

2007-2008 Practicum and Internship Guidelines

Requirements for practicum and internship hours

A minimum of 2500 hours of combined practicum and internship hours is required. Students must earn 1000 of these hours in a practicum setting prior to commencing the 1500 internship hours. Additionally, students must receive and document 60 hours of personal therapy before their internship requirements are complete. Please refer to the student handbook for more information.

Practicum requirements and settings

There is a clear distinction between the practicum and internship experiences. Practicum setting offers introductory training in clinical practice. It allows students the opportunity to master the fundamental skills, areas of competency, and knowledge that are being taught in the introductory clinical courses.

Practicum experience must include the four following components:

1. Training in the foundations of clinical practice
2. Exposure to diverse client populations
3. Weekly supervision with a licensed clinical psychologist, at either an individual or group level, with delegated supervision by a licensed mental health professional holding a master's degree or higher. This training must include at least one hour of individual or group supervision per every 10 hours of time spent providing direct or indirect professional services.
4. Training activities may include, but are not limited to, observing the clinical work of supervisors or trainees, being involved in practice sessions in order to learn therapeutic skills, doing intake interviews with clients, co-leading groups and participating in clinical "staffings". Students are not required to have sole responsibility for client care.

Acceptable sites in which to fulfill practicum requirements include:

1. Hospitals or residential treatment centers
2. Mental health clinics
3. Community Agencies
4. CAPIC, APPIC, or APA sites that have practicum placements.

Definitions of types of sites

Hospitals or residential treatment centers are those in which patients live at the institutional facility during treatment. Examples of a hospital or residential treatment center would include a psychiatric division of a general hospital, a residential treatment facility for mentally ill adults or adolescents, and a substance abuse treatment facility for dual-diagnosis patients.

Mental health clinics are those that offer a wide range of psychological services to a wide range of clients. Examples of mental health clinics include a county mental health clinic, a university counseling center, and a private outpatient clinic offering individual and group counseling.

Community agencies are those that offer specialized psychological services or are designed to serve a specialized client population. Examples of a community agency include a rape crisis center, a hospice organization, and a "safe house" for battered women which offers counseling, and a senior citizen's counseling service.

In California, formal internships (CAPIC or CAPIC eligible) frequently have practicum placements. It is up to the student to inquire at the site of its practicum opportunities. A list of CAPIC sites is available through the internship office and the library or can be found on the CAPIC web site (<http://www.capic.net/>). A link to the CAPIC website can be found on Pacifica's internship webpage: <http://www.online.pacifica.edu/phdintern/>. A "CAPIC eligible" site meets all the requirements as set forth by CAPIC. Please review the specific requirements in the CAPIC section of this handbook.

APPIC and APA internship sites frequently have practicum placements. It is up to the student to inquire at the site of its practicum opportunities. Lists of both APPIC and APA sites are available through the internship office and the library or can be found on the APPIC (<http://www.appic.org/>) and APA (<http://www.apa.org/>) websites. Links to these websites can be found on Pacifica's internship webpage: <http://www.online.pacifica.edu/phdintern/>.

Private practice settings are not allowed for practicum placements.

A student's place of employment may not serve as a practicum placement.

Supervision Requirements of Clinical Practicum placements must include the following: Primary supervision each week by a licensed clinical psychologist, at either an individual or group level, with delegated supervision by a licensed mental health professional holding a master's degree or higher. Practicum supervision must include at least one hour of supervision (at either an individual or group level) for every 10 hours of time spent providing direct or indirect professional services.

Additional training and supervision requirements for Clinical Practicum Students

In addition to the supervision offered at each practicum site, there are four venues in which practicum students must observe the clinical supervision of others and present clinical case material to clinical psychology faculty members in order to fulfill their practicum requirement:

1. Pacifica's Clinical Psychology Program's faculty hosts open clinical practicum supervision sessions during lunch breaks. First year practicum students are required to attend these clinical forum sessions where, in small group settings, they will observe and discuss the presentation of cases by second and third year practicum students. Occasionally, first year practicum students will sign up to present case material if they are already seeing clients in their private practice or practicum placements. **Attendance at the open clinical practicum supervision sessions is mandatory for first year students** and culminates in the skills learned in the summer practicum class CP760 [Process of Psychotherapeutic Process].

2. All first year practicum students will present case material in CP760 [Process of Psychotherapeutic Process]. Students are expected to have begun their Practicum placement by the Summer of their first year or the Fall of their second year. Those first year practicum students who have not yet begun their Practicum by the Summer of their first year can observe and role-play possible scenarios of client/patient interactions in CP760 in order to facilitate the development of fundamental skills and competencies required of the beginning psychotherapist.

3. **Second and third year students are required to present (in either their second or third year) case material from their practicum placements in the open clinical forum practicum sessions,** hosted by a clinical faculty member.
4. All third year practicum students will present a formal case formulation in CP910 [Advanced Clinical Practicum]. Students are required to complete a minimum of 500 hours of practicum prior to the Spring quarter of the third year as a prerequisite for CP910 [Advanced Clinical Practicum]. The CP910 course instructor(s) must approve any exceptions to this requirement.

When students may begin Practicum work

Students may begin practicum work any time after entering the program. Students have the primary responsibility for finding an appropriate practicum site and are expected to find a practicum placement by the Summer of their first year or the Fall of their second year.

The internship office has a list of current practicum sites and the database can be accessed by the student through the library database or by contacting the Internship office. Practicum placements may continue throughout the three years of coursework or until the student ready to begin an internship. The goal of the practicum experience is to provide students with the breadth and depth of experience necessary to prepare them for the internship experience. The internship will usually begin after coursework is completed in the Fall of the fourth year. Consultation with the Director of Training will help establish individual strategies of when to apply for internship.

OVERVIEW

The practicum experience is designed to complement the three years of coursework. The student is able to apply theoretical perspectives in supervised clinical settings and in turn, the student presents case material from his or her practicum in courses, which enriches the classroom experience. A keystone of the Institute's doctoral program is the balance between didactic and practical or applied experience. Throughout the student's three years of training, he or she is provided with opportunities to bring together theory and practice through an integrative learning process that brings academic knowledge and depth theoretical perspectives into dialogue with the experiential.

INTERNSHIP REQUIREMENTS AND SETTINGS

An internship setting offers more advanced training in clinical practice and includes direct client contact and individual responsibility for managing a caseload. The internship experience follows both the practicum placement and the successful completion of core practicum courses. Internship experience is an organized sequence of supervised training experiences that builds upon the skills and competencies acquired during the pre-doctoral coursework and practicum placement and must include the five following components:

1. Formal training in advanced clinical practice, including diagnosis, treatment planning, case management, intervention, clinical case review and, preferably, psychological assessment.
2. Direct client contact and responsibility for independently managing a caseload.
3. Ongoing supervision by a licensed clinical psychologist (see criteria below).
4. A formal, didactic training program as an ongoing aspect of the program.
5. A variety of direct client contact. An internship setting must be a "formal internship" setting that is a member of CAPIC, APPIC, or is accredited by APA. In addition to a "formal internship" placement, an internship may be completed in an agency setting where the student is a registered psychological assistant working under a licensed clinical psychologist or board certified psychiatrist's direct supervision. (A psychiatrist may only supervise up to 750 of the required 1500 hours of internship). Psychological assistantship placements must be approved by the Director of Training.

Students must inform their clients that all their clinical work during the internship period is subject to supervision and students must provide each client with their supervisor's name and qualifications.

Only hours accrued as a "psychological intern" or as a "psychological assistant" may be counted toward Pacifica's internship hours. Students may not accrue psychology internship hours while functioning under another mental health license or while simultaneously accruing hours for a master's level license.

Each state has different requirements for licensing. Pacifica's internship requirements may not meet your state's requirement for licensing. **It is each student's responsibility to know his or her state's credentialing requirements.** State Licensing Board information may be found online at <http://www.online.pacifica.edu/phdintern/>.

Definitions of types of sites

In California, a "formal internship" is identified as a placement that is accredited by APA or is a member of APPIC or CAPIC. In California, psychological assistantships are allowed as internship placements. Psychological assistantships are either private practice settings or agency settings in which the student has applied for and been registered as a psychological assistant of a licensed psychologist or board certified psychiatrist. (A psychiatrist may only supervise up to 750 of the required 1500 hours of internship).

The Association of Psychology Post Doctoral and Internship Centers (APPIC) is a national membership organization that promotes and develops standards for internship programs.

The California Psychology Internship Council (CAPIC) is a California based membership organization that promotes and develops standards for internship programs in California.

APA internship sites are internship placements that are accredited by the American Psychological Association.

All internship placements MUST be CAPIC, APPIC or accredited by APA.

Supervision Requirements for Internship

At least one (1) hour each week must be direct, individual, face-to-face supervision with the primary supervisor. All primary supervisors must be licensed clinical psychologists, except that board certified psychiatrists may be supervisors of registered psychological assistants for a maximum of 750 hours. (All psychological assistantships must be approved by the Director of Training). Primary supervisors may delegate a second or third hour of supervision to a mental health professional licensed at the Masters level and these extra delegated hours of supervision may include either group or individual supervision. All supervised professional experience must include supervision by a qualified supervisor for a minimum

of one (1) hour or ten percent (10%) of the actual time worked each week in the internship setting, whichever is greater. A core faculty member of Pacifica may not serve as a primary supervisor in a formal internship setting or psychological assistant setting for any student enrolled at Pacifica.

When a student may begin the Internship

Students may begin internship work after meeting ten conditions:

1. Successfully complete 1000 hours of practicum work.
2. Complete with a grade of "B" or better an introductory course on the practice of psychotherapy or clinical psychology.
3. Complete with a grade of "B" or better a course in legal, ethical and professional practice.
4. Complete with a grade of "B" or better two required advanced psychopathology courses.
5. Complete with a grade of "B" or better Psych Assessment 1 and 2.
6. To assess clinical competency, students must both complete a clinical practicum course [Process of Psychotherapeutic Process] with a passing grade and meet the competency benchmarks for "Readiness for Internship." [see appendix B]
7. Attendance in the open clinical forum practicum sessions in the first year is mandatory for all first year doctoral students, as is a presentation of a case in the open clinical forum practicum sessions in either the second or third year.
8. Successfully complete all coursework.
9. Successfully pass Comprehensive Exams.
10. Be actively enrolled and in good academic standing.

Guidelines for Completion of Internship Hours

Students must complete their internships in a minimum of 9 and a maximum of 24 months. This requirement is most easily fulfilled in either two successive half-time internships (20-25 hours per week) spanning two years or in a single one-year fulltime internship (40 hours per week). Students who opt for two successive half-time internships must be placed at different internship sites.

Students who anticipate completing their required practicum hours by the Fall of their third year may apply for an internship in the Winter of their third year for a placement that begins in the Fall following their three

years of coursework. Students must begin their internship in their fourth year or later, in either a one-year full-time internship or in two half-time internships spanning two years. The timing of the internship is often considered in relation to the writing and completion of the dissertation. Student's applying to internship sites must complete all coursework, practicum requirements and be advanced to candidacy before beginning internship training. Students must complete all coursework, dissertation requirements and all internship requirements within a total of 8 years from the date they entered Pacifica. The timing of beginning and completing an internship can be discussed with the Director of Training. In some instances the practicum experience and the first internship experience may be accrued at the same site if approved by the Director of Training (D.O.T).

Fulfillment of Licensing Requirements

Students who wish to pursue licensing must consider the licensing requirements of the state in which they wish to obtain their license. Basic information on many of the various states' licensing or certifying agencies may be found in the Pacifica library in the file cabinet next to the computers or on Pacifica's internship website:

<http://www.online.pacifica.edu/phdintern/>.

Students are responsible for directly communicating with their state licensing board to obtain information on licensing regulations and procedures in their state. Internship hours accrued during the doctoral program will not necessarily be accepted by all states for licensing purposes. Students interested in obtaining licensure as a psychologist in California should familiarize themselves with the laws and regulations relating to the practice of psychology in California. In California, students have 30 months to complete their pre-doctoral 1500 internship hours. **Students are encouraged to actively manage their licensure process from an early date.**

Practicum/Internship Application Procedures

Students have the primary responsibility for initiating the investigation of and finding potential practicum and internship sites. Students may utilize the database of practicum sites by contacting the internship office. For internship sites, hard directories of CAPIC, APPIC, and APA internship sites are available in the library and are available online at the CAPIC (<http://www.capic.net/>), APPIC (<http://www.appic.org/>) and APA (<http://www.apa.org/>)

websites, links to each of these websites are posted on the internship website:

<http://www.online.pacifica.edu/phdintern/>.

The CAPIC, APPIC, and APA directories and websites do not always list practicum openings. It is up to the student to contact the site directly to inquire if the site has practicum opportunities.

Application times for practicum placements vary.

There are formal application procedures for CAPIC internship placements outlined in the CAPIC section of this handbook. Application procedures can also be obtained at the CAPIC website.

There are formal application procedures for APPIC internship placements. Application information material for APPIC internships can be obtained through the internship office or online on the APPIC website.

A directory of APA internships is available in the library or online through the APA website.

Application for CAPIC, APPIC and APA internships take place in the late Fall and the Winter quarters for placements beginning the following Summer or Fall.

For the internship: Every student must apply to CAPIC, APPIC or APA sites, he or she must consult with the D.O.T. to choose an appropriate site. The Director of Training is available to assist in the internship placement and its application procedures.

SITE PROPOSAL PROCEDURES

Once a practicum or internship site is selected, students complete the Site Proposal and Description Form, and provide a copy of their primary supervisor's curriculum vitae to the Director of Training (D.O.T.). If the site that the student is applying for has a formal description from the CAPIC, APPIC, or APA directory that should be included with the Site Description. Students also must submit written proof to the D.O.T. that they carry professional liability insurance, which covers the student during his/her work at the site. The minimum requirement for the student insurance coverage must be \$1,000,000 per individual incident and \$3,000,000 aggregate. Pacifica does not carry liability insurance for student internships.

Information for low-cost liability insurance through the American Psychology Association Insurance Trust (APAIT) may be obtained from the D.O.T. It is desired but not required that the site carry professional liability insurance for the student.

If the site meets Pacifica's requirements, the Director of Training corresponds directly with site and with the proposed supervisor and an affiliation contract (Memorandum of Understanding) is sent to the student to bring to her/his site to obtain the signature of the delegated contact at the proposed site and/or the supervisor.

Once the site is approved (ie, the signed Memorandum of Understanding is returned to Pacifica, and the student has proposed the site/supervisor via site proposal/description, CV of primary supervisor and has provided proof of liability insurance) the D.O.T. will send the student a site acceptance form which states the date the student may begin accruing hours. No hours may be accrued by a student until each of these steps has been taken and the Director of Training has formally approved (in writing) the site, supervisor, and has assigned a start date.

Students track their accrued hours by documenting them on the Weekly Log Form. These weekly logs must be kept by the student, but need not be sent to Pacifica. A Semi-Annual Report (SAR) is generated by the D.O.T. and sent to the student for completion by the designated supervisor every six months until the practicum or internship is complete. In this report, the student's work is evaluated and the hours are documented and signed off by the supervisor. If the report reflects an unsatisfactory evaluation, the D.O.T. will contact the student for review. Steps are then taken to remedy the deficiencies. A student may be placed on clinical probation if satisfactory progress is not made. If the deficiencies are not remedied within 6 months' time, the student will be disqualified.

When all practicum work is completed, students notify the D.O.T. The D.O.T. will then calculate the total hours accrued and submit a Practicum Completion form, which remains in the student's permanent file. The student will be sent verification that his/her practicum is complete. When all internship work is completed and once the student has sent in documentation that he/she has fulfilled the 60-hour personal therapy requirement, the D.O.T. will then

calculate the total hours accrued and submit an Internship Completion form, which remains in the student's permanent file. The student will be sent verification that his/her internship is complete.

60 hours of personal therapy are required and must be completed prior to completion of internship. Refer to the student handbook for more information.

Practicum and Internship Practice Guidelines

Students should not offer psychological services that are beyond the scope of their professional expertise. Students who engage in any form of psychotherapy or healing practice outside of an approved practicum or internship may not represent this work as being affiliated with the instructional programs of Pacifica Graduate Institute. Students may not have their personal therapist or a faculty member as a clinical supervisor for internship work.

Clinical Probation and Academic Disqualification

Students are placed on clinical probation upon failure to make satisfactory progress in their clinical work. This includes unsatisfactory reports from the clinical supervisor, unsubstantiated charges of legal or ethical violations in regard to the practice of psychotherapy or poor performance in the clinical methodology/clinical applications courses. The Education Council will conduct an independent investigation before any student is placed on clinical probation.

Students on clinical probation may be required to undertake one or more of the following remedial steps:

1. Obtain additional clinical supervision.
2. Engage in further personal psychotherapy.
3. Enroll in an independent study program to attend to areas needing improvement.
4. Set up an additional internship site, which must be approved by the Director of Training, for independent assessment of the student's clinical competence.
5. Suspend their internship activity.

A review of the student's progress to remedy this situation will take place within six months of being placed on probation. Students who do not make satisfactory progress during the six-month remedial work period of clinical probation may be placed on academic disqualification status. Students in this situation have the opportunity to make a written and oral presentation to show cause for remaining in the program. Students who engage in additional

unethical or illegal behavior in regard to the practice of psychotherapy while on clinical probation will undergo an immediate review. If the Education Council substantiates evidence of this behavior through investigation, the student may have his or her probation extended or may be placed on academic disqualification status. Students who take a leave of absence may not accrue internship hours. However, they may accrue personal therapy hours.

Internship Only Enrollment

Ph.D. Clinical Psychology students who have completed all coursework and passed the comprehensive exams may enroll for an internship-only status. This status enables students to accrue internship hours during those periods when they are not enrolled in the dissertation period or in any other coursework. The Internship Only status requires quarterly enrollment and a \$300 fee. An enrollment form and payment will need to be submitted for each quarter a student wishes to be enrolled. During this time you are not considered enrolled for financial aid purposes. Pacifica is required to notify your lender that you are no longer enrolled, therefore your six-month grace period will begin and if Internship Only status extends beyond one quarter, you may be required to begin repayment on your loans.

Internship Forms and Materials are available in the Pacifica Graduate Research Library and online at <http://www.online.pacifica.edu/phdintern/>.