



Chicago
American School of Professional Psychology
Training Guidelines and Requirements

225 N. Michigan Ave., Suite 1300, Chicago, IL 60601
Fax (312) 777-7747

We appreciate the clinical training opportunities that practicum sites provide our graduate students at Argosy University, Chicago. To ensure that our students receive an optimal experience, we require that sites adhere to the following major guidelines:

- Our Psy.D. students require two 625-hour practica, one year in diagnostics and another year in therapy. Our M.A. Clinical students require a 750-hour practicum in therapy. With some time off, these hours typically average 16 - 24 hours a week depending on the student's degree requirements. The length of the training year is 9 - 12 months, depending on the site requirements.
- A licensed clinical psychologist must supervise Psy.D. Clinical students. M.A. Clinical students must be supervised by a clinician with a Masters or Doctorate degree; two years post school experience and a professional license (e.g., LCSW, LCPC, Licensed Clinical Psychologist).
- We require that students have a **minimum** of 2 hours of supervision per week. Individual supervision is preferred, though one hour of individual plus one hour of group supervision is acceptable.
- Roughly one-half of students' weekly practicum hours should be spent in direct clinical contact (e.g., therapy sessions, assessment interviews and testing, crisis intervention, psycho-educational groups). The other half is allotted for supervision, other learning experiences (e.g., seminars, workshops, case conferences, and program development), and writing clinical reports (e.g., progress notes, testing reports). Psy.D. Diagnostic students are required to complete a minimum of 8 testing batteries and typically spend 1/3 the time in direct services.
- Supervisors need to complete an evaluation form two times during the academic year (i.e., in December and at the end of the student's practicum) on students' progress at the practicum site. Students also complete a log of their practicum activities and hours that they review with their supervisors at the end of each semester. Both the supervisor and the student sign off on the evaluation form and the hours log. Students also complete an anonymous final evaluation form on the practicum site as feedback for the Argosy University, Chicago Training Department.
- Students participate in seminars at Argosy University, Chicago in conjunction with their practicum. We ask that supervisors and seminar leaders maintain contact throughout the training year to coordinate their instruction and evaluation of students.
- Students need to be able to audiotape their clinical sessions in order to routinely present their work at their Argosy University, Chicago seminars. (Advanced Psy.D. students are not required to complete a CEC; therefore, taping is not mandatory). Early in the spring semester (i.e., March), students submit a formal

sample of their work called a “CEC” that requires a taped session, a transcription of the session, and a written report which their seminar leaders carefully evaluate.

- Affiliated training facilities are required to abide by guidelines set forth by the Association of Chicago-land Externship/ Practicum Training (ACEPT). These guidelines are structured in a way to support sites and students and require both students and sites, who are affiliated with ACEPT, to follow the agreed upon deadlines for submitting applications and notification day.

Overall, it is important that Argosy University, Chicago students have a training program that is supported and understood by the administration and staff at the agency. Students need to have a sufficiently available, appropriate, and diverse clientele with whom to work. The training milieu must be safe, supportive, challenging, and provide appropriate space for students to conduct their clinical work. The practicum site must have a satisfactory emphasis and responsiveness to cultural diversity with respect to gender, race, sexual orientation, disability, and religion. It is also important that the overall agency abides by a code of conduct and ethics as delineated by various mental health professions (e.g., psychology, social work, psychiatry, etc.). The practicum agreement form is a mandatory contract that includes the above guidelines and requirements. This is signed by the Site Director or Supervisor, the practicum student, and an Argosy University, Chicago Training Director. All parties must be in agreement if any changes occur with respect to the contract.

Prospective practicum sites---i.e. those interested in establishing a formal affiliation with Argosy University, Chicago and training its students---need to do the following:

1. Complete the Practicum Data Form
2. Send the supervisors' licenses along with resumes or vitas of all training supervisors
3. Send information about the agency as a whole (e.g., brochures or pamphlets)
4. Send a narrative description of their training program including:
 - An overview of the program
 - Description of clients served
 - Types and range of services provided
 - Types of students (MA and/or Psy.D. students; diagnostic or therapy)
 - Specific expectations of students (e.g., experienced in adolescent therapy, self-motivated, etc.)
 - Arrangements for supervision and other learning experiences
 - Application and selection procedures including a description of the optimal practicum candidate (i.e., one who best matches the requirements of the site)
 - Is a writing sample required – if so what type?
 - Other necessary information, requirements, or procedures concerning training

The Training Directors at Argosy University, Chicago review all materials from prospective practicum sites. They grant provisional approval to a site with satisfactory training opportunities. A routine site visit is conducted by one of the training directors at Argosy University, Chicago at some point before or after such approval. Final approval is granted after a review of the training site experiences over the course of a year.



The Training Department at Argosy University, Chicago is committed to developing and maintaining strong relationships with the multitude of practicum sites where our students train. We are committed to working collaboratively to resolve any challenging situations or difficulties. We invite site directors and supervisors to contact us or students' seminar leaders with any query or concern. Again, please do not hesitate to contact any member of the Training Department:

- Robert Marshall, Ph.D, Director of Training (312) 777-7670
rmarshall@argosy.edu
- Margaret Smith-Zoeller, Psy.D., Associate Director of Training (312) 777-7708
mszoeller@argosy.edu
- Julia Wernke, Ph.D., Assistant Director of Training (312) 777-7669
jwernke@argosy.edu
- Ilene Kastel, M.A., LPC., Training Department Counselor (312) 777-7646
ikastel@argosy.edu
- Esther Martin-Hayes, M.A., Training Department Coordinator (312) 777-7665
emartin-hayes@argosy.edu