SCHOOL OF PSYCHOLOGY, FAMILY, AND COMMUNITY

Department of Graduate Psychology

CLINICAL PSYCHOLOGY 2007 - 2008

CLINICAL TRAINING GUIDELINES

DOCTORAL STUDENT HANDBOOK ADDENDUM
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Overview of the Clinical Training Program

The Seattle Pacific University Ph.D. in Clinical Psychology program is based on the local clinical scientist model (LCS)1. The essence of the LCS model is that of incorporating attitudes, knowledge base, and science of psychology into clinical practice. The LCS approach also seeks to integrate clinical insight to shape critical and relevant theory and research. It is the intent of the SPU Clinical Psychology program that students are trained in the local application of evidenced based principles of clinical psychology practice. Further, through their research experiences and academic coursework, students are trained in the clinical content of practice, scientific methodology for clinical research, and the translation of academic/research experience to local application in their clinical work. Local applications are conceived of here as including, but not limited to: (a) psychological assessment; (b) psychological intervention, (c) consultation services, (d) clinical case management responsibilities, (e) engagement in clinical supervision duties, and (f) clinical teaching opportunities.

To enact the LCS clinical training model, the following general sequence of academic coursework, practicum training, and internship training occurs in the SPU Clinical Psychology program. The following courses are extracted from the overall doctoral program plan that relate specifically to the clinical training aspects of the program.2

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2 This overview represents an extracted segment of the overall Ph.D. program. Further details regarding program requirements can be found in the Student Handbook; details regarding dissertation research are found in the Dissertation Guidelines.
PRACTICUM TRAINING COMPETENCIES

- Train Ph.D. clinical psychology graduate students in the application of evidence-based assessment and intervention skills through client and patient care experiences at clinical practicum sites.

- Develop competencies in establishing therapeutic relationships with clients and patients.

- Develop competencies in diagnostic interviewing skills and accurate diagnosing skills using the DSM-IV-TR. Develop competencies in selection, administration, scoring, interpretation of psychological and neuropsychological assessment instruments, and begin developing effective report-writing skills.

- Develop competencies in evidence-based psychotherapy skills. Ability to conceptualize clinical cases from a local clinical scientist model.

- Develop skills in case formulation from a therapeutic orientation(s), using an integrative view.

- Develop skills in formulating interventions based upon diagnosis and case formulation.

- Develop skills in learning cultural competencies through student’s practicum clinical experiences.

- Develop competencies in applying ethical principles and code of conduct guidelines to client and patient care practicum experiences.

- Develop competencies in timely and effective case management in clinical practicum experiences.

Each student is evaluated on these objectives, and appears on the Quarterly Practicum Student Evaluation Form. Each quarter the student must meet with their clinical supervisor(s) to review each of these competencies.

DEFINITIONS OF PRACTICUM IN THE PH.D. CLINICAL PSYCHOLOGY PROGRAM

- Practicum involves the acquisition of a clinical skill set, through supervised clinical practice.

- Practicum usually includes experiences in psychological assessment, diagnosis, psychotherapy, and treatment evaluation.

- Practicum may also include program development, third-party consultation, and other professional skills.

- Practicum falls within the curriculum of the Ph.D. program; clinical supervisors must be DCT approved through a formal practicum agreement with the training site.

- Practicum students and their supervisors must provide written quarterly evaluations to the DCT.

- Practicum supervisors maintain full clinical responsibility for all patients (clients) seen by students.
• Practicum credits must be registered at SPU, even if students take more than the required number.

STUDENT PREREQUISITES FOR PRACTICUM TRAINING

• Students must maintain membership as Student Affiliates of the American Psychological Association.
• Students must pass their courses in Ethics and Clinical Foundations I and Clinical Foundations II prior to beginning practicum training.
• Students must have passed the Psychopathology course, and have passed at least one Psychotherapy course in the Ph.D. Clinical Psychology program.
• Students must carry professional liability insurance in the amount of no less than $1 million for each occurrence and $3 million for the policy aggregate. Students frequently obtain this through the APA Trust (www.apait.org).
• Students must complete a DGP Practicum Application and obtain approval from the doctoral faculty advisor and the DCT to participate in any practicum training.
• Students must register for credit each quarter of practicum training. The student is given a “Pass” based on their Quarterly Practicum Student Evaluation.

CLINICAL TRAINING LEADERSHIP STRUCTURE

Leadership responsibility for the clinical training aspects of the Ph.D. Clinical Psychology program rests with the Director of Clinical Training (DCT). The DCT reports directly to the Chair of the Department of Graduate Psychology (DGP). Content of these Clinical Training Guidelines is the joint responsibility of the DCT, Chair of DGP, Director of Research (DOR) of the Ph.D. Clinical Psychology program and the Clinical Affairs Committee (CAC). The DCT also chairs the CAC. The CAC consists of faculty members and a graduate student in the DGP. The CAC holds prime responsibility for reviewing clinical training policy, overseeing the execution of all aspects of the clinical training program, review and consultation regarding student status issues, oversight and execution of clinical consultation groups, and providing recommendations to the Chair of DGP regarding the integrity of the clinical training program.

PROCEDURES FOR APPROVAL OF PRACTICUM SITES

Clinical supervisors or administrators may contact the DCT at SPU to apply for approval as practicum training sites. Each site must identify at least one primary clinical supervisor who is licensed as a psychologist in the State of Washington. Each clinical supervisor should provide copies of their CV, Washington State Psychology License and evidence of their professional liability insurance. Each primary supervisor should be a member of the American Psychological Association and in good standing. Each primary clinical supervisor must disclose any prior violations and/or current filed complaints of professional misconduct. The DCT, in consultation with the CAC and Chair of DGP as needed, will make the decision about the suitability and approval of practicum sites.
PROCEDURES FOR APPLICATION TO PRACTICUM PLACEMENTS

• The Pre-Practicum course occurs in the Spring Quarter of the second year, and all students who apply for their first practicum must complete this course prior to starting practicum training. The Pre-Practicum course emphasizes professional development, preparatory instruction for engaging in clinical practice, review of ethical principles, discussion of general clinical record keeping procedures, and progress note writing. The course also assists the student with interviewing strategies for practicum applications.

• During the time students are taking the Pre-Practicum course, and assuming all other prerequisites are fulfilled, graduate students in the Ph.D. Clinical Psychology program may apply during Spring Quarter in their second year for their practicum placement. Application is made during the Spring Quarter of the third year for advanced practicum placements.

• Clinical placements usually begin in the Summer Quarter and then run 12 consecutive months through the next Spring Quarter. The application process may occur earlier depending on the deadlines established by practicum training programs. The DCT will inform students during the latter part of the Winter Quarter regarding general guidelines and deadlines for practicum applications.

• A listing of available approved practicum sites and contact information will be posted on the Blackboard Learning System. Each year this list is updated.

• Students should be aware that each practicum site may have differing requirements for the application process. The student should be prepared to have the following materials ready to distribute:

  1. Curriculum vita
  2. Letter of interest
  3. Evidence of liability insurance coverage
  4. Letters of recommendation(s) – Depending on the site, these can be from faculty members of DGP and SPU
  5. Work sample/writing sample – This is often a site-specific requirement.

• Students apply by completing the Practicum Application (See Appendix A for examples of forms that are available on the Blackboard Learning System) each year and submitting this to the DCT by March 1st. The practicum application must be completed prior to seeking any practicum placements. The Practicum Application is available for downloading from the Blackboard Learning System. Students are notified about approved practicum sites to which students interview with clinical practicum supervisors. No later than May 15th, students are to be notified by the practicum director of training or the practicum supervisor of being offered a practicum position. The practicum director will also notify the DCT of their placement decisions. The DCT then officially assigns the
student to the practicum site, and an agreed-upon start date is identified.

• Prior to beginning each and every practicum placement, it is the responsibility of students to ensure the Clinical Psychology Practicum Agreement has been completed and signed by both the student and practicum supervisor, and then approved by the DCT. This agreement is available for downloading from the Blackboard Learning System.

EXPECTATIONS OF TRAINING DURING PRACTICUM

• Total time at practicum site per quarter should range between 120 hours (minimum) and 160 hours (maximum). The average/target hours should be approximately 160 hours. No more than 200 hours per quarter should be spent at the practicum site.

• The Total Number of Direct Client/Patient contact hours should range between 4 and 12 hours/week. No more than 12 direct client/patient hours should occur per week.

• A minimum of 24 hours of supervision per quarter are to be accumulated and documented per quarter.

• At least 2 hours per week of clinical supervision must occur; these 2 hours per week must include at least 1 hour of individual supervision; an additional hour of supervision may occur in a group format (e.g., case conferences, staffings; group supervision).

• Supervision must be conducted by licensed clinical staff (e.g., Ph.D., Psy.D., MD, LCSW, MSW, RN, MFT) who have direct clinical responsibility for patient/client care. Whenever the licensed clinical staff supervisor is not also the psychologist (Ph.D./Psy.D.), then the licensed clinical staff and/or practicum student must be secondarily supervised by the psychologist (Ph.D./Psy.D.). In other words, direct or backup supervision should be a Ph.D. or Psy.D. psychologist.

• Students are expected to participate in a Clinical Faculty Consultation Group held in the DGP and conducted by a licensed psychologist faculty member of DGP (see below).

• The DCT will communicate on a regular basis with practicum site supervisors or directors of clinical training to jointly problem-solve student disciplinary issues. The DGP Clinical Affairs Committee may be required to deliberate upon recommendations for clinical probation, removal of the student from practicum training, or other actions that involve a change in the student’s continuance in the program.

CLINICAL FACULTY CONSULTATION GROUP
Students are required to attend Clinical Consultation Groups held in the DGP. The purpose of these groups is to provide students the opportunity to benefit from the clinical expertise of faculty members in DGP. Clinical Consultation Groups are held weekly and are conducted in a group format. Each group lasts approximately 1.5 hours in duration. The group will not meet during holidays or on quarterly academic
Faculty rotate as consultants. The group will be open to all DGP practicum students. Students will present cases, devoid of identifying information, during the consultation group and provide a forum for a general discussion on clinical topics that are raised by the case. Consultation are aimed at helping practicum students with case conceptualization, learning new clinical methodology, and to assist with better enacting a LCS model of practice. Each Clinical Consultation Group will be organized around a particular clinical theme or method, and will frequently center on issues of professional development, ethics, and legal standards of practice. The consultation group does not substitute for, extension of, or replacement for onsite individual and group supervision provided by practicum site supervisors. Groups are held Fall, Winter, and Spring Quarters. Students are required to attend nine groups total during each year of their practicum experiences.

PROCEDURES FOR EVALUATION OF STUDENTS IN PRACTICUM
Each quarter, students must provide their clinical supervisors with a copy of the Quarterly Practicum Student Evaluation. This form is available for downloading from the Blackboard Learning System. Clinical supervisors are required to complete this form and review this feedback with the student. Once this feedback is provided, signatures from both the supervisor(s) and student are completed. The form must be returned to the DCT before the last academic class day of each quarter in order for academic credit to be assigned for that quarter. Late evaluation form receipt will result in an incomplete grade being assigned. It is the responsibility of the student to provide the evaluation form in a timely manner (i.e. two weeks prior to the due date) to allow clinical supervisors enough time to thoughtfully complete the form and to schedule a time to provide the student feedback.

PROCEDURES FOR EVALUATION OF PRACTICUM PLACEMENTS
No later than one month prior to the termination of an annual practicum placement, all students must complete a Practicum Site Evaluation. This is available for downloading from the Blackboard Learning System. Upon completion, this form is to be given to the DCT.

OTHER PSYCHOLOGY-RELATED WORK ACTIVITIES
Students must disclose any other psychology-related work or counseling activities on the Practicum Application. Students sometimes work as mental health or healthcare professionals with various qualifications and degrees (e.g., MSW, RN). However they must never commingle these roles with their activities as doctoral trainees in clinical psychology. Though students may work or volunteer as counselors, they must be careful to operate within their designated roles.
USE OF TITLES FOR PSYCHOLOGY GRADUATE STUDENTS IN PRACTICUM TRAINING

Graduate students in practicum placements must be identified as such. In other words, they should only use titles that reflect their status as students and therapists-in-training. Appropriate examples include the following:

- Clinical Psychology Student
- Graduate Psychology Student
- Psychology Practicum Student

Students who happen to be already licensed or certified as mental health professionals may not use other professional titles while working in the practicum placements. Students may do clinical work as either (a) practicum trainees in clinical psychology, or as (b) professional providers with qualifications as licensed healthcare providers in (for example) marital and family therapy, social work, psychiatric nursing; but generally they cannot perform both roles simultaneously. Students whose practicum sites require any other title (usually, registered mental health counselor) must also list one of the student titles shown above along with their names. Any exceptions will always require a written request from the student, and written approval by the DCT.

Students should avoid the use of pseudo-degrees; never use terms like ABD, PhC or PhD Candidate. Generally, students should list only those degrees that are earned, completed and awarded by regionally accredited colleges and universities. Again, when in doubt, please consult with the DCT.

TRACKING CLINICAL HOURS AND ACTIVITIES

Graduate students in clinical Practicum must keep timely records of each and every patient or client contact (usually making written notes immediately after patient contacts) as well as accurate written records of all psychological testing, intake and evaluation reports, therapy summaries, and/or letters regarding the patient. Clinical records belong to the clinic or agency, under the authority of the licensed supervisor of the case. Clinical records do NOT belong to the graduate student, and should not be kept or copied by the student.

Students should keep their own time and activity records for practicum, to confirm their hours for the Quarterly Practicum Student Evaluation. These data are used subsequently on APPIC internship applications. Students may keep demographic details (without any patient names) and treatment details about Practicum experiences. Practicum students should download from the APPIC Web site a standard internship application form in order to ascertain the categories of clinical work that are needed to be tracked. The APPIC internship application form can be found at www.appic.org.

APA ETHICAL STANDARDS

All graduate students are expected to behave in ways that conform to Ethical Principles of Psychologists and Code of Conduct as published by the American Psychological Association, 2002.
Predoctoral Internship

INTERNSHIP TRAINING COMPETENCIES

Students in the Ph.D. program are required to complete a 12-month predoctoral psychology internship training experience. Each internship training site will have its own set of training expectations and objectives. The following are a minimum set of internship objectives that should be met during the predoctoral psychology internship training year.

- Refine and further develop students’ ability to independently apply evidence-based assessment and intervention skills through client and patient care experiences at predoctoral internship training settings.

- Develop independence in students’ ability to select, administer, score, and interpret both psychological and neuropsychological tests. Develop advanced report writing skills through integrative case conceptualization skills.

- Develop advanced ability to select, integrate, and execute evidence-based psychotherapy skills. Integrative conceptualization of clinical cases from a local clinical scientist model is expected by the end of the internship training year.

- Continue developing cultural competencies across a broad range of diverse populations.

- Demonstrate knowledge and application of APA ethical principles and code of conduct guidelines to client and patient care experience.

Typically students obtain internship training in medical centers or mental health settings. Students are encouraged to apply to both regional and national training sites. Internship site development and management is not within the responsibility of the Department of Graduate Psychology. The responsibility of DGP and the DCT is to (a) assist with the placement of DGP students in predoctoral internship training sites, and (b) provide support and collaborative monitoring of students’ progress during their predoctoral internship training.

STUDENT PREREQUISITES FOR PREDOCTORAL INTERNSHIP TRAINING

- Students must be in good standing in the DGP. Students must not be on clinical or academic probation.

- Students must not have any outstanding Incomplete grades on their academic transcript at SPU.

- Students must have passed their Dissertation Proposal Defense no later than June 30th during the year of predoctoral internship application. The Dissertation Chair and Dissertation Committee must have provided signatures indicating approval of the Dissertation Proposal (See Dissertation Guidelines).
• Students must have successfully passed their DGP Comprehensive Examination (See Student Handbook) prior to being approved to apply for predoctoral internships.

• Students must obtain formal approval to proceed with predoctoral internship applications from the DCT by October 1st in the year they plan to apply for internship. This is done by turning in the Internship Application Approval Form available for downloading from the Blackboard Learning System.

• Students should be enrolled in advanced practicum and making good progress as evidenced by passing each quarter of practicum at the time of internship application.

• Students must provide evidence that they continue to carry professional liability insurance in the amount of no less than $1 million for each occurrence and $3 million for the policy aggregate. Students frequently obtain this through the APA Trust whose web link is: www.apait.org.

INTERNSHIP APPLICATION PROCESS
The predoctoral clinical psychology internship application process at SPU follows the policies and procedures of the Association of Psychology Post-Doctoral and Internship Centers (APPIC). Students are expected to enter the APPIC matching process. The DCT will provide advance notices by e-mail and through Internship Information Meetings beginning the Spring Quarter of the third year of students’ program. Attendance at these meetings is mandatory and students are encouraged to plan ahead in order to make arrangements to attend. Detailed procedures for applying to internship sites will be reviewed during these meetings.

• Graduate students will be instructed to download the standard application from the APPIC web site; and they must strictly follow APPIC procedures, rules, and timetables. APPIC-approved internships will generally fulfill the requirements for “clinical internship training” in the SPU Clinical Psychology PhD program. Many APPIC sites are also APA-approved and students are strongly encouraged to apply to a mix of APA-approved internships, as well as other APPIC internship programs.

• Students are expected to apply to several internship sites. The DCT has the obligation and right to approve or disapprove any specific application to an internship program. Please note: It is typical for clinical psychology students to apply broadly, including out of state sites, in order to gain entry to competitive internships. The State of Washington has only a limited set of APA- and APPIC-approved sites and students are strongly encouraged to consider applications across the United States.

• Application to local and non-APPIC approved internship sites are generally discouraged. Should students wish to apply to local internship sites that are non-APA approved or APPIC-listed, permission from the DCT is required.
• The DCT and faculty in DGP are required to rate each student’s academic, professional, and personal readiness for the clinical duties of internship. Any student whom the faculty consider “not-ready” may be held back another year before being allowed to apply for internship, even if they passed all other Ph.D. requirements. Any student whom the faculty or DCT decide to hold back twice. Will require further discussion concerning suitable continuation in the program. These discussions will occur between the student’s faculty advisor, the Clinical Affairs Committee, the Director of Clinical Training, the Director of Research, and the Chair. Full DGP faculty input may also be required. Students may be subsequently dismissed from the program as a result.

• Violation of policies or procedures herein, or those of APPIC or APA Ethical Standards and Code of Conduct, may be grounds for revoking the student’s approval to apply to internship, and/or other disciplinary actions including dismissal from the Ph.D. program.

• Students must fill out the Internship Application Approval Form (available for downloading on the Blackboard Learning System). This form must be completed and turn in to the Director of Clinical Training no later than October 1st of the year of application for internship.

• After being approved to apply for internship, it is the responsibility of graduate students to complete the internship application process and obtain letters of recommendation from academic faculty and professional supervisors. NOTE: Requests for such letters should be made at least 4 - 6 weeks before the date needed. Students should ask referees for letters no later than September 15th, so that the letters of reference may be sent by November 1st in order to meet internship application deadlines. The DCT will distribute an appropriate form to request letters from referees at the internship informational meetings.

• The DCT will write a letter of recommendation for each student. This letter should not be counted as one of the three required letters of reference. It is therefore important for students to identify individuals who can provide letters of references in a timely manner. Should the DCT be well-acquainted with a student’s performance in the program (e.g., serves as the student’s dissertation chair), the DCT letter will address the specific qualifications of that student. The DCT letter addresses the student’s status in the program, approval of the DGP faculty for the student to apply for internship, and potentially other information that relates to the student’s standing in the program.

• Students are to provide referees: (a) a listing of internship sites to which they are applying, (b) electronic plus hard copies of names and addresses of internship contact information, and (c) two sets of pre-printed address labels for all sites to which a letter of recommendation is to be sent.

• Students are encouraged to purchase and study the following book as a suggestion and reference guide to applying for internships: Williams-Nickelson, C. & Prinstein, M. J. (Eds). (2005). Intern-

- Students should subscribe to the APPIC Listserve and regularly check the APPIC website for updated information about policies and procedures involved with the internship application process www.appic.org.

- Unless otherwise approved of by the DCT, all students in the Ph.D. Clinical Psychology program will participate in the APPIC national matching process. It is the responsibility of the student to obtain proper match numbers within the time frame specified by APPIC. Students must abide by the rules and policies of APPIC when entering the match.

- Internship site listings can be found through the APPIC website, and students are encouraged to begin examining possible sites to which they wish to apply no later than the end of Spring Quarter their third year in the DGP program.

INTERNSHIP RESPONSIBILITIES

- It is the responsibility of students, during their internship year, to continue adherence to standards of Seattle Pacific University and the profession (APA, APPIC) along with any State regulations that govern the practice of clinical psychology interns. Likewise, clinical psychology interns must follow the procedures and regulations as prescribed by their respective internship centers, in terms of clinical care and records.

- It is the responsibility of interns to make sure that all clinical activities are conducted under proper supervision, and that all clinical records are co-signed in a timely manner by the licensed clinical psychology supervisor.

- During the formal internship, students should use the title Clinical Psychology Intern.

- During the formal internship, it is expected that students will have regular contact with their faculty advisor. This can occur by telephone and/or email contact.

- It is the responsibility of clinical psychology interns to document all pertinent aspects of their internship training. Interns should provide Quarterly Internship Student Evaluation (available for download through the Blackboard Learning System) forms to their primary internship supervisor, so these can be completed, signed, and sent each quarter to the DGP Director of Clinical Training by the last class day of each academic quarter. The last day of academic classes are always posted on the SPU web site: www.spu.edu.
• Additionally, different internship sites may have their own methods of reporting the progress of interns to the DGP Director of Clinical Training, and interns must be aware of and in compliance with these site-specific procedures.

• The DCT will receive feedback from internship site supervisors or directors of clinical training on a quarterly basis. However, the DCT will jointly problem-solve student disciplinary issues with internship site supervisors or directors of training as needed. The DGP Clinical Affairs Committee may be required to deliberate upon recommendations for clinical probation, removal of the student from internship training, or other actions that involve a change in the student’s continuance in the program.

• All internship centers provide a year-end summary and certification or completion of internship statement, which will be forwarded to the Ph.D. program DCT. If not, then the SPU Internship Completion Form (available for downloading via Blackboard) must be completed and signed by the internship supervisor and/or director, and sent to the Ph.D. program DCT. This alternative method will verify satisfactory completion of the clinical internship.

• Any problems that clinical psychology students may experience during their internship training should first and foremost be brought to the attention of their direct clinical supervisors and/or the internship training director. If problems cannot be resolved at that level — and/or when issues of unethical behavior are involved — then students should quickly bring such problems to the attention of the Ph.D. program DCT.

• Should there be situations where site deficiencies are raised by the student, the DCT will serve as an intermediary between the student and the internship site. In most cases, the student will be encouraged to work through the routine channels of communication and grievances at the internship site. However, since there is a training agreement between DGP and internship sites, the DCT’s role will be to advocate and assist with problem-solving situations that may arise.

• Graduation ceremonies: If the student completes all other DGP program requirements by May 1st of their internship year, they will be invited to participate in graduation ceremonies and commencement activities held in June of their internship year.
LIST OF STANDARD FORMS (see appendix)

- DGP Practicum Application Approval Form
- Clinical Psychology Practicum Agreement
- Quarterly Practicum Student Evaluation
- Practicum Placement Site Evaluation
- Internship Application Approval Form
- Clinical Internship Agreement*
- Quarterly Internship Student Evaluation
- Internship Placement Site Evaluation
- Internship Completion Form

* Various APPIC, APA, or other internship sites may use different contracts. The SPU form may be used as a default for clarifying the relationship between internship sites and this university. In all cases, these must be approved by the Ph.D. Clinical Psychology program DCT.

NOTICE: These forms are updated regularly and the current version is always available from the SPU Internet Blackboard Learning System. Clinical psychology students should download the appropriate form to use for each respective purpose, in any particular quarter. Students should not copy or borrow old forms, but should download and use the current form.

Address questions or concerns to:

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