MA Programs in Clinical Psychology

Clinical Training Manual

(Revised Fall 2013)

Table of Contents

MA Calendar	4
Overview	7
Chapter 1 - Overview	
People You Should Know	
Practicum Search	. 8
Practicum Application Checklist	8
Introduction to Clinical Training	. 9
Practicum	
Content of Training	
Clinical Competencies	
Practicum Application Procedures	10
Preparation	10
People You Should Know	
Resources	1.2
EligibilityPracticum Eligibility Form	13
Competency	
Due Process	
Coursework Eligibility	
Practicum Workshops and Fair	14
Practicum Sites.	14
Online Site Database	
Site Application Approval Form	
Unlisted Sites	
Training at Place of Employment Affiliation Agreements	
Application Materials	15
Letters of Recommendation	13
Vita	
Cover Letter	
Transcripts	
Work Sample	
Application Forms	1.0
Applying and Interviewing.	18
ACEPT Guidelines – Applications and Interviews Professional Dress	
Accepting a Practicum	20
ACEPT Guidelines – Offers and Acceptances	20
Holding Offers	
Withdrawing your acceptance	
Students who do not secure a practicum	
Practicum Training Agreement.	21
Practicum Training Agreement Form	
Professional Liability Insurance Sites Reneging on Offers	
Changes to Training Agreement	
Changes to Training regionient	

Background checks, TB Tests, immunizations, and DV training	
Practicum Registration.	2
Chapter 2 – Practicum Rules and Parameters	2
While on Practicum	2
Practicum Site Requirements	2
Duration	
Direct Contact Hours	
Supervisor Qualifications	
Video/Audiotaping Clients	
Employment While on Practicum	
Social Media Concerns	
Absence From Practicum	
Practicum Seminars.	2
Grading	
Professional Deportment	
Social Media Considerations	
End of Semester Evaluations	
Evaluation of Student	
Evaluation of Site	
Practicum Logs	2
Online Tracking System	
FAQs Re: Logging Hours	
Graduation Deadlines and Information	2
National Counselor's Exam	. 2
Licensure Information	2
Appendix A: Sample Vita	. 3
Appendix B: LOR Form	
Appendix C: Practicum Expectations for Roosevelt University	. 3

Clinical MA Programs Calendar 2013-2014

Note the three **Mandatory** events for 2014-15 practicum seekers

July 8	Applications for October NCE administration due to Dr. Dygdon.	
August		
Aug 1	2013-2014 practicum enrollment closes.	
Aug 22	University Convocation; All students should attend.	
Aug 23	First day of fall semester classes.	
	Note: Note: Friday, August 23 is a make-up day for Monday classes who will not	
	meet on Monday, Sept 2, because of the Labor Day holiday. Saturday classes will	
	begin Saturday, Aug 24. Regularly scheduled Friday classes will begin Friday, Aug	
	30.	
Aug 30	December Graduates: Deadline to apply for Fall graduation. LATE APPLICANTS WILL BE CHARGED \$100.00.	
Aug-31-Sept 2	Labor Day – No Classes	
October		
Oct 2	Monthly departmental faculty meetings with student representative begin (1 st Wed of month)	
	Monthly MA faculty meetings with student representative begin (1st Wed of month)	
Oct 3	Practicum Workshop - Part 1: Choose one of the following two workshops (on either October 3 or October 5).	
	Choice 1: Practicum-Seeking Students: <u>Practicum Workshop Part 1:</u> <u>Applications.</u> 4:00PM-6:00PM; Rooms TBA on both Campuses. Required all students who have not attended in the past, but all are welcome.	
Oct 5	Choice 2: Practicum-Seeking Students: Practicum Workshop- Part 1: Applications. 12:30PM-2:30PM; Rooms TBA on both Campuses. Required all students who have not attended in the past, but all are welcome.	
Oct 19	National Counselor Exam (NCE) administered at RU for eligible* students. (See below)	
Oct 7 – 25	2014-2015 practicum-eligible students: Submit Practicum Eligibility Form to Clinical MA Programs Director (Dr. Thomas Farmer) via Bb. Upon approval, start reviewing sites and read this manual thoroughly.	
Oct 21-24	All MAC Meetings. Time and Place TBD You will receive your registration code.	
November		
Nov 4	2014-15 practicum-eligible students: Deadline for requesting faculty letters of recommendation	
Nov 4-22	2014-15 practicum-eligible students: Practicum advisement sessions for MA students	
	seeking practicum; an electronic sign-up sheet will be emailed to you	
Late Nov	Practicum Seminar Instructors will send evaluations to practicum site supervisors	

Nov 25-Dec 1	Thanksgiving Break - No Classes	
December		
Dec 2	Applications for April NCE administration due to Dr. Farmer.	
Early December	Practicum Fair	
Final Practicum	Current Practicum Students: Deadline for submitting Student Evaluation and Log	
Seminar Class Day	summary to DOT and seminar instructor.	
Dec 13	Fall Commencement	
	Fall semester ends, access to all faculty, including directors is limited over break	
January		
Jan 10	Practicum-Seeking Students: Deadline to receive all LOR	
Jan 10	First day of spring semester classes.	
	Note: Friday, January 10 is a make-up day for Monday classes who will not meet on Monday, Jan 20, because of the MLK holiday. Saturday classes will begin Saturday, Jan 11 (no Saturday class on the 18 th). Regularly scheduled Friday classes will begin Friday, Jan 17.	
Jan 12	2014-2015 practicum-eligible students: All application materials due in Box.com.	
Jan 13	Practicum-Seeking Students: Your access to application materials in Box.com will be removed.	
	Spring Graduates: Students intending to graduate in spring must apply for graduation. Final Spring application deadline is April 4, 2014. Final Summer application deadline is August 15, 2014. (Late fee of \$100 incurred after Jan 13 and June 6, respectively). See link for additional information: www.roosevelt.edu/registrar/graduation.aspx	
Jan 18-20	Martin Luther King holiday	
Jan 23	Practicum Workshop - Part 2: Choose one of the following two	
	workshops (on either Jan. 23 or Jan. 25).	
	Choice 1: Practicum-Seeking Students: <u>Practicum Workshop-Part 2: Interviewing and Selection</u> 4:00PM-6:00PM Rooms TBA on both Campuses. Required for all students who have not attended in the past, but all are welcome. Choice 2 for this is Jan 25.	
Jan 25	Choice 2: Practicum-Seeking Students: <u>Practicum Workshop-Part 2: Interviewing and Selection</u> 12:30-2:30PM; Rooms TBA on both Campuses. Required for all students who have not attended in the past, but all are welcome. Alternative choice is Jan 23.	
February		
Feb-Mar	2014-2015 practicum-eligible students: Practicum interviews. Before withdrawing applications or canceling interviews, contact DOT for permission	
ACEPT Date: TBA	2014-2015 practicum-eligible students: Sites will receive applications from box.com according to the ACEPT timetable.	
Feb 24-27	All MAC Meetings. Time and Place TBD You will receive your registration code.	
March		
Mar 8-14	Spring Break	
TBA	ACEPT Notification Day: Notify DOT of match status immediately. NOTE: Offers will be made throughout the months of February and March.	
Mar 15	Classes resume.	

April	
TBA	National Counselor Exam (NCE) administered at RU for eligible* students. (See below)
Apr 30	2014-15 practicum-eligible students: MA Practicum Training Agreement Form due to DOT
May	
May 1	<u>Current practicum students</u> : Student evaluations , site evaluations , and logs are due to DOT and practicum seminar instructors (Note: Students whose practicum continues after the end of the semester must also submit a final evaluation at the conclusion of the practicum)
May 1	End of spring semester; access to faculty is limited during summer break
May 2	Spring Commencement
May 2 – Aug 5	<u>Finishing practicum students</u> : Final student and site evaluations and logs due to DOT and seminar instructors for practica that have continued past the end of spring semester. Students going past July 1 st need to register for 698Y.
May 10 –Aug 1	Summer session
May-August	Summer Graduates: Students intending to graduate in Summer must apply for graduation. Final Summer application deadline is August 15, 2014. (Late fee of \$100 incurred after June 6). See link for additional information: www. roosevelt.edu/registrar/graduation.aspx Finishing practicum students: Final student and site evaluations and logs due to DOT and seminar instructors for practica that have continued past the end of spring semester.
T	Schlester.
June June 24	Practicum Workshop - Part 3: Choose one of the following two sessions (on either June 24 or June 28). Choice 1: Practicum Students: Practicum Workshop Part III: 5:00-6:00PM; Rooms TBA on both Campuses. Required for anyone in the first RU practicum (2013-2014). Choice 2 is June 28.
June 28	Choice 2: Practicum Students: <u>Practicum Workshop Part III</u> 12:30PM-1:30PM; Rooms TBA on both Campuses. Required for anyone in the first RU practicum (2013-2014). Choice 1 is June 24.
July	
July 1	Date liability insurance provided by RU begins. Do not see clients until July 1 in your new practicum.
July 1	Applications for October NCE administration due to Dr. Farmer.
July 1 – Sept 30	2014-15 practicum students: Start date for practicum. Start before July 21 to have the best opportunity to finish the minimum 38 weeks (and 750 hours) by the completion of the spring semester. Students going longer will graduate in the Summer semester.
Aug	
Aug 1	2014-15 practicum-eligible students: Deadline for securing a practicum. To meet the deadline, you must have an MA Practicum Training Agreement submitted to DOT

^{*}Students are eligible to sit for the NCE at Roosevelt when they are in their final semester of the program (this includes practicum) or they have graduated within one year of the exam date.

Overview of the Practicum Training Manual

Chapter 1 – Practicum Search

This section is for students who do not yet have a practicum. It outlines the application, interview, acceptance, and registration process.

Chapter 2 – Practicum Rules and Parameters

This section is for students who are about to begin a practicum or are currently on a practicum. Those beginning the search process should also read this section to discover what will be expected of you on practicum.

A copy of this manual is available on the MA Clinical Psychology website under Manuals. The manual and *all* other forms related to practicum are available on the RUCOM: Psychology Practicum Bb page. Once access is granted to the online database, you will find all practicum forms posted here as well.

People You Should Know:

<u>Director of Clinical MA Programs (Dr. Thomas Farmer)</u>: This is a member of the psychology faculty who is charged with overseeing the admission, advising, and retention of students in the Clinical Psychology, Clinical Psychology, Clinical Psychology (Counseling Practice) MA Programs. The Director must document (on the Practicum Eligibility Form) your readiness to embark upon a practicum experience before you will be allowed to apply for practicum placements.

DOT (Dr. Thomas Farmer): This acronym refers to "Director of Clinical Training". The DOT is a member of the psychology faculty who is charged with overseeing the off-campus clinical training activities of students in the Clinical MA and PsyD programs. The DOT assists students in identifying sites appropriate for their training needs and ensures that sites provide the nature of clinical experience required by our curricula. Throughout your practicum search, application, and training process, you will be closely involved with the DOT.

Graduate Practicum Student Advisor (Debbie Fenn, MA): This position will be assisting with the overseeing of the off-campus clinical training application procedures and advising. The GPSA will assist in identifying sites and training experiences that match your career goals. Additionally, the GPSA will assist in application materials, including CV and cover letter writing. The position will work closely with both Schaumburg and Chicago located students.

<u>Program Manager (Ms. Michelle Parker):</u> The program manager, located in the SCH 360 departmental suite. She is available to assist Schaumburg students. Michelle is the "know-how" of the department. If she is unable to answer your questions, she will most certainly find you the person who can.

<u>Departmental Secretary (Ms. Karen Smith)</u>: The departmental secretary, located on the 4th floor of the Chicago campus in the Gage Building, maintains your practicum file.

<u>Assistant to the Chair (Ms. Diana Zak Beaton):</u> Ms. Zak Beaton may contact you regarding any administrative issues throughout the program.

<u>@MAIL</u>: Technically, a thing you should know. The Department of Psychology will <u>only</u> communicate with you via your @Mail account. *Your personal email will not be used.* You must check your @Mail frequently as you will be responsible for any information sent to you via @Mail. You also must set your preferred email in RU Access to your @Mail account.

<u>Blackboard (Bb)</u>: Another thing to know. You will have access to the Practicum Resource Center on Bb following attendance of Practicum Workshop I. We use Bb to post the practicum database, practicum forms, and the manual. You will also use Bb to submit most of the practicum forms.

<u>Counseling Center</u>: In order to prepare for the challenging work ahead, it is a good idea for students to engage in their own personal therapy experience. The Roosevelt University Counseling Center offers free services to enrolled students on both campuses.

Chapter 1 – Practicum Search

This section is for students who do not yet have a practicum. It outlines the application, interview, acceptance, and registration process.

Checklist for Practicum Search Process

(All Forms available on Bb and the MA webpage)

- 1. Prepare:
 - Read this manual in its entirety.
 - Mark your calendar for the Mandatory Practicum Workshops and All MAC Meetings and the area-wide practicum fair. (See Program Calendar)
 - Attend a practicum advising session. (See Program Calendar)
 - Read books and articles on practicum.
 - Prepare personally for inability to work full-time and emotional energy for practicum.
- 2. Eligibility:
- 3. Attend Preparatory Workshops
 - a. Part I: October 3 or October 5
 - b. Part II: January 23 or January 25
 - c. Part III: June 24 or June 28
 - d. Have **Practicum Eligibility Form** (found on Bb following workshop) signed by **Clinical MA Programs Director** October 7 October 25.
- 4. Request letters of recommendation (faculty need at least a month's notice). Ask no later than November 4.
- 5. Obtain access to online practicum database. Access will be granted following workshop for eligible students.
 - Search for potential sites from online database.
 - Review initial list of sites at your individual advising meetings
- 6. Assemble application materials for sites using Box.com and request LOR's
 - Early Bird Site applications due in Box.com Nov 22
 - All other applications due in Box.com Jan 12

- 7. Submit applications and interview according to timeline listed in database. **Do not withdraw an application or cancel an interview without consulting the DOT.**
- 8. Be prepared to take an offer that may come during your interview or on ACEPT Notification Day in March. Notify DOT of match status immediately following Notification Day.
- 9. Complete Training Agreement Form with your new supervisor IN PERSON Due April 30.
- 10. Register for practicum: Upon approval of your MA Practicum Training Agreement Form, the DOT will provide you with registration form. You CANNOT register for practicum online; you must take the form you receive from the DOT to the registration office IN PERSON. You will register for PSYC 698A for 3 credit hours for the first semester, PSYC 698B for 3 credit hours for the second semester, and 698Y for zero credits for all subsequent semesters until completion.
- 11. **Start practicum** July 1- Sept 30. You may not begin any clinical work prior to July 1. Your liability insurance does not start until July 1.
- 12. **Log your hours** Start logging your hours using Time2Track immediately upon starting your practicum.

Introduction to Clinical Training

The two main components of training in clinical psychology are academic work and clinical training. Clinical training is supervised clinical work in an agency or program that delivers mental health services. Although these two components may appear distinct and separable, in practice they are integrated throughout students' progress through the program: Based on a practitioner-scholar model, coursework is designed to prepare students for clinical practice through exposure to current knowledge and issues in psychopathology, assessment, psychotherapy, and professional practice; students' experiences in clinical training inform their academic activities directly through case presentations in the practicum seminar and other courses and, more implicitly, by providing real-life embodiments of the problems addressed by course content. Students will use their investigative and critical thinking skills and their knowledge of the science of clinical psychology, developed throughout their coursework, to provide optimal treatment to their clients by identifying the most current and valid assessment and treatment methods. In addition, throughout their studies, students come to understand the importance of scholarly inquiry so that they remain critical consumers of new developments in the field throughout their professional careers.

Clinical training prepares students for eventual independent practice by providing opportunities (a) to apply and test academic knowledge and skills *in vivo* with clients; (b) to learn about the problems and possibilities involved in the *delivery* of mental health services; (c) to learn about the multiple roles of clinical professionals, including ethical practice; and (d) to develop the self-awareness and self-knowledge necessary for ethical and exemplary clinical work, including awareness of the limitations of one's knowledge and skills.

Practicum

The term "practicum" (the plural is "practica") refers to clinical training provided before students have completed their academic requirements. Some sites use the term "externship" or "internship" to refer to the same training. The MA Practicum provides students with the opportunity to develop their basic clinical skills and to become familiar with work in a mental health setting, including documentation,

confidentiality, teamwork, and interdisciplinary communication. After earning your degree, you will continue your training in a "post-graduate" position in order to accrue the supervised hours of clinical practice necessary to qualify for independent licensure.

Content of clinical training

Students are expected to obtain supervised training in the following areas during their practica:

- clinical interviewing, diagnosis, and case conceptualization
- psychotherapy skills, including the ability to establish rapport and work with clients of diverse backgrounds
- psychotherapy that is based on one or more theoretical orientations (e.g., behavioral, psychodynamic) with a history of clinical and research support
- individual therapy, with the addition of group, family, or marital modalities (according to availability and the previous experience and career interests of the student)
- communication of psychological information, written and oral (e.g., via treatment plans, progress notes, case conferences, interdisciplinary contacts)
- the influence of ethnic diversity and individual differences on assessment and treatment
- evidence-based practice and outcome assessment.
- consultation with other professionals at the individual and program level
- professional roles, ethical behavior, standards of practice, state law, and organizational guidelines, especially re core issues in the practice of clinical psychology (e.g., confidentiality, the duty to warn, professional boundaries).

Competencies of clinical training

Equally important as the *content* of clinical training is the extent to which students benefit from that content by developing the *competencies* necessary for clinical practice. See Bb for a copy of the practicum evaluations completed by site supervisor.

Practicum Application Procedures

1. Preparation

Academic

Students prepare for their clinical training through reflection on their own personal characteristics, their goals, and their current skills and through coursework that provides basic knowledge and introductory skills training for the remaining competencies. All coursework is designed to develop professionals who are capable of independent and collaborative practice; coursework particularly relevant to clinical training includes Basic Clinical Skills, Psychopathology, Professional, Legal, and Ethical Issues, Multicultural Psychology and counseling, and psychotherapy and counseling theories courses.

Students enrolled in 520 Basic Clinical Skills will be encouraged to participate in volunteer work. For others, if you have not worked with a clinical population, it is a good idea to start volunteering right away. You will be better able to identify the population with whom you want to work, and the experience will increase your candidacy for a practicum position. NOTE: Practicum at a site where you have volunteered falls under the same rules as practicum at an employment site (See section on Training at one's place of employment). To locate a volunteer position, you may want to explore the following websites:

http://www.chicagovolunteer.net

 $\underline{http://www.volunteermatch.org}$

http://www.idealist.org http://www.servenet.org

Emotional

Students also need to prepare for the time commitment and the emotional strain that accompanies clinical training. Practicum must be a top priority, and you will need to be available for your clients. Therefore, you may not be employed full-time while on practicum. Most students continue to work part-time as long as they are granted the flexibility needed to be fully attentive to their clients and the requirements of the practicum site. Family members and friends should be made aware of the stress involved with clinical training as well as the time commitment so that they are prepared and can be supportive.

<u>Obtain access to the RUCOM: Psychology Practicum Resource Center</u>—will be granted following your attendance at Practicum Workshop Part I.

• Search for potential sites from online database

The online database consists of listings for Roosevelt approved practicum sites. Some information is more up-to-date than others, depending on responses from the sites. The database is set-up in an excel spreadsheet in a manner that requires you to carefully explore each site so that you can thoroughly determine what training sites fit best for your needs as well as explore sites you might not have thought of before. In addition to the online database, students should consult more advanced students regarding their practicum experiences. Students should also search the training site's webpage for additional details. Students are expected to seek a practicum from among those listed in the database.

To find the database, log on to RU Online and click RU Courses. If you have been given access, you will see the RUCOM: Psychology Practicum Resource Center link. The practicum Blackboard page contains the database, additional site material, practicum forms, and information related to internship and post-doc opportunities.

Initial site lists will be reviewed during individual advising meetings. Final approval to apply will occur after you have loaded applications in Box.com. Final approval to attend a site for practicum is only granted based on the specific information in the training agreement form.

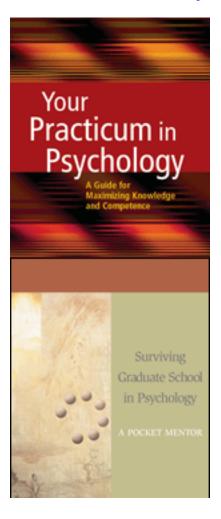
<u>Updating database listings</u>: Sites often undergo changes that affect their training programs. The contact person listed in the database may not be the current contact, and other details of the program may have changed. Because of such unanticipated changes, the fact that a site is listed in our database does not mean that it is an "approved" site or that the info listed is updated and accurate. Students must obtain final approval of their training from the DOT (see below). The DOT will evaluate not only the training program, but also the extent to which it fits a student's particular needs as a clinician-in-training.

Students *should not* contact sites. Because of the high demand of practicum positions, some sites become overwhelmed with inquiries and do not have time to respond. If information listed for a site is not current, students should inform the DOT immediately.

Resources

Along with marking your calendar with important dates listed in the MA Calendar, students should review the many books and articles in print about the practicum process. Students should conduct a PsycInfo search for more resources on clinical training and practicum.

Available from APA Books: http://www.apa.org/books/



Your Practicum in Psychology: A Guide for Maximizing Knowledge and Competence Edited by Janet R. Matthews, PhD, ABPP and C. Eugene Walker, PhD

LIST PRICE: \$39.95

MEMBER/AFFILIATE PRICE: \$29.95

ITEM #: 4313006 ISBN: 1-59147-328-4

ISBN 13: 978-1-59147-328-2

PUBLICATION DATE: November 2005

EDITION: Softcover

Surviving Graduate School in Psychology: A Pocket Mentor

Tara L. Kuther, PhD LIST PRICE: **\$34.95**

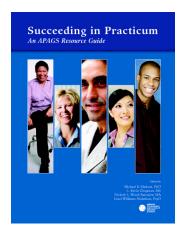
MEMBER/AFFILIATE PRICE: \$29.95

ITEM #: 4313019 ISBN: 1-4338-0346-1

ISBN 13: 978-1-4338-0346-8 PUBLICATION DATE: April 2008

EDITION: Softcover

Available from APAGS: http://www.apa.org/apags/practicumguide.html



Succeeding in Practicum: An APAGS Resource Guide

Edited by: Michael B. Madson, PhD, L. Kevin Chapman, MS, Nichole L. Wood-Barcalow, MA, and Carol Williams-Nickelson, PsyD

Cost:

APAGS Members - \$8.00 Non-Members - \$12.00

2. Eligibility

Review prerequisites: Review academic coursework re prerequisite hours and courses; review competencies (see Appendix B). Make sure you are ready to meet competency and have completed coursework for eligibility as stated below.

Following the first Practicum Workshop in October, submit the **Practicum Eligibility Form** to the **Director of the Clinical MA Programs**, Dr. Farmer. This will be submitted directly on Bb. Students will select the tab "MA Practicum Forms." The select "Before you Begin Your Practicum." Finally, complete the Eligibility Form and select the file to upload to Bb. The Director will verify eligibility and forward the form to the DOT. This is a critical step. It ensures that you will receive notification of practicum site openings and other training information. Upon receiving the Practicum Eligibility Form, the DOT will provide you with access to the online practicum database according to the schedule listed on the calendar in this document.

<u>Competencies and Eligibility</u>: The Clinical MA Programs Director will review a student for practicum eligibility based on academic and relationship competencies. A student who does not meet expected levels in either of these areas might not be deemed eligible for practicum.

<u>Due Process</u>: Students can appeal the decision of the Director by presenting their case to the departmental faculty. The next level of appeal is to the Graduate Dean.

Practicum Eligibility Coursework Prerequisites

For students in the Clinical Psychology (Counseling Practice) MA Program: You may begin the practicum after (a) completing 16 courses (48 semester hours), including all courses that are relevant to the specific type of practicum experience you will be seeking (e.g., Students seeking a child and adolescent practicum should complete the child and adolescent therapy course), (b) met the competency requirement, and (c) passed Psychology 520 (Basic Clinical Skills) with a grade of B or better. If you will meet these criteria by September 2014, then submit your Practicum Eligibility Form in early Fall and follow calendar timeline for 2014-15 practicum-eligible students.

For students in the Clinical Professional Psychology MA Program: You may begin the practicum after (a) completing 12 courses (36 semester hours), including all courses that are relevant to the specific type of practicum experience you will be seeking (e.g., Students seeking a child and adolescent practicum should complete the child and adolescent therapy course), (b) met the competency requirement, and (c) passed Psychology 520 (Basic Clinical Skills) with a grade of B or better. If you will meet these criteria by September 2014, then submit your Practicum Eligibility Form in early Fall and follow calendar timeline for 2014-15 practicum-eligible students.

For students in the Clinical Psychology MA Program: If you plan to meet the requirements of this degree with a practicum, please consult the Clinical MA Program Director ASAP. You may begin practicum after you have (a) completed all of the 33 semester hours of required course work specified in the Roosevelt University Graduate Catalog; (b) met the competency requirement, and (c) passed Psychology 520 (Basic Clinical Skills) with a grade of B or better. If you will meet these criteria by September 2014, then submit your Practicum Eligibility Form in early Fall and follow calendar timeline for 2014-15 practicum-eligible students.

Not completing the required number of courses identified on your Eligibility Form before you begin your practicum will result in the revocation of your eligibility and you will be pulled from practicum.

3. Attend Annual Practicum Workshops and Fair

- Attend Preparatory Workshop I, II, III—I: October 3 or 5; II: Jan 23 or 25; III: June 24 or 28
- Attend practicum advising session
- Attend Practicum Fair, December, 2013, 2nd FL AUD

Securing a practicum is a competitive and complicated process. Preparatory workshops are offered to assist you. The workshops will cover the prerequisites, both formal and informal, for clinical training and the practicum selection and application process. Assistance is provided in preparing application materials and interviewing. All students are expected to attend these workshops; no make-up sessions will be held.

ACEPT (Association of Chicagoland Externship and Practicum Training) organizes an annual area-wide practicum fair that will be held on the 2nd floor of the downtown campus. More than 50 sites from city and suburban areas typically attend, and site supervisors participate in panel presentations to give you insider tips for your applications. It is important to keep in mind that the fair is not a Roosevelt function; we are just fortunate to provide space for this event. You will want to dress and act professionally at the fair. Sites will likely remember you – for better or worse.

4. Search for potential sites from online database

Following attendance at the first practicum workshop, eligible students will be granted access to the Psychology Practicum Blackboard (Bb) page containing the practicum site database and forms. *Students are expected to seek a practicum from among those listed in the database, not locate a site on their own.*

To find the Psychology Practicum Blackboard (Bb) page, log on to RU Online. If you have been given access, you will see the RUCOM: Psychology Practicum Resource Center link under Courses. The Psychology Practicum Bb page includes practicum-related forms, the site database, site evaluations from previous students, application forms for particular sites, and any brochure material provided by the site to the department. Sites vary in terms of the amount of material they provide the department and the frequency in which they update their information.

Sites frequently change their policies, services, and supervision arrangements; for this reason, *final* approval to attend a site for practicum is only granted based on the specific information in the Practicum Training Agreement Form.

<u>Updating database listings</u>: Sites often undergo changes that affect their training programs. The contact person listed in the database may not be the current contact, and other details of the program may have changed. Because of such unanticipated changes, *the fact that a site is listed in our database does not mean that it is an "approved" site or that the info listed is updated and accurate*. Students must obtain final approval of their training from the DOT (see below). The DOT will evaluate not only the training program, but also the extent to which it fits a student's particular needs as a clinician-in-training. Some sites that are not approved or are no longer accepting students are also listed in the database in order to alert students to sites they should not contact.

When reviewing the database listings, students should be sure to check whether sites provide MA-level training. If you discover that information listed for a site is not current, students should inform the DOT immediately.

<u>Unlisted sites:</u> Students are expected to seek a practicum from the sites listed in the database. No unlisted site will be approved for practicum.

Training at one's place of employment

Practica at a student's place of employment (assuming place of employment is on approved list of practicum sites) will be considered *only* if training will involve separate clients and supervisors (no overlap whatsoever) and if clear boundaries can be made between work and training (e.g., this may be possible in a large agency with several different programs). Interested students must petition the DOT for approval of such training, but you must be able to document the clear separation. Contact will be made with the site supervisor or training director to discuss the training plan. It must be clear to all those involved that the student's position with respect to practicum activities will be one of trainee, not employee, and that the arrangement is for professional development, not expediency. Students must be clearly identified as trainees in their practicum activities.

Affiliation agreements with Roosevelt University

Some agencies require a formal affiliation agreement, signed by both parties, before accepting students for practica. When a site requests a formal affiliation agreement, provide the DOT with the appropriate contact information at the potential site. Be aware that if RU does not already have an agreement with the agency, it can take months to finalize the agreement, as these documents must go through the university's legal and fiscal departments.

5. Assemble application materials for sites following respective timetables

You will send all requested application materials in one large envelope to each site. Because personnel change at sites, it is best to address the application packet to "Psychology Practicum Training Director" rather than to a particular individual unless you are very certain as to the accuracy of the contact person. Sites typically want students to submit a cover letter (indicating their interest in the practicum and training goals), CV, unofficial graduate transcript, 3 letters of recommendation, and, on occasion, a work sample or application form (see the database listing for details for each site). Each component is discussed below.

A. Letters of recommendation

Letters of recommendation should be requested no later than November 4. Letter writers can write better letters if they are provided with a copy of the student's vita and information about his or her clinical interests, goals, and potential training sites. Letters of recommendation are confidential. These letters are to be in standard LOR format (taken off of Bb). However, outside letter writers are welcome to write their own letter, but are still strongly encourage to use the MA Letter of Recommendation Form. (See Appendix B for an example).

All LOR's, from faculty or outside writers, should be submitted before the deadline via email to <u>Dr. Farmer at tfarmer@roosevelt.edu</u>. Your LOR's will be included in your electronic application folders prior to submission to the sites. If a writer is unable to submit an electronic copy, that person can snail mail or fax a copy to Dr. Farmer. However, it must be received by the deadline listed in the calendar in order to be included in your application.

For those who have been on practicum, you will want to obtain a letter of recommendation from your supervisor. If you are engaged in recent and relevant employment, one of your letters can be from your employment/volunteer supervisor. You will want to make sure that at least one letter is from an RU faculty member. Ask these writers what they need from you to make the task more efficient.

NOTE: Sites may choose to contact letter writers or other faculty in the department for an informal recommendation or when they may have questions about your application.

B. CV

A curriculum vitae (CV) or vita, is the academic equivalent of a resume. See Appendix A for an example of the format of a CV. Bring your CV to the practicum advising session for review.

Notes about vitae

- Note in the listing of positions that your most recent position is listed first and earliest position last. The description of duties should be in the present tense for your current position (because you are still doing those tasks), in the past tense for past positions. Begin your descriptions of job activities with an *active* verb. "Responsible for..." is not very specific; even "managed", used in the example above, could be elaborated on. Your description should include what you did, in detail, and what the population was (e.g., adolescents, chronic mentally ill inpatients, DCFS families). Where appropriate, include numbers of patients or clients (as in the example above), so the reader will have a better idea of the extent of your experience. *Do* include any volunteer experience that has clinical relevance.
- You may also add a section listing any awards, scholarships, etc., you have received, or you may incorporate them into other sections (e.g., the Education section).
- A statement of objectives (e.g., "to find a rewarding and challenging practicum position") is *not* necessary. Your cover letter will describe your objectives.
- You do not need to keep your CV to one page. Take as many pages as necessary to fully document your work and training.
- If you have no clinically relevant work or volunteer experience for your CV, you will need to get some ASAP by volunteering to work with your population of interest.

C. Cover Letter

Cover letters introduce you to sites, tell them what you want from them, reemphasize information in your CV, and provide them with additional information not in your CV. A good cover letter will

demonstrate that you have thought about what your long-term goals are, that you have developed plans for working toward those goals, that you have made good use of your education and experience in developing your goals, and that the needs of and services provided by the site are a good match to your interests. Cover letters are typically 1-2 pgs; be both thorough and concise to convey your relevant history, interests, and goals. The DOT will review as many cover letters as time permits; however, it is a good idea to draft one and bring it to a practicum advising session.

- Address your letter of interest to the Psychology Practicum Training Director unless you are certain as to the accuracy of the contact person. This is to ensure that if there has been a turnover in directors, the new training director will still receive your letter.
- Describe your current academic status and institution (e.g., "I am in my third year of academic work toward an MA degree in clinical psychology from Roosevelt University") and what you are writing about (e.g., "I am interested in the therapy practicum offered by your site").
- State what training content you are seeking. It can be helpful to put this in terms of both your interests and experience (e.g., "I am particularly interested in the psychological problems of children in foster care and have worked in several social service agencies involved in foster care over the past three years") and in terms of what you would like to gain from training (e.g., "I am particularly interested in obtaining training in the treatment children who have or who are at risk for emotional and behavioral problems").
- Describe how you developed your interests.
- State succinctly why you are interested in the practicum offered by that particular site; that is, how it matches your interests. For example, "I am interested in training at your site because of your commitment to services for children at risk of developmental delay and emotional problems." This is where you show that you have taken the time to learn something about the site and that you are not just engaged in a "shotgun" approach of applying to every site.
- Review your particular strengths or skills; for example, a second language, experience with the State Mental Health Code, a talent for developing rapport with troubled children. *Note that these examples should be specific skills (rather than character traits), which, if the reader questioned them, could be supported by referring to a specific position or experience listed in your CV.* For example, "I am able to develop rapport with difficult children, a skill which I developed during my two years of volunteer work at the XYZ Children's Shelter" or "while working on a study of ADHD children with Dr. X." Do not list generic positive qualities, such as hard working, interested in the field, honest, and so forth, that Training Directors will assume are true of *all* applicants.
- Be cautious about personal self-disclosure. A site may assume from this that you have difficulty with objectivity and boundaries.

D. Transcripts

Most sites will ask for a copy of your graduate transcripts, and usually unofficial transcripts printed from RU Access are sufficient. However, there are some exceptions listed in the database; so be aware of which sites require official transcripts and plan to request copies of them well before the deadline for mailing applications.

E. Work Samples

A few sites will ask for a work sample. MA students can submit writing from their basic clinical skills or other therapy course. Sites are interested in your clinical writing ability. When submitting samples (even coursework), use John or Jane Doe ONLY for the client name, no fake names or initials, so it is clear to all parties that confidentially is being protected. All dates and proper nouns should also be removed. Double and triple check your de-identification. Sites are ethically obligated

to shred your application if any info deemed identifiable is in your sample.

F. Application Forms

Only a handful of sites require a separate, site-specific application form. These sites will be noted in the practicum site database, and the forms will be available on under the Site Information tab on Blackboard. The will be uploaded onto Box.com just like every other document.

6. Submit applications

Practicum application timetable

Applications should be sent according to the timetable listed in the database. Obtaining a practicum in the Chicago metropolitan area is a competitive process and one that is not consistent among training sites. There is no consistent process followed by all practicum sites. Some sites have flexible begin and end dates and will accept students whenever they have an opening and will start and end them as the student desires; this is particularly true of MA practicum sites. Some sites have their own consistent, but unique, begin and end dates. Finally, many sites follow, to a greater or lesser degree, a common schedule for accepting applications, interviewing, and selecting practicum students as noted on the MA Calendar.

Practicum Application Instructions - MA students

We are excited to announce a new electronic-only practicum application system. The system is simple and free, with no more postage cost. As an overview, you will create folders and upload all application materials for each site. We will then add your LOR's to the folders and will provide sites access to all relevant applications. The important thing to note is that deadlines are firm, so all materials must be uploaded on time. You must also attend to the level of practicum desired by sites. *If you apply to a PsyD-only designated site, your application will not be sent.* Detailed instructions are included below.

Directions:

- Watch tutorial on how to use box.com available in the Practicum Resource Center on Bb under the Manuals and Tutorials tab.
- You will receive a link to your Parent Folder (labeled with your name).
- You will create folders for the 15 sites to which you wish to apply. *Note: No more than 15 application folders will be accepted.* If you change your mind about applying to a site you <u>MUST</u> delete the folder. Otherwise, the application will be sent, and the site will not be happy
- <u>CRITICAL STEP</u>: Take care to return to the Parent Folder before creating subsequent site folders. Otherwise, you will embed one application inside of another. The tutorial explains this step.
- Upload the material requested by each site into the respective folder. For example, if all 15 sites ask for a transcript, you will upload a PDF from your RU Access transcript into <u>each</u> of the 15 folders. Load cover letter last and CV second to last; this will put these files at the top of your materials
- You must have all applications submitted by 1/12/14. On 1/13/14 your access to the folders will be removed, and you will not be able to upload materials or apply to any additional sites.
- The deadline for LOR's to be received by Michelle Parker, Department Manager: (mrparker@roosevelt.edu) is January 10, 2014. If not received by this date, the LOR will not be included in your application.
- Your application will be sent to each site along with those of other RU students on according to the ACEPT timetable

• You must notify the DOT immediately of early offers and acceptances, so no further applications will be sent.

ACEPT Guidelines

Guidelines for application and acceptance are set forth by ACEPT (Association of Chicagoland Externship and Practicum Training Sites). For sites listed in the database as following ACEPT guidelines, applications **cannot be sent** to sites before a specific date (early February). Also, according to ACEPT, sites make offers on a specific date (usually the fourth Monday of March). *MA students, however, can receive and accept an offer at any time.* Because this is a complex process, students must attend the Practicum Workshops provided by the DOT.

As a generally rule, follow the application timetable listed on the MA Calendar and the database. It is very important to ask the representatives of each site with whom you interview for details of their notification process so that you can be prepared.

Interviews

Sites will typically interview in February and March. The Practicum Workshop – Part 2 will address Interviewing and Accepting Offers.

Professional Dress

Sites will typically interview students in late February and through March. Students must dress professionally for interviews. Every year, sites contact the DOT to complain about students who have dressed inappropriately. Interviewers may not be informed of the latest fashion trends, but they will judge you heavily on your professional dress or lack thereof. Feel free to consult faculty on apparel choices.

Most sites, particularly institutions such as VA Medical Centers and hospitals, have very specific guidelines regarding employee attire. The definition of professional dress typically includes the following parameters:

- No denim
- No sunglasses worn on head
- No hats (with exception of those worn for purposes such as religious reasons).
- No shorts, including knee-length shorts
- No fishnet hosiery or hosiery with designs
- Solid-colored socks
- No tight-fitting or form-fitting clothing (e.g., lycra)
- No low-cut or transparent shirts or blouses, including under suit jackets
- Clothing must be opaque (versus sheer or semi-sheer)
- No visibility of undergarments
- No bare legs
- No open-toed shoes
- Skirts must be, at minimum, knee length (including when seated)
- No spike-heeled shoes (or boots)
- Neatly pressed attire
- Clothing with bold designs is generally discouraged

When planning outfits for interviews as well as for practicum and internship, it is important to bear in mind that co-workers, including peers and staff, may not abide by the dress code guidelines as listed above. It is inadvisable to infer from the "relaxed" or inappropriate dress of others that their attire is not problematic, that it is not being formally addressed or disciplined, or that it indicates that it is acceptable for you to dress either inappropriately or in a manner that some site supervisors call "pushing the inappropriate envelope." As a clinician, your manner of dress sends important messages to your colleagues, your supervisors, and – of most crucial importance – your clients. Clinical work is complicated and nuanced. Inappropriate dress typically adds a distracting variable that may compromise client care, may compromise your professional reputation, and may significantly detract from your clinical development.

7. Accept an Offer

ACEPT Guidelines – Offers and Acceptances

It is difficult to predict when sites, even those listed in the database as ACEPT, will make their offers to MA students. Some sites may require students to abide by the ACEPT protocol in order to be considered for their training positions. *Students must make an honest commitment to follow the protocol if they wish to be considered by these sites*. If a site is following ACEPT rules, they may email you prior to notification day and say that they will make an offer on Monday. ACEPT guidelines require that such sites cannot request a commitment during these pre-notification calls or emails and that the appropriate student response is to thank them and indicate that you look forward to hearing from them.

The best thing to do is to ask for the site's decision-making and notification process and timetable when you interview with a site. *If you accept an offer, you must consult with the DOT before withdrawing applications or canceling interviews at other sites!* We have had recent incidences with sites reneging on offers and with sites not considering Roosevelt applicants because students cancelled interviews.

Once students have accepted a verbal offer, they should send their training site a formal letter of acceptance. Students must notify the DOT upon acceptance of a practicum position, preferably by forwarding a copy of their acceptance letter, within 1 week of their acceptance. Students should immediately ask for an appointment to complete the MA Practicum Training Agreement. If a site seems reluctant to do so, alert the DOT who can assist you.

Be prepared to check your email frequently, as sites often notify students of their status via email. Sites following strictly to the ACEPT guidelines will correspond with you via email.

Holding Offers

If you receive an offer and have other interviews scheduled or are uncertain as to whether or not you want to accept, you may ask a site if you can hold the offer while completing your other interviews. The site may or may not allow you to hold an offer, and they will vary in terms of how long you can hold the offer. To optimize your chances of being allowed to hold the offer, give the site a specific date on which you will contact them with a response. While holding an offer for an extended period of time, be sure to contact the site periodically. Sites have withdrawn offers from students because they did not hear from the student for a couple of weeks. Contact the DOT if you need assistance with offers. **You may only hold ONE offer at a time.** This will slow down the process for everyone and create more frustration than is necessary for all parties involved in practicum matching.

Withdrawing your acceptance

Accepting a practicum placement, either verbally or in writing, commits a student to that site for the duration of the training agreement. You cannot change your mind once you have accepted an offer. Students may leave a practicum early only for severe hardships or serious training problems, and only after having discussed the matter in advance with, and obtaining permission from, their site supervisors, their practicum seminar instructor, and the DOT. Because clinical training is a collaborative enterprise, students may not unilaterally withdraw from a practicum. Consequences of such withdrawal include being terminated from the program. Also, see section on Absences from practicum.

Students who do not secure a practicum

Most students who apply according to the deadlines and are flexible in terms of their availability and ability to travel obtain a practicum of their choice. If you do not match by the ACEPT Notification Day, notify the DOT that you have not yet been placed. ACEPT also operates a Clearinghouse where sites will post openings that remain after Notification Day has passed. The DOT can assist you in navigating the Clearinghouse process.

The deadline for securing a practicum (i.e., DOT signs off on your Practicum Training Agreement Form) is August 1. If you have not secured a practicum by the deadline, you will be bumped to the next start group the following year.

Ultimately, you have 6 years to complete your degree from start to finish. You may continue to search for a practicum through your 5th year in the program, as you will need the 6th year to complete the practicum. If you are late in your 5th year and have not yet secured a practicum, please contact the Clinical MA Programs Director, Dr. Thomas Farmer.

If you have been unsuccessful in your first round of applications, consider reasons why. If you obtained few interviews, it may be that you require editing assistance on your application materials or you may need to obtain some volunteer experience to show better preparedness. You could also be applying to the wrong or exclusively to very competitive sites. If you obtained several interviews but did not receive offers, the same may be true but you may also need assistance with your interviewing skills. If you cannot interview well for a practicum position, the assumption will be made that you do not have the interviewing and other clinical skills appropriate for the field.

8. Complete the MA Practicum Training Agreement with your supervisor IN PERSON

<u>RU Practicum Expectations</u>: A copy of RU Practicum Expectations for students, sites, and the program is listed in Appendix C.

Training Agreement Form: Upon acceptance of a practicum offer, students should arrange, as soon as possible, to meet with their supervisor or the site's DOT to complete the MA Practicum Training Agreement Form. All of these agreements will be sent directly to your supervisor via an email link once you have indicated to the DOT your placement and supervisor contact information. Students should have their Training Agreements completed in person. The agreement will automatically be transmitted back to the DOT upon completion. An interviewer may have questions about your hour requirements, and these are listed on the form. Also, if an offer is made and you are absolutely certain that you want to accept it, you can complete the Training Agreement at that time. Note that any particular practicum is not approved until its specifics of the Training Agreement have been reviewed and approved by the DOT.

A mistake students and supervisors frequently make is to assume that the more direct client contact, the better. Please consult section on practicum duration and the MA Practicum Training Agreement Form. Direct client contact should represent no more than 50% of total practicum hours. To avoid unnecessary delays, please review the Training Agreement for completeness and accuracy before submitting the form to the DOT. Do not assume that the supervisor has completed it correctly. The student is responsible for the accuracy and completeness of the Training Agreement.

What is also first come, first serve is the selection of practicum seminar, the weekly on-campus component of your practicum. Students select from available seminar slots once the DOT has approved the Training Agreement Form. Everyone is guaranteed a seminar, but you are not guaranteed the campus and time of your choice. If you cannot make one of the available seminars, you may not go on practicum. The earliest approved Training Agreement forms get the greatest selection of seminar time and campus location. See the section below for more details. You will not be in line to choose a seminar if your Training Agreement contains errors.

<u>Professional Liability Insurance</u>: The University provides malpractice liability insurance to students, who are covered upon approval of their training agreement by the DOT. You will receive a Certificate of Insurance from the DOT around July 1. Your coverage will begin July 1 and continue through the completion of your practicum. The department, however, recommends that students maintain their own individual coverage in addition to that provided by the University. Most insurance companies offer professional liability insurance, as does the American Psychological Association for its members. Be sure to ask for the student rate. The department does not recommend or endorse any particular insurance company.

<u>Sites reneging on offers</u>: We have had sites renege on offers. Thus, it is imperative that you meet with your supervisor and submit a Training Agreement to the DOT as soon as possible.

<u>Changes to Training Agreement</u>: Students must inform their practicum seminar instructor and the DOT, in writing, of any changes to, or departures from, their original training agreement. These might include changes in supervisors, in clinical rotations, or in the duration of the practicum. If substantial changes are made, a student's instructor or the DOT may require completion and review of a new Training Agreement. You have until August 1 to make any changes in your agreement.

Background checks, TB Tests, immunizations, and DV training: Some sites require students to have background checks, show proof of physical health, or participate in the 40-hour Illinois Domestic Violence Training. RU does not provide these for students. It will be your responsibility to fulfill these requirements. Many times sites will have ideas on where you can be fingerprinted for the background check or where you can do the DV training; if not, use the internet to locate what you need. Once you secure a site, the site will inform you of what is needed.

9. Register for practicum

The DOT will assign you to a practicum seminar based on campus preference, type of practicum, population, and availability. Although every effort will be made to place you in a seminar that you prefer, the earlier you secure a practicum and submit an error-free Training Agreement, the better chance of having your preferences honored. As mentioned above, you are guaranteed a seminar but are not guaranteed the campus and time of your choice.

You need to have a good sense of when you are needed on-site for your practicum and the days and times for your remaining coursework. Once you select a seminar, you may not be able to switch if other seminars are full. You also stay with the seminar for the fall and spring semester. The meeting day and time will remain the same across both semesters. If you will be taking courses in the spring semester, notify the DOT prior to selecting a practicum. The DOT may be able to obtain the unpublished, albeit tentative, schedule of courses for the spring so that you can anticipate any time conflicts with the practicum.

Once you have an approved Training Agreement, the DOT will provide you with the appropriate registration form. *You cannot register for MA Clinical Practicum online, only in person using the form provided to you by the DOT.* MA practicum students will register *in-person* for 698A (3 credit hours) for the fall semester, 698B (3 credit hours) for the spring semester, and 698Y (0 credit hours) for the summer semester unless the practicum is completed in the spring. Any practicum extending past July 1 or later must register for 698Y for summer. Once the DOT signs your Training Agreement, you will be given a Course Selection Worksheet (CSW) in order to register. The DOT does not register you; you must take the CSW to the Registration Office. Registering for PSYC 698A,B,&Y enrolls you in both the practicum experience at your site and in the practicum seminar on campus. Please review section on practicum seminar in this document.

10. Start your practicum

You are expected to start your practicum sometime between July 1 and September 30. Some sites have flexible start dates; others do not. You will need to petition the DOT if a site requires you to start before July 1; however, no clinical work can be completed until after July 1. If your site is completely flexible, you may want to start mid-July to ensure you will complete the minimum of 38 weeks prior to the end of the spring semester.

11. Log your hours

See next chapter. Start logging your hours as soon as you begin practicum.

Chapter 2 – Practicum Rules and Parameters

This section is for students who are about to begin a practicum or are currently on a practicum. Those beginning the search process should also read this section to discover what will be expected of you on practicum. A list of site, student, and university expectations are listed in Appendix C.

Clinical Practica

Clinical training involves collaboration among students, training sites, and Roosevelt's Department of Psychology. Students prepare for clinical training via reflection; discussions with mentors, faculty, and the DOT; and engagement with their coursework. Preparation and performance are evaluated via review of transcripts, practicum seminars, and discussions with the DOT. Sites are responsible for providing well-supervised training experiences and professional role modeling. Their training is evaluated via students' formal evaluations of sites, information obtained during the course of practicum seminars, contacts between the DOT and site representatives, the formal Training Agreements, and discussion of training with other DOTs at the metropolitan area meetings of site and academic program representatives (ACEPT). The Department of Psychology engages in evaluation of its training through student feedback (including mentor meetings and practicum seminars), through contacts with site representatives about the adequacy of student preparation, and through the review and planning of the Clinical MA PEG (Program Executive Governance) committee.

While On Practicum

Practicum site requirements

<u>Duration</u>: All practica must consist of a **minimum** 750 hours and extend between 9 and 12 months (minimum of 38 weeks). The department recommends that students accumulate more than 750 hours in order to improve their clinical skills. **HOWEVER**, 1000 hours is highly encouraged, specifically in regards to potential licensing laws in states other than Illinois. You are encouraged to review licensing law in states that you intend to practice in.

Most practicum positions require about 20-24 hours per week on site, although there is a great deal of variability. Students should also plan on spending several additional hours per week doing background reading and other study in order to prepare for cases in addition to the hours required for the practicum seminars

Most sites schedule their practica by begin and end dates, not by hours accumulated. Students must commit to a site's begin and end dates rather than a total number of accumulated hours. We urge students to consider this opportunity to obtain more supervised experience as an advantage, rather than as a drawback. If a site training agreement specifies both total hours and begin and end dates, the dates take priority. Sites can also opt to extend your practicum beyond the end date in order to ensure your clinical competency.

<u>Direct client contact hours:</u> At least **30% but no more than 50%** of your required 750 practicum hours must be direct client contact hours. Your primary direct contact with clients should be in traditional, individual psychotherapy. Other acceptable direct contact includes intake interviews, group psychotherapy, and crisis intervention; however, you should not accrue more hours in these activities than you in individual psychotherapy. Other than supervision, all other practicum-related duties are considered support hours. Seminar class time is <u>not</u> counted in your 750 hours.

Supervisor Qualifications: A critical component of clinical training is the quality and quantity of supervision. Primary supervisors for the MA practica must be licensed clinical or counseling psychologists, master's-level clinicians (LCPC only) or licensed social workers (LCSW only). These requirements are to ensure that students are provided supervision by professionals who have met standards of training and experience; they are also required for licensure in the State of Illinois. See the guidelines from the State of Illinois' Department of Professional Regulation (http://www.idfpr.com/dpr/WHO/prfcns.asp). Note that a psychiatrist or person licensed in Illinois as a professional counselor (LPC) or certified as a school psychologist cannot serve as a primary supervisor.

<u>Videotaping/Audiotaping Clients</u>: The best way for you and your supervisor to view your clinical performance is via a videotaped session. Second best is your supervisor conducting a live observation (although you cannot stop for discussion in the moment) or audiotaping a session (although you cannot see your reactions or those of your client). You will be asked to present tapes in your seminar. Remember that you must have client permission to tape and share with your seminar.

Employment while on practica

Note that practica are unpaid positions and most require that you attend during the day and occasionally during the evening. Because (a) virtually no sites allow students to attend only evenings and weekends, (b) practica extend over the course of at least 9 months, and (c) you will be taking at least one course (the practicum seminar) at the same time as you are attending your practicum, you must stop or suspend any full-time employment (or plan to work only part time) during your practica. You must be available to meet your clients' individual needs, no matter your employment work schedule. The seriousness of the work you will be doing necessitates that practicum be a top priority. Some students may need to delay their practicum year to prepare themselves and their families for this important commitment.

Professional Deportment

The number one complaint sites express to the program concerns the professional deportment of students. Beyond the expected professional dress, students must make practicum a top priority. Frequent absences, late arrivals, and not completing paperwork in a timely fashion will not be tolerated. Supervisors also complain about the use of personal devices (e.g., smart phone, iPad) while on practicum. Please refrain from texting, emailing, or reading/posting on social media while on practicum. You are to maintain a professional appearance at all times.

Furthermore, the onus is on the student to work out any difficulties with supervisors or others at the site. Students have the DOT and seminar instructor with whom to consult when challenges arise, but the responsibility for "getting along" falls on the student.

You must be open to receiving feedback. Even if you do not agree with your supervisor, it is important to keep in mind that the supervisor is more experienced that you and holds responsibility for your clients. You are operating under their license and, therefore, must respect their supervisory direction. Concerns regarding lack of professional deportment are grounds for practicum termination and review for program dismissal.

Social Media Concerns

Expect that all potential practicum supervisors, future employers, <u>and clients</u> will attempt to find information about you on the internet. Students should very carefully decide what they post on the internet. **One should NEVER discuss practicum-related issues in any way on Twitter, Facebook, or other social media formats even if you have set privacy controls.** No matter how locked down you believe your account to be, posted information is NOT private. Students have been terminated from practicum based on practicum-related material posted on Facebook and on Twitter. Posting of practicum-

related information will be considered failure to meet ethical competency and will immediately result in review for continuation in the program.

Absences from practicum

Absences create difficulties while on practicum because of interruption in client care. If you foresee an absence from practicum, you must notify your supervisor as far in advance as possible so that arrangements can be made. Certainly, do not come to the site if you are ill and potentially contagious, but notify your supervisor as quickly as you are able. Any vacation time will need to be negotiated with your supervisor.

Scheduled absences for more than 1 week must also be cleared through the DOT. Unscheduled absences, such as medical leaves, must be reported to the seminar instructor and DOT as soon as possible. Because of the nature of therapeutic work, the program and site will assess and determine whether or not your practicum position can be held until your return. Specifically, the MA Programs Director, DOT, and seminar instructor will, in consult with the site supervisor, review the situation to determine the best course of action.

Practicum seminars

Students on practicum will participate in a practicum seminar led by a member of the psychology faculty and attended by approximately 10 students also placed on practicum. These seminars meet weekly for 2 hours per session for the fall and spring semester.

The purpose of the seminar is NOT supervision. Your site supervisor is responsible for all aspects of your cases. The seminar provides a supportive, educational consultation role, in that it is a place for you to receive support from other students, work on your case conceptualization skills, work through supervisory issues, and grow as a professional.

Practicum seminar instructors will require assignments of students, including readings, papers, case presentations, and other presentations, as indicated in their syllabi. You will also submit logs and semester evaluations as described below. Missing requirements, including evaluations, will result in an In Progress at the end of the semester or a failing grade (see below).

Grading

Practicum seminars will be graded as other courses, from A to F. As noted above, students will receive IP grades until they have completed the requirements for each semester. The practicum seminar instructors are responsible for determining the final grade and do so based on feedback from the training site and classroom performance. Students must earn at least a B average for practicum seminar courses or will have to repeat that practicum. Any student receiving less than a B- in any one practicum seminar semester will automatically be reviewed for continuation in the program. In cases where the quality or quantity of a student's work at his or her training site or in the practicum seminar has been below that expected of a trainee, the instructor will assign a failing grade. Students may receive a failing grade for failure to meet practicum seminar expectations, regardless of their performance at their training site, and students who receive a fail from the site may also receive an F for the course. Students who receive a failing grade for a practicum will be reviewed regarding their continuance in the program; a remediation plan may be developed (by the faculty and DOT) or students may be dismissed from the program.

<u>Due Process</u>: Poor performance or termination from practicum will be reviewed initially by the Director of Training and the MA Clinical Programs Director. If a student wishes to appeal the decision of the

Directors, appeals can be made to the departmental faculty. The next level of appeal is to the Graduate Dean.

End of the Semester Evaluations

Students and supervisors need to submit electronic evaluations to seminar instructors and to the DOT at the end of each semester *and* at the end of the practicum. Site evaluations should be submitted upon completion of the practicum. These evaluations will be completed through Qualtrics survey software.

Evaluation of Student

Student evaluations are completed by site supervisors. In cases where students have more than one supervisor, the primary supervisor can complete an evaluation summarizing information from other supervisors, or each supervisor can complete a separate evaluation form. An electronic form of the student evaluation to the supervisors will be emailed.

Evaluation of Site

Students complete their site evaluations independently in order to provide feedback on their training experiences to their instructors, the DOT, and their fellow students. Copies of the site evaluations are provided as references to other students seeking training sites. If you list your name on the site evaluation form, it is presumed that you are giving your permission to have your name released in conjunction with the practicum site. Site evaluation forms will be sent to you electronically. Please feel free to provide informal feedback to your seminar instructor and the DOT.

Practicum Logs

Practicum seminar instructors will indicate how often they wish to review students' logs. Students must submit the summary report to the DOT and the practicum seminar instructor at the end of each semester and at the end of the practicum.

Training activity logs provide (a) a means of collecting clinical training information that students will need later when applying for a license and license transfer, and (b) a means of assessing to what extent students' training is comparable to that proposed in each student's training agreement and appropriate to their development as clinicians. Students must complete logs of their weekly site hours, including direct client contact and supervision time; their psychotherapy caseload, including client demographic information on each client, number of sessions, number of hours, and modalities of therapies.

Online Tracking System

Students will track their hours via an online tracking system called Time2Track. It can be purchased at www.time2track.com. The web-based system is convenient, inexpensive, and thorough. Roosevelt does not have an administrative account with Time2Track; therefore, there is no Roosevelt account number or password. You will purchase an individual account. Be sure to use the terminal MA version even if you believe you may go on to doctoral work in the future.

FAQ's re: logging:

• Phone contact: Direct client contact can include time spent on the phone, if it is a significant interaction (i.e., not just setting up an appointment). This category is limited to direct *client* contact, however; time spent talking with a psychiatrist about a client, for example, does not count as direct client contact (nor does reading past client records). These latter activities should be accounted for under support hours.

- Group therapy: List each group member individually so client diversity can be tracked. However, record the direct client hours only for the group as a whole. Thus, for example, a group that meets for 90 min once a week would "earn" 1.5 direct client contact hours, regardless of the number of group members in attendance.
- <u>Disability</u>: Used primarily for clients with physical or sensory disabilities.
- Observation: If you are assessing a child in his or her classroom for diagnostic purposes, this is direct client contact under assessment. If you are sitting in a group (but not participating) or are merely on the unit keeping the peace, this is not considered direct contact but would be logged under support hours.
- <u>Supervision</u>: Be sure you are including all supervision, whether it is a formal sit-down session or is conducted on the fly.
- Other: Every site is different and will have idiosyncratic tasks that do not seem to fit nicely into categories. The important thing to keep in mind is to separate direct contact, supervision, and support hours. The subcategories under these three headings are of less importance. Check with state licensing boards to determine which categories may be required for licensure information.

Graduation Deadlines and Information

In order to graduate, students must finish all coursework, complete all required practicum hours, meet all requirements for the practicum seminar including the submission of final evaluations, and obtained a final and passing grade for practicum from the seminar instructor. No practicum grades will be awarded until the instructor and site supervisor agree that the practicum has been completed and all final paperwork has been submitted. No final evaluations will be accepted until all hours have been completed and case files are in order.

Because practicum involves a commitment to an agency outside of the University, planning your graduation date requires attention to the academic calendar posted by the University for each semester. For each semester, the University announces a "semester end" date. If all of your commitments to your practicum site (and all other requirements) will be completed by a particular semester's "end date", you may apply to graduate at the end of that semester. For example, the end date for Spring 2014 is in early May. If all of your degree requirements are completed by that date, **including all of the hours you have promised to your practicum site**, you may apply to graduate at the end of Spring 2014. However, if your commitments to you practicum site end after grades are submitted, or later, you will not be able to apply for Summer 2014 conferment of your degree, and walk in the commencement exercises in Fall 2014

Students sometimes confuse the University's commencement ceremony with actual graduation. You may participate in the ceremony corresponding to the semester in which you actually graduate. If you qualify to apply for graduation at the close of a Fall semester, you will be invited to participate in the December graduation ceremony. If you qualify to apply for graduation at the close of a Spring semester, you will be invited to participate in the May ceremony. If you qualify to apply for graduation at the close of a Summer semester, you will be invited to participate in the December graduation ceremony (as the University does not hold a ceremony in August); however, degrees are conferred and diplomas distributed at the end of the summer.

Students often focus too much on their desired graduation date – so much so that it creates problems on their practicum. Your best bet is to expect summer graduation, and focus more on learning as much as you can and becoming a competent clinician.

Also, note that your transcripts will show completion of degree requirements as soon as all grades are posted. Most employers recognize that completion of practicum may not coincide with the academic calendar and will accept your transcript from RU Access that will show all courses completed. If you need a letter stating that you have, indeed, completed all requirements but the degree has not yet been conferred, contact your MA Programs Director, Dr. Farmer.

National Counselor's Exam (NCE)

State Licensure

After you earn your MA degree, you will probably wish to practice as a counselor. Most U.S. states have established a license to practice for individuals holding MA/MS degrees in psychology, counseling, and related fields. According to current law, Illinois (and most other states) recognizes two levels of this profession. The basic level license is called Professional Counselor (LPC - the acronym stands for "Licensed Professional Counselor") and the higher level is called Clinical Professional Counselor (LCPC - the acronym stands for "Licensed Clinical Professional Counselor"). In order to use these titles, one must apply to the state for the appropriate license. (Application for the LCPC requires that you have worked as an LPC for a designated amount of time.)

In order to apply for the LPC, you will need to take the National Counselor Examination (NCE). Ordinarily, applicants take this exam at the time at which they apply for their license, after they graduate. Because Roosevelt's Clinical Professional Psychology program has been appropriately designated by the National Board for Certified Counselors, our clinical professional students are offered the advantage of taking the NCE during their final semester of study. The NCE is offered on campus in October and April of each year. Look for a *MAC-FAQs* emailed to your 'mail.roosevelt.edu' address for application information.

The faculty recognizes that applying for licensure can be a daunting process. For that reason we post information, that we believe will help you, on the program's website at http://www.roosevelt.edu/CAS/Programs/Psychology/MAClinicalPrgms.aspx

Licensure Information

*Important to note that you should maintain good records of not only your practicum experience, but also your academic experience. Many states have required students to submit all course syllabi. Thus, you are encourage to maintain copy of your syllabi.

Many U.S. states have established a license to practice for individuals holding MA/MS degrees in psychology, counseling, and related fields. According to current law, Illinois recognizes two levels of this profession. The basic level license is called Professional Counselor (LPC - the acronym stands for "Licensed Professional Counselor") and the higher level is called Clinical Professional Counselor (LCPC - the acronym stands for "Licensed Clinical Professional Counselor"). In order to use these titles, one must apply to the state for the appropriate license. Application for the second level requires the first level

license plus two years of practical experience. Application for the first level license requires, in part, completion of an MA/MS degree in psychology, counseling, or related field from a CACREP-accredited, CORE-accredited, or equivalent program. When you apply for the license, the State of Illinois will ask you demonstrate that your curriculum was equivalent to that required by CACREP. The State will ask that you complete a form showing that you completed at least one course in ten of the sixteen areas listed below. The <u>underlined text</u> identifies courses in the Clinical Professional and Clinical Psychology (Counseling Focus) Curricula that satisfies this requirement. You will see that the both programs more than satisfy the requirement for the State of Illinois.

CACREP Dimensions	RU Courses
Human Growth and Development	Psyc 636 Human Development
Counseling Theory	Psyc 505 Clinical and Counseling Psychology
Counseling Techniques	Psyc 520 Basic Clinical Skills OR Psyc 641 Cognitive and Behavioral Psychotherapies OR Psyc 642 Insight Psychotherapies
Group Dynamics, Processing and Counseling	Psyc 650 Group Psychotherapy
Appraisal of Individuals	Psyc 619 Survey of Psychological Appraisal
Research and Evaluation	Psyc 530 Advanced Research Methods
Professional, Legal and Ethical Responsibilities	Psyc 635 Professional, Legal and Ethical Issues
Social and Cultural Foundations	Psyc 644 Multicultural Psychology and Psychotherapy
Life-Styles and Career Development	CHS 417 Career and Lifestyle Planning
Practicum	Psyc 698A and Psyc 698B Practicum
Substance Abuse	Psyc 515 Chemical Dependence
Counseling Education	
Counseling Supervision	
Counseling Administration	
Maladaptive Behavior and Psychopathology	Psyc 516 Psychopathology
Family Dynamics	Psyc 655 Couples and Family Therapy

Laws are subject to change and you are encouraged to visit the website of Illinois' Department of Financial and Professional Regulation (www.idfpr.com) for updates on the LPC and LCPC law status. Other states charge similarly named departments with oversight of these professions.

Appendix A: Sample CV

(You are not expected to have experience in all categories.)

Lisa L. Smith

1234 W. 12th St. Chicago, IL 66666 (312) 321-4321 LSmith@roosevelt.edu

Education

(2010) MA in Clinical Psychology (Counseling Practice), Roosevelt University, in progress.

BA in Psychology, University of Illinois at Chicago.

Languages Fluent in Spanish; intermediate in Polish

Related clinical experience

1995-present Behavior technician, Smith Group Home. Develop and implement behavior management programs for adults with chronic schizophrenia in a 12-bed group home.

1994-1995 Case manager, Uptown Community Services. Managed a caseload of 45 clients with a

range of problems including homelessness, chronic mental illness, domestic violence, and

poverty.

1992-1995 Volunteer, Rape Crisis Hotline. Five hours per week answering emergency calls,

providing initial support and screening, and making referrals for follow-up services.

Research experience

1994-1995 Research assistant, Roosevelt University. "The effects of motor vehicle accidents

on neuropsychological development in preschool-age children," with Dr. Frank L. Smith. Interviewed all 60 participants, administered and scored six neuropsychological tests

used in battery, and coded and entered all data.

Special skills

Familiar with Illinois State's mental health codes and foster care guidelines.

Publications, posters, presentations

(If you are an author only; using APA style.)

Professional affiliations

American Pain Society, associate member.

Psi Chi, division leader.

Other work experience

Although does not have to be clinical in nature, draw attention to clinically relevant skills whenever possible; for example, note if you supervised others' work, if you evaluated others' work, if your position included planning, writing, or problem-solving. List work experience that more directly relates to clinical work in Related Clinical Experience section.

References

List full contact info for 3-4 references. (People know people, so good to list.)

Appendix B: Practicum Student Letter of Recommendation Form



RU Letter of Recommendation for Practicum

To Letter Writer: Please complete the form below and send to Dr. Tom Farmer (<u>tfarmer@roosevelt.edu</u>) no later than December 20, 2013. You may return as a PDF or a Word doc. Dr. Farmer will then distribute the letter directly to the sites.

To Practicum Training Director: Please accept the letter of recommendation below. This form is used for recommending Roosevelt University MA clinical psychology students for practicum.

Date:		
Practicum Applicant's Name:		
Level of Recommendation:	NOT Recommend Recommend Highly Recommend Highest Recommendation	
Describe length of time you have known the student and in what capacity:		
Identify and elaborate upon student's strengths for practicum (e.g., interpersonal skills, early conceptualization and treatment planning skills, conscientiousness, professionalism):		

Suggest and elaborate upon potential practicum goals for the student (e.g., confidence, theoretical orientation, intervention skills):

Additional Comments:

Sincerely,

{Insert Electronic Signature}

{Name} {Title} {Organization} {Contact Info}

Appendix C: Practicum Expectations for Roosevelt University

Agency

- 1. Provide a 750-1000 hour training experience in psychotherapy (MA & PsyD), psychological assessment (PsyD), or both (PsyD) over 9-12 months. Direct client contact should be 30-50% of the student's total hours for each week leaving the remaining hours for supervision, paperwork, meetings, in-services, and other learning experiences.
- 2. Provide a minimum of 1 hour scheduled, formal, individual supervision each week. Additional formal and spontaneous supervision as well as group supervision is preferred but will not replace the requirement for the minimum formal individual supervision.
 - Introductory Doctoral students and MA students may be supervised by persons holding one of the following licenses: LCPC, LCSW, and LCP (licensed clinical psychologist). School psychology certification, LPC, or psychiatry is not acceptable.
- 3. Notify the practicum seminar instructor or the DOT ASAP if the student is performing below expectations.
- 4. Complete formal evaluation form on students at the end of each semester. We appreciate documentation of major and minor issues (even things the supervisor believes will remediate with experience) so that formal feedback can be given to the student.

Student

- 1. Understand that practicum is both a professional and a learning experience. Students must behave professionally, make practicum a top priority, and understand that they are working under the license of their supervisor.
- 2. Be prepared to learn and complete all tasks given. It is the practicum site's responsibility to determine length and pace of practicum within the parameters listed above.
- 3. Accept and utilize feedback given.
- 4. Provide the site with any application materials for which they ask. It is the student's responsibility to secure a background check, provide an up-to-date immunization record, show proof of health insurance, or any other item requested by the site. The university does not maintain these types of information.

- 5. Notify both the site and the department of any emergency situation that affects attendance at the site or in seminar.
- 6. Complete formal evaluation form for site at the end of each semester.

University/Department

- 1. Roosevelt University's Psychology Department determines the practicum eligibility of graduate students in the MA Clinical Psychology, MA Clinical Professional Psychology, and PsyD Clinical Psychology programs.
- 2. The department sets academic, clinical, and relationship competencies by which students are evaluated.
- 3. The department provides an on-campus practicum seminar with a faculty instructor to act as liaison to the practicum site and enhance learning.
- 4. The department is ultimately responsible for awarding a grade for the practicum experience following consultation with the on-site supervisor.
- 5. The university provides enrolled practicum students with professional liability insurance in the amount of \$1 million/\$3 million.