

WHAT YOU NEED TO KNOW - Completing your Internship in 2010-2011

Argosy University, Chicago
American School of Professional Psychology



You may be signing up for an upcoming orientation, trying to get as much work done on your CRP as possible, or preparing to buy an airline ticket for your newest venture. No matter what you are doing to prepare for your internship experience, remember that the Training Department is still here to provide you with support and guidance during your transition.

This packet will address the following:

- I. General Information about Internship
- II. Transitioning into Internship
- III. Reaching Out to the Next Internship Class
- IV. Internship Prerequisite Reminders
- V. Professional Liability Insurance
- VI. Professional Conduct
- VII. Forms and Due Dates
- VIII. Preparing for your Postdoctoral Year

I. General Information about Internship

- Internship is a one-year, full-time (or two-year, part-time) clinical training experience.
- Interns must complete **a minimum of 2000 hours** in order to be eligible to obtain credit for this training experience.
- While on internship, you must remain in contact with the Training Department. Be sure to check your student email and the campus website at www.auconnection.net/chicago at least once a week for updates and miscellaneous communication. Please remember, **The Training Department only uses the Argosy email for communication with students.** If you do not use your Argosy email address, make sure that your Argosy email is being forwarded to your primary email address. We also suggest that you put all Training Department email addresses in your address book so they are not filtered as SPAM.

❖ Please download The Training Manual from the Argosy University, Chicago website at www.auconnection.net/chicago/ispp/trn_manual.asp as you will be responsible for knowing its contents. (**Please note:** The Training Manual is updated frequently).

II. Transitioning into Internship

The transition from being a student at Argosy University, Chicago to being a clinical psychology intern can be stressful *and* exciting. You probably have to take care of a number of things before you go, such as completing your remaining academic and training requirements and preparing to move if your internship site is out-of-state. Also, this transition is an opportunity to reflect on your experiences as a student here at Argosy University, Chicago, so we suggest that you allow some time for this as well.

As you progressed through your graduate training, you probably found yourself spending less and less time on campus. Your internship training will reduce this time even more. Therefore, we encourage you to say goodbye to colleagues, staff, and professors with whom you have had particularly good relationships. Achieving closure in ways that are comfortable and important to you is certainly as important as taking care of pre-internship tasks and requirements.

Be sure to inform **Student Services** and the **Training Department** in writing of the changes in your address, work and home telephone numbers and fax number.

III. Reaching Out to the Next Internship Class

If you have received particularly positive feedback about your internship application materials and don't mind sharing them with your peers (i.e. – sample cover letters and vitae), please email them to the Training Department at auchiclinicaltraining@argosy.edu. We would like to create a reference folder for our new internship applicants that contain such materials.

Also, we would like to encourage you to be available to our new cohort of internship applicants for information, guidance, and support in their pursuit of an internship in 2011-2012. One of the many ways you can do this includes volunteering to be part of an intern panel in the fall for the 2011-2012 intern applicants. Please let us know if you are interested in being available to intern applicants regarding questions about the process (via email or phone). The Training Department also welcomes any ideas you have that would be helpful for future applicants.

IV. Internship Prerequisite Reminders

In order to begin your internship, you must:

- be in good standing (i.e. not on probation),
- have completed all academic course work with a GPA > 3.0,
- have completed and received credit for diagnostic and therapy practica,
- have passed all five tasks of the Clinical Evaluation Conferences (CEC's),
- Made payment in full of any outstanding balance to their account.

V. Professional Liability Insurance

Argosy University, Chicago provides professional liability insurance to all students involved in approved clinical training experiences. This coverage is mandatory even if the student is otherwise insured. The Training Department does not receive a copy of the school's Certificate of Insurance for proof of malpractice coverage until early July. We will forward this information to students once we have received the documents from our provider. Students will be responsible for submitting proof of malpractice coverage to their Directors of Training. Coverage under this



policy would cease upon graduation.

VI. Professional Conduct

Please refer to section 2.7 and 2.8 in your Training Manual regarding professional conduct, competence and ethical expectations.

VII. Forms and Due Dates

There are several documents that will need to be completed during your internship. Some of them are completed by you, some by your supervisor, and some by both you and your supervisor. Bring the relevant forms to your supervisor at the start of your internship, discuss them with your supervisor and emphasize the due dates. **Internship forms can downloaded from the Training Department webpage at http://www.auconnection.net/chicago/ispp/internInfo/in_index.asp.**

In order to receive credit for internship hours, students must complete and submit the following internship forms:

- ✓ ***Internship Mid-Year Evaluation*** (Completed by you and your supervisor and due February 25, 2011).

- ✓ ***Internship Final Evaluation*** (Completed by you and your supervisor and due within one week after you complete your internship).

These two reports are formal evaluations of your progress as an intern. Several sections are intended for your supervisor to complete. One section is included for your commentary. The last section is reserved for any commentary from the Argosy University, Chicago Director of Training (DOT) or Associate Directors of Training (ADOT). Both you and your supervisor must sign these reports before submitting them to the Training Department.

Many internship sites have their own evaluation forms. Please inform your supervisor that their forms can be completed **in addition to the Argosy University, Chicago forms**. Our forms must accompany the internship site forms. The internship evaluation form is designed to assess your level of competency in several different areas. **The Training Department designed this form to be used for evaluation and research purposes based on expected competencies as defined by APA (American Psychological Association), Argosy University, Chicago faculty and the National Council of Schools of Professional Psychology.** Again, these forms must contain both your signature and that of your supervisor. *We will not process evaluation forms that are not properly submitted to us.*

Also, some internship sites complete more than two evaluations for the internship year (e.g. – every four months). It is fine to submit more than two evaluation reports, but be sure to complete and submit the “Mid-Year” and “Final” evaluations by the dates outlined in this packet.

If the Training Department does not receive these documents within 2 weeks of the semester deadline, the student will receive an “INCOMPLETE” grade for that semester. If we do not receive these forms by the end of the following semester, the “INCOMPLETE” grade will be



changed to “NO CREDIT” and the student will not obtain credit for that semester for internship. These policies follow Argosy University, Chicago policies and procedures as outlined in the program handbook.

We want to emphasize that forms need to be completed accurately, clearly, and in a timely manner. Late submissions to the Training Department or unclear, inaccurate information have resulted in difficulties for previous interns, including trouble with graduation preparation. Always keep copies of all forms that you submit for your records.

Also, please keep in mind that even though you are going to be spending less time on campus, you will need to stay on top of tasks and requirements in addition to internship (e.g. – CRP and graduation). So in addition to remaining in contact with the Training Department, you must also keep in touch with Student Services, and your CRP committee. **If your internship is not in the state you intend to be licensed in, also obtain a copy of your supervisor’s vita and license number and submit copies to the Training Department.**

- ✓ *Internship Letter of Completion (Completed by your supervisor and due at the end of your internship.)*

This is a one-page document that formally states that you have completed your internship training. It is signed by your internship site director or supervisor and submitted directly to the Training Department.

- ✓ *Internship Student Professional Activity Report (Completed by you and due at the end of your internship.)*

Like the SPARs you completed at the end of your practicum training, this is a final evaluation that you complete at the end of your internship. Submit the form directly to the Training Department by the end of your internship.

Students should be sure to keep their own copy of all documents as you will need them for licensing.

VIII. Preparing for your Postdoctoral Year

While it may seem a bit soon to start thinking about your postdoctoral position or job, it is never too early to do so. Internship is intensive (and extensive) not only in terms of clinical training, but also in terms of professional contacts and experiences. Developing such experiences and relationships is critical for your postdoctoral and professional career. Planning well in advance about what you will be doing after your internship will facilitate sound decision-making and problem solving on your part.

The following are a few suggestions regarding postdoctoral work:

- ❑ Be sure to check with the Department of Professional Regulation in the state(s) that you plan to establish your career. Obtain written documents about requirements both for the postdoctoral and internship years (e.g. – hours of supervision) and be sure that you will

meet them. Argosy University, Chicago and its Training Department cannot take responsibility for knowing individual state guidelines or for ensuring that your postdoctoral work will meet state licensure requirements. Basic state-by-state information about internship licensing requirements can be found on the APPIC website (www.appic.org).

- ❑ Check national, state, or local publications (e.g. – the *APA Monitor*) regarding postdoctoral positions. The Internet is also a wonderful source of information about Post-Doc positions (visit www.apa.org and www.appic.org). You may also find post-doc information at the campus website at http://www.auconnection.net/chicago/carserv/search/sea_index.asp
- ❑ Speak with various professionals and colleagues at your internship site. Depending on your experience and your intent, you may want to pursue a postdoctoral position at your internship agency. A number of internship site directors hire their interns for available positions. Be proactive; if you show your commitment, initiative, interest, and otherwise make yourself “invaluable” to an internship, it is possible that the director will create a position for you.
- ❑ Contact Career Services and inquire about MonsterTrak and Alumni and employment opportunity listings.
- ❑ Depending on your state requirements, you may not necessarily need to enroll in a formal postdoctoral training program. Some states simply require you to do full-time clinical work for a year, and receive supervision from a clinical psychologist licensed in that state. An employment (i.e. – paid) position that meets such requirements may make you eligible to sit for the licensing exam. Again, check carefully with your state Department of Professional Regulation for state-by-state requirements.
- ❑ When applying for a Post-Doc position, many sites request documentation from the school about your degree status. Please contact the Director of Student Services if you are in need of such documentation.
- ❑ **International Students** – All international students must contact the Argosy University, Chicago International Student Advisor to familiarize yourself with rules and regulations regarding your internship and Post-Doc opportunities.

Good luck and please keep in touch. If you have any questions or concerns throughout the course of your internship year, please contact your advisor, the DOT/ADOTs, or the Training Department for support, advisement and information.

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Please be sure to frequently check your campus email and the website at www.auconnection.net/chicago for updates and other important information.

**Internship Student
Timeline**
Training Year 2010-2011
Task List and Order of Events

Tasks/Order of Events	Due Dates	Done	Remarks
<i>Fall 2010</i>			
Professional Liability Insurance <small>(Insurance forms will be emailed to your Argosy account Mid-July. If your start date is prior to receiving the form, please contact the Training Department)</small>	Due to your Site Supervisor on your start date		
Mid-Year Internship Site Evaluation Form	February 25, 2011		
<i>Spring-Summer 2011</i>			
Final Internship Site Evaluation Form	Due within 1 week of Internship End Date		
Internship Letter of Completion	Due within 1 week of Internship End Date		
SPAR Form	Due within 1 week of Internship End Date		

All forms can be found on the Training Departments website:

http://www.auconnection.net/chicago/ispp/internInfo/in_index.asp