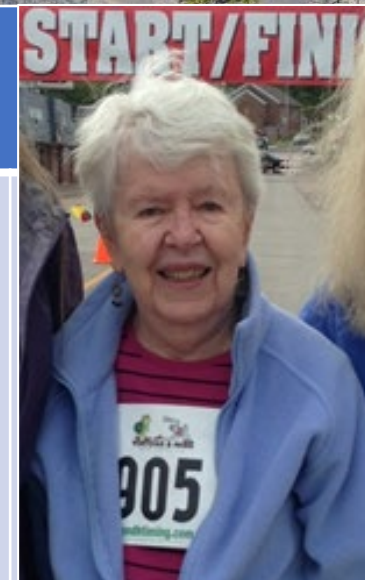
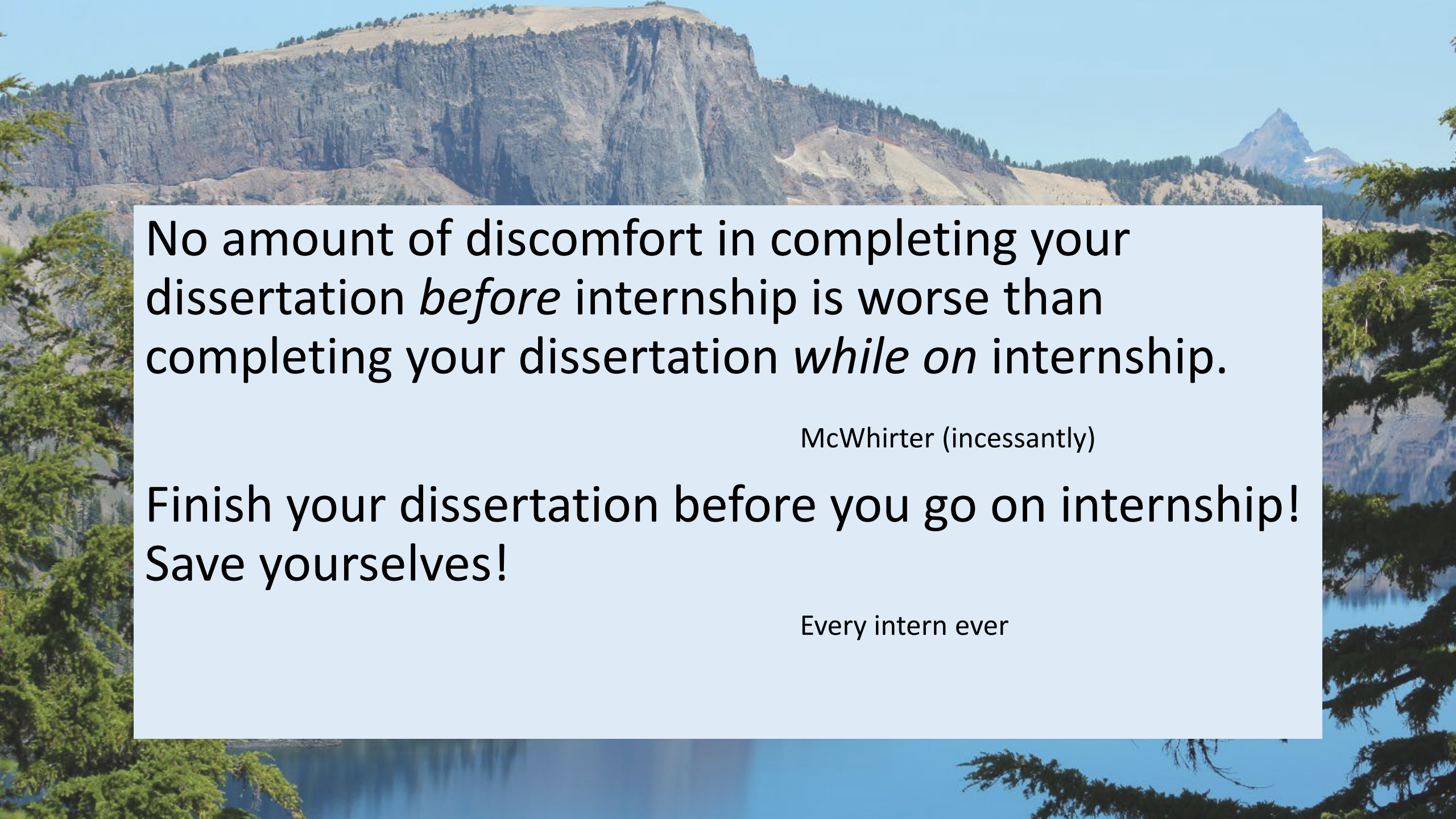


APPLYING FOR INTERNSHIP

Subtitle:

When my Mom was 88 she won first place in a 5K. You can successfully apply to internship.





No amount of discomfort in completing your dissertation *before* internship is worse than completing your dissertation *while on* internship.

McWhirter (incessantly)

Finish your dissertation before you go on internship!
Save yourselves!

Every intern ever

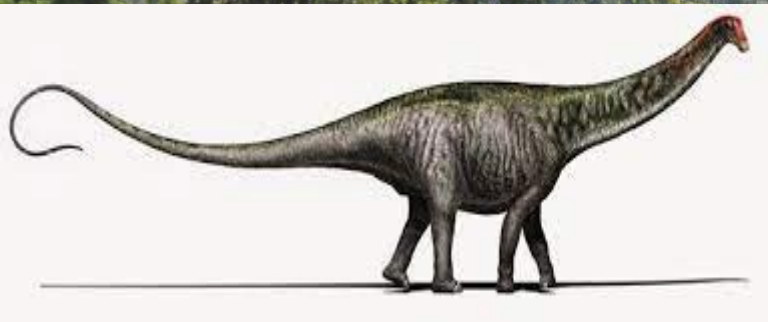
ELIGIBILITY TO APPLY

- Advisor and DCT are thumbs up
- Dissertation proposal successfully defended by Nov 1
 - Note: Defending the fall you apply is a VBI
- Clinical, interpersonal, research, and all other program competencies are on track, coursework passed, milestones accomplished
- Clinical experiences are sufficient to prepare you for successful application to sites of interest



WHAT & WHEN: May

- Talk to advisor
 - about plan to apply in the fall, readiness, dissertation timeline, letter writers, additional experiences to seek for next year
- Let DCT know
- Review <http://www.appic.org>, gather info
- Update all clinical info into Time2Track
- Defend your dissertation proposal by end of spring term
 - if possible. If not, full draft to advisor by May 1 (**this has been in the docsem syllabus since dinosaurs roamed the earth**).



WHAT & WHEN: June

- Update CV
- Review APPIC Directory, begin generating site list
- Review last year's APPI (**APPI=the application form; updated every July**)
- Double check all clinical records to date are listed in Time2Track
- Review your clinical file & prepare for file audit
- Work on your dissertation

CLINICAL FILE CONTENTS for AUDIT

- **Term by term hours summary (signed) and evaluations for**
 - **Adult Prac**
 - **Child and Family Prac**
 - **Externship**

Hours summary for this experience:

HOURS	FALL	WINTER	SPRING	YEAR Totals
Total Direct Clinical	32	49		81
Total Assessment	0	0		0
Total Supervision	55.5	68.5		124
Total Other Non-Direct	37.5	65		102.5

CLINICAL FILE CONTENTS for AUDIT

- Documentation for any other clinical hours that you plan to count in your APPI
 - program sanctioned experiences, clinical research interventions completed under the supervision of a faculty member, GE direct service hours, etc.
- If your documentation is *only* in tk20, the DCT is not able to see it to verify; download a copy for your clinical file and send them to Danette.
- ***For this audit, DCT does not need to see your full log, time2track, etc., just the term summaries of hours signed by supervisors***

APPI SUGGESTIONS

- FHS supervision hours:
- Include in the category “Other Psychological Experience with Students and/or Organizations”
- This section includes a sub-category with the same name, “Other Psych. Exp. w/ Students and/or Orgs”
- You must add descriptive information, e.g., Provision of individual and group supervision to undergraduate Family and Human Services majors as they completed internships in clinical/community settings
- Time2Track will still count this as intervention so be sure its clear in your CV and your APPI

APPI SUGGESTIONS

- A SAP is not a masters thesis
- When completing the APPI don't say a masters thesis is required
- See example completed APPIs for similar details!

WHAT & WHEN: June

- The APPI includes a space to present clinical hours earned as part of a masters program if your DCT can verify them.
- DCT can only verify clinical masters hours if
 - (a) earned in our CFT program or
 - (b) DCT receives verification directly from your former clinical masters program, on letterhead, summarizing your total direct, assessment, supervision, and other hours.
- If relevant, contact your masters program, provide them with your breakdown of hours (use APPI categories) and ask them to send me, directly, verification of those hours. *This takes a while. That's why you should do it in June.*

WHAT & WHEN: July

- All clinical hours updated in Time2Track, ready for populating your APPI
- Any hours still needing program sanction – request sanction
- Subscribe to APPIC and MATCH lists (www.appic.org)
- Begin drafting 500 word essays. Read others' essays.
- Finalize types of sites and confirm letter writers
- Download the new APPI (~July 15th)
- Work on your dissertation

WHAT & WHEN: August

- Send drafts of each essay to others for editing
- Draft a cover letter for each *type* of site (hospital, UCC, community mental health, etc.) and get feedback
- Complete draft of APPI
- Order transcripts
- Finalize initial site and type-of-site decisions
 - 10-12 sites
 - Over 15 – law of diminishing returns, less likely to match, according to APPIC. Don't do it.
- Work on your dissertation

WHAT & WHEN: September

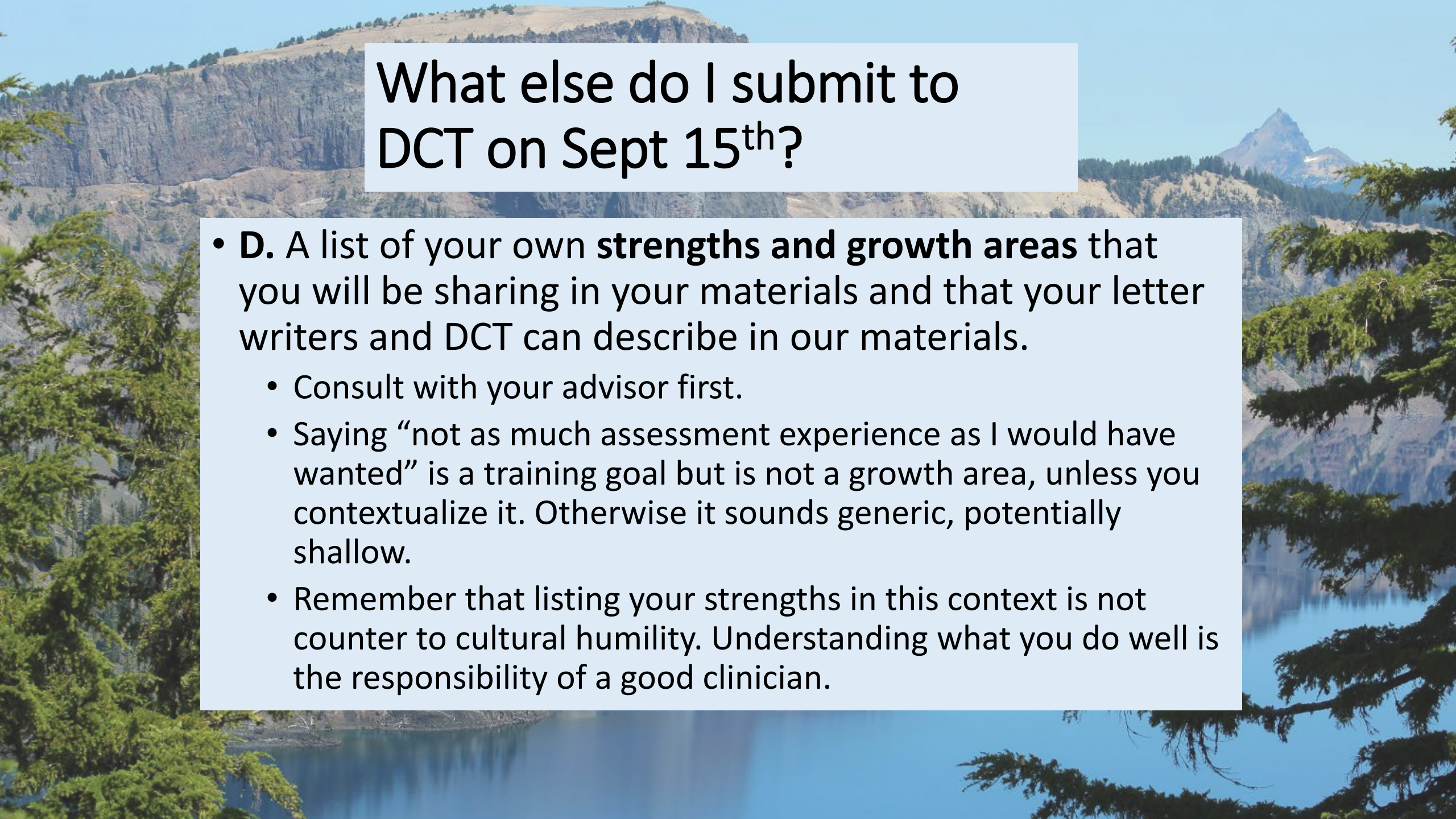
- Discuss with advisor your strengths and growth edges and get on the same page
- Keep reading and reviewing info from APPIC, listserv, etc.
- Instruct letter writers about what to expect (e.g., SRF, format, page limit, reference letter service) and provide them with rich details on what to say in letters
- Complete the APPI, including notification of who is DCT and letter writers. *We cannot verify materials or submit letters until you do this.*
- Submit materials to DCT and letter writers by Sept 15

What do I submit to DCT on Sept 15th?

- A. List of APA-accredited sites you are applying to
 - Contact info, deadlines, info about sites you want us to know eg type of site, emphases. Keep advisor and DCT posted regarding changes in which sites you apply to.
- B. Copy of your APPI form documenting clinical experiences you are claiming in application
- C. A completed “Internship Application Summary of Hours” form with explanations of hours as necessary
- *Note that B and C must match exactly*

Review sample APPI

Internship Application Summary of Hours for DCT							
Site, context, and Supervisor(s)	Month/Year of beginning and end dates	Program Sanctioned ¹ yes/no/anticipated	Intervention	Assessment	Supervision	Other	Total
University Counseling & Testing Center (Adult Practicum), Dr. I. Phelene	September 2011-June 2012	yes	126				
Child and Family Center (Child Family Practicum), Dr. U. Bewell		yes	111				
University Counseling & Testing Center (Externship, Substance Abuse), Dr. Iva Hunch	Sept 2012-Nov 2015	yes	302 (28)				
University Counseling & Testing Center (GE, Eating Dx's), Dr. D. Prest		yes	82 (12)				
Other, Dr. D. Agnosis	Oct 15-Nov 1 2015	anticipated		5 (15)			
Total by Nov 1st			560				
[Here add rows for site, context, supervisor information for hours to be earned after Nov 1 st]							
Total Anticipated after Nov 1 Do not add to pre-Nov 1 totals							



What else do I submit to DCT on Sept 15th?

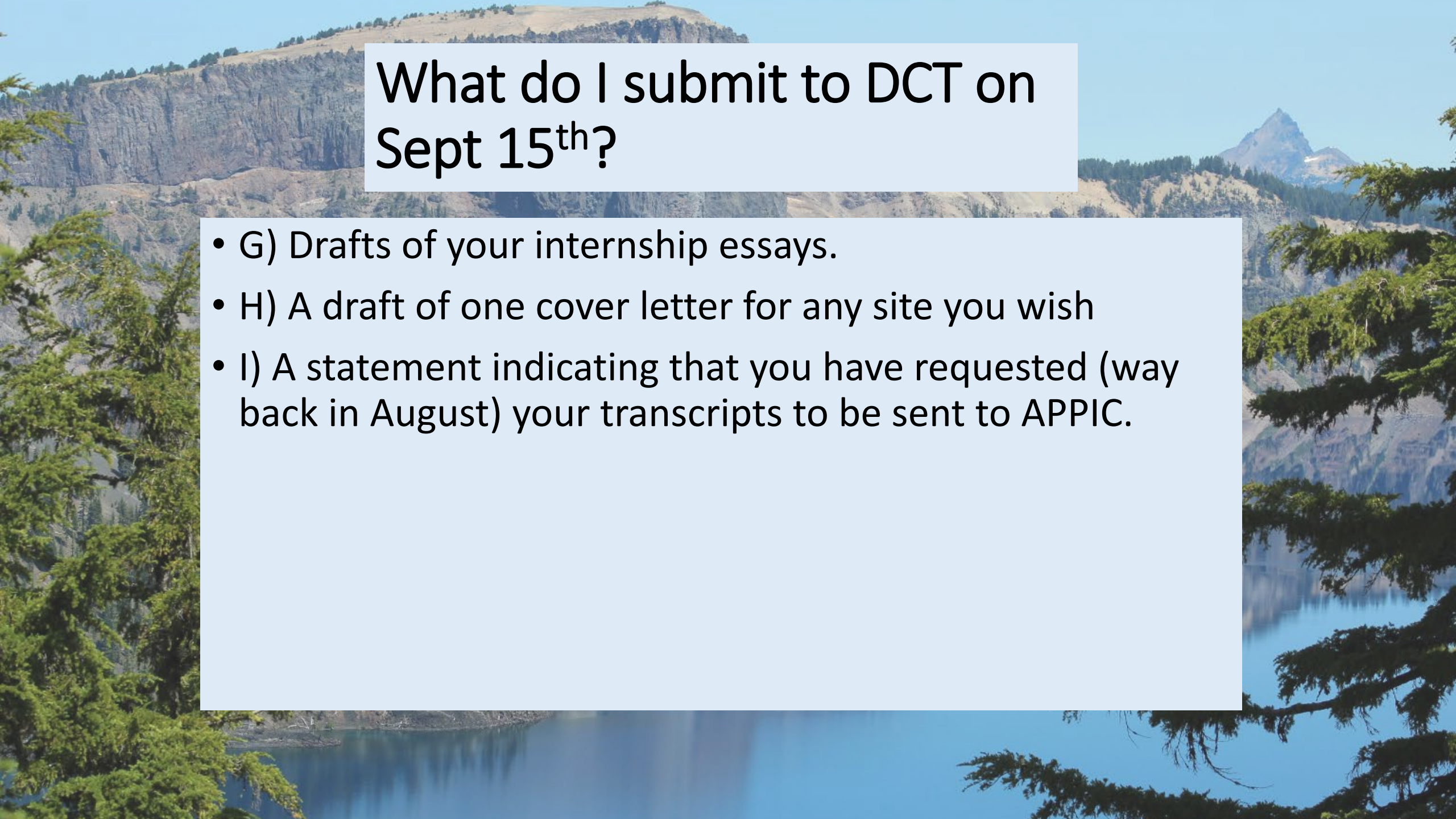
- **D.** A list of your own **strengths and growth areas** that you will be sharing in your materials and that your letter writers and DCT can describe in our materials.
 - Consult with your advisor first.
 - Saying “not as much assessment experience as I would have wanted” is a training goal but is not a growth area, unless you contextualize it. Otherwise it sounds generic, potentially shallow.
 - Remember that listing your strengths in this context is not counter to cultural humility. Understanding what you do well is the responsibility of a good clinician.

What do I submit to DCT on Sept 15th?

- E. An electronic copy of the **Standardized Reference Form-Revised**
 - Include relevant information and details in each section related to that content area so that your letter writers have specifics. (SEE MY COMMENTS ON THE DOCUMENT CALLED SRF revised 3.31.16 w notes.)
 - Make it easy for us to brag about you with detail!
 - Note: The DCT does not write a reference letter for you unless they are one of your letter writers. But the DCT draws from the content of this letter to write a statement of your strengths and growth areas when completg the verification of your readiness to apply for internship via the APPIC website.

What do I submit to DCT on Sept 15th?

- F. Your updated CV
 - Typically, for internship applications, people put the professional/clinical experiences up front for this CV, with publications and presentations later.
 - Don't over-divide up your CV into so many subsections that the reader loses their ability to form a picture of what you were doing when.
 - Should be very easy to read, to see when and for how long you did things, and should be typo free with consistent structure.
 - typo free



What do I submit to DCT on Sept 15th?

- G) Drafts of your internship essays.
- H) A draft of one cover letter for any site you wish
- I) A statement indicating that you have requested (way back in August) your transcripts to be sent to APPIC.



WHAT & WHEN: September

- **Be sure your clinical work up to Nov 1 is included in time2track via 'future appointments'**
- **Be sure you have estimated your anticipated clinical hours over the coming year between Nov 1 and June and accounted for these in the appropriate spot on the APPI.**
- **Work on your dissertation**

The background of the slide is a scenic photograph of a mountain landscape. In the foreground, there are dark green evergreen trees. In the middle ground, a calm lake reflects the surrounding scenery. In the background, there are rugged mountains with some snow-capped peaks under a clear blue sky.

WHAT & WHEN: October

- **Incorporate feedback and finalize essays**
- **Incorporate feedback and finalize cover letters**
- **Read Matchlist for updated information on sites, timelines, etc.**
- **Get serious about where you are willing to work and live for a year. Remember it is only one year.**
- **Submit applications**
- **Work on your dissertation**



WHAT & WHEN: November

- **Submit applications**
- **Practice responding to interview questions**
- **Finish your dissertation**

The background of the slide is a scenic photograph of a mountain landscape. In the foreground, there are dark green evergreen trees. In the middle ground, a calm lake reflects the surrounding scenery. In the background, there are rugged mountains with some snow-capped peaks under a clear blue sky.

WHAT & WHEN: December

- Practice responding to interview questions
- Practice mindfulness as you hear or wait to hear from sites
- Ask questions that can't be answered by skimming the website
- Finish your dissertation
- Upon invitation, schedule your interviews as quickly as possible to get the time slots that best accommodate your GE and academic responsibilities
- Interview and follow up with thank yous and additional questions. Talk with interns at those sites.



WHAT & WHEN: January

- **Finish interviews**
- **Finish your dissertation**
- **Rank your sites, consult and rank some more**



WHAT & WHEN: February

- **Finalize and submit rankings**
- **Accept in your heart that wherever you go, you will learn wonderful things and it will be ok**
- **Match**
- **Finish your dissertation**



WHAT AND WHEN: MARCH - JUNE

FINISH YOUR DISSERTATION

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McWhirter (incessantly)

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Save yourselves!

Every intern ever

REMEMBER

You have many peers who have gone before you.
They were helped and supported by others, and you, too,
can pay it forward next year.
Collaborate, consult, and do this with a spirit of community
and solidarity.
My mom kicks ass. So will you.



A scenic landscape featuring a large, rugged mountain range with steep, rocky cliffs and patches of green forest. The mountains are reflected in a calm, blue lake in the foreground. In the distance, a sharp, snow-capped mountain peak is visible against a clear blue sky. The foreground is framed by the dark green branches of evergreen trees. A bright blue rectangular box is centered over the middle of the image, containing the text "Questions??" in white.

Questions??