship would serve to alleviate unavoidable hardship for the potential unfunded intern candidate (e.g., remaining geographically close to an ailing family member, etc.). Examples of less clearly defensible rationales would be elective geographic preference or the specific theoretical persuasion of a desired internship program or supervisor... In circumstances in which the case for an unfunded internship would seem to be compelling, the responsibility for documenting and the accountability for articulating the rationale for the placement rest with the doctoral and internship programs, jointly... The awarding of such positions should be documented fully in both the doctoral and internship programs’ annual reports to the CoA, 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... However, in the view of the CoA, the routine or regular granting of one or more unfunded internship positions would not adhere to the spirit of the present CoA policy (APA Implementing Regulation C-9 for the Accreditation Guidelines and Principles for Predoctoral Internship Programs).”

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. It is **not** permissible to use a percentage of fees arrangement as the basis for internship compensation.

Appendix A: Internship Site List

Student Name: _____ Date: ____ / ____ / ____

Page 1 of _____

Rank ^a	Due Date	Internship Director or Contact Person and Agency name	Agency Program/Dept.	Training Specialty	Applicaton Materials Received	APA-Approved?	Letters Requested
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

Page 2 of _____

Rank ^a	Due Date	Internship Director or Contact Person and Agency name	Agency Program/Dept.	Training Specialty	Applicaton Materials Received	APA-Approved?	Letters Requested
12							
13							
14							
15							
16							
17							
18							
19							
20							

^a tentative

Student signature

Date

Advisor signature

Date

Appendix B: Request to Rank Non-APA Internship Site

UNIVERSITY OF HARTFORD GRADUATE INSTITUTE OF PROFESSIONAL PSYCHOLOGY

Request to Apply to a Non-APA Internship Site

Name of Applicant

Name & Location of Program

Date of Request

I request permission from the GIPP faculty to submit an application to the above-named internship program and include this program in my rank-order list for the internship match.

Please describe the rationale for your request:

1. How does the site fit with your clinical needs and interests?

2. What are the advantages of this internship?

3. Has the request has been discussed with and approved by your Advisor?

Please provide the following site details:

4. Internship website (if none, please attach a copy of the program brochure)
5. Detailed accounting of the training experiences provided.
6. Amount and source of clinical supervision.
7. Number and nature of other interns.
8. Status of site application for APA accreditation.
9. Status of APPIC membership application.

Please provide any additional information relevant to your request.

10. Additional information.

Appendix C: DCT Letter of Introduction

«Date»

«Training_Director_name»
«Internship_name»
«Internship_address»
«Training_Director_email»

Re: «Intern_first» «Intern_last»

Dear «TD_firstname»,

It is a great pleasure to know that «Intern_first» «Intern_last» will be a predoctoral intern in your program for the 2017-18 internship year. I wish to take this opportunity to connect with you and introduce myself as the Director of Clinical Training at the University of Hartford's Doctoral Program in Clinical Psychology, where «Intern_first» is an advanced student in good standing.

Our program will rely on the evaluation forms that you have developed for your internship program. We greatly appreciate receiving a copy of the intern evaluations at the completion of each review cycle. The University of Hartford requires that students complete all work for the doctoral degree prior to participation in commencement exercises. Many of our students apply for a degree when the University confers degrees in the third week of September, if they have also successfully defended their dissertation.

Many thanks to you and your staff for your contributions to «Intern_first»'s training for the coming year. I am listing my contact information below, should any issues arise during the training year. I have included the main number for the doctoral program as well, in case of emergency. Best wishes for a productive year!

Sincerely,

John G. Mehm, Ph.D.
Director, Graduate Institute of Professional Psychology

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