

IMPORTANT POLICIES REGARDING MATCH DAY AND CLEARINGHOUSE

NOTE: The Uniform Notification Guidelines apply only to doctoral level practica. There is a rolling acceptance for Master's Students.

- Argosy clinical psychology doctoral students may not accept any offers until 9:00 AM (Central Standard Time) on **Notification Day, Monday 3/28/11**. There is no flexibility around this guideline. Sites may use the Pre-Notification Form. See ACEPT Guidelines on the ACEPT web site { <http://www.acceptchicago.com> } for a description of this process.)
- Sites have the discretion to grant any amount of time to a student who is holding an offer. ACEPT recommends as **best practice that sites give 10** minutes to students to accept or reject an offer.
- Students may respond to offers after 9:00 AM on Notification Day in one of the following ways:
 1. **Students may accept the offer.** Verbally accepting an offer on Notification Day is binding. Students may not renege on their acceptance. Such behavior may result in serious consequences to the student's standing at school. Furthermore, such unprofessional behavior directly impacts other students and may damage the relationship between the training site and the school. Students should write a formal letter of acceptance to their accepted site after Notification Day.
 2. **Students may reject the offer.**
 3. **Students may place the offer on hold pending more information from other sites.** It is the responsibility and role of the sites to clearly inform the student how long their offer may be held. Students may ask for more time when the initial period expires, but it is up to the discretion of the site to determine if an extension will be granted for the student to continue to hold an offer. If a student is allowed to place the offer on "hold," it is the mutual responsibility of the site and the student to be clear regarding how the student and site will communicate during the "hold period."

Make sure you have phone availability at 9 a.m. where you can be reached by site supervisors. Make sure you are accessible at the contact information found in your application materials. If you are in class on 3/28/11 at 9 a.m. please inform your faculty member about Match Day and ask permission to step out of class to take prospective phone call(s).

IMPORTANT DATES

MONDAY, 3/28/11 at 9 AM – Notification Day for Psy.D. Students

ALL STUDENTS MUST NOTIFY THE TRAINING DEPARTMENT BY 12:00 NOON ON 3/28/11 TO EITHER NOTIFY US THAT YOU HAVE PLACED, (we hope so!) OR THAT YOU HAVE NOT PLACED.

Email **Philip Amler**, our interim Training Department Coordinator, at pamler@argosy.edu with your status.

If you have placed, include the name of the site and the name of the site supervisor.

If you have placed, you should send a letter of acceptance to the site and save a copy for your records.

CLEARINGHOUSE

3/28/11 at Noon – ACEPT Clearinghouse Begins for Member Sites. Openings are entered on the ACEPT WEB SITE.

3/28/11 at Noon: The Training Department begins to receive notices from sites of positions that are still open. ONLY STUDENTS WHO HAVE NOTIFIED THE TRAINING DEPARTMENT THAT THEY ARE STILL IN THE PROCESS (THE CLEARINGHOUSE) WILL RECEIVE NOTICES OF OPEN POSITIONS. The Training Department will email Clearinghouse applicants with the names and brief descriptions of open sites and application instructions in a manner that is similar to how you have been receiving site update emails.

THE TRAINING DEPARTMENT USES YOUR ARGOSY E MAIL ADDRESS. FORWARDING TO YOUR PERSONAL E MAIL ADDRESS SUCH AS G MAIL IS NOT FOOL PROOF. YOU SHOULD CHECK YOUR ARGOSY E MAIL ADDRESS DIRECTLY EVERY DAY.

Check your email daily even if there have been no postings from us for days. A slot may open up at any time and become filled very quickly.

Maximizing your Placement Opportunities in the Clearinghouse:

- Try to remain positive
Last year about 50% of our applicants matched on Uniform Notification Day but 98% of the applicants who remained in the process through the end matched at a practicum site. Maintaining a positive attitude and following through diligently on all potential leads is the key to match success.
- Revisit your Practicum Goals: Decide on what is “required” as far as you are concerned (setting, location or population, for example), and what you are willing to be more flexible about. This will make decision-making easier and expand your opportunities.
- Contact your point person. Discuss your site application strategies and interview experience. Send your point person the final copy of your application materials for an additional review.

These include your:

1. curriculum vita
2. a sample cover letter

FAQs for Practicum Clearinghouse

What should I do if a site has not responded to my application?

Sites differ in their responsiveness to student applications.

There is not a convention that sites should acknowledge applications.

It is likely that if you e mailed materials to the site as per their instructions, and do not hear anything, that the position is filled or else they will not be interviewing you. That having been said, it is fine to follow up with an e mail only, just to be sure.

What are the Guidelines for Giving and Accepting Offers During Clearinghouse?

In Practicum Clearinghouse, there are very limited guidelines with respect to offers. Here are some important points.

- 1.You may express keen interest in the site during the interview.
- 2.Sites can offer you a position at the end of an interview and you are free to accept.
- 3.Sites might request an answer right away; you are free to ask for some time to consider.

How much time must sites allow a student to hold an offer in Clearinghouse?

There are no ACEPT Best Practices regarding the responsibility of sites to allow students to “hold” an offer.

If you are offered a position at Site A and have an interview scheduled the next day at Site B, a site that you would prefer, it is reasonable to ask Site A for a day to explore the other possibility. Site A might deny the request, and you would therefore have to make a decision. It would be uncommon for Site A to feel offended and retract their offer. So you can feel free to at least ask for a day or two to “hold” the offer.

Additional Clearinghouse Option:

Developing a New Argosy Affiliated Site: In the past, many students have sought out practica where they have some connection, familiarity or simply interest in a specific site (a hospital, mental health center or private practice) and worked with the Training Department to develop a new training site. For some, this represents a viable option. If you are interested in creating such a site, please contact Ilene Kastel at ikastel@argosy.edu for assistance in this process. Additionally, please check our webpage at http://www.auconnection.net/chicago/ispp/practicumInfo/pr_practInfo.asp for “Developing a New Argosy Affiliated Practicum Site” information.

Good luck. We are here to help.

The Training Department