What Do I Do, When, and How?

The Multiple and Varied Tasks of Directing an Internship Program

Resources and Strategies for New Training Directors

36th ACCTA Conference, September 19 – September 24, 2013

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# *ACCTA Training and Member Resources – ACCTA Web Site (*[*http://ACCTA.net*](http://ACCTA.net)*)*

# Training Resources

* **Accreditation** – Self-Studies, self-study bibliographies, site visit schedules, ACCTA Site Visitor list
* [**Selection**](http://www.accta.net/Training-Resources/Selection) – Intern Selection 101, Instructions for using the Training Director Database 2013
	+ **Surveys Regarding the Selection Process –** structure of the selection committee, priorities when ranking intern applicants, interview format and schedule, number of intern applicants interviewed and ranked, application material required by programs
	+ **Application Review Materials** – application review process, application review checklist, application review database
	+ **Sample Interview Questions** – clinical vignettes for interviews, interview questions (multiple examples)
	+ **Sample Interview Rating and Ranking Forms –**application summary form, criteria for eligibility screen evaluation of written information, various interview rating and ranking forms, interview rating form in XLS
	+ **Sample Letters to Applicants** – internship interview invitation letters and other acceptance letters, various rejection letters
	+ **Internship Applicant Survey**
* [**Sample Evaluations**](http://www.accta.net/Training-Resources/Sample-Evaluations)
	+ Evaluations of Interns (competency evaluations, evals of assessment, consultation, group, crisis, other rotations)
	+ Case Presentation Evaluations (examples)
	+ Intern Evaluations of Experiences (evals of internship, TD, seminars, intern self-assessment of skills, post internship surveys/evaluations)
	+ Intern Evaluations of Supervision (evaluations of individual supervisors, other supervisors (e.g., sup. of sup., consultation/outreach)
* [**Sample Schedules/Syllabi**](http://www.accta.net/Training-Resources/Sample-Schedules)
	+ Seminar/rotation schedules
	+ Summer Activities/rotations
	+ Orientation Schedules
* [**Training Tasks and Creative Training Ideas**](http://www.accta.net/Training-Resources/Training-Tasks-and-Creative-Training-Ideas)
	+ TD Task lists, rituals, icebreakers, exit criteria
* [**Supervision Support Materials**](http://www.accta.net/Training-Resources/Supervision-Support-Materials) – supervision manual table of contents, documentation of supervision, SOS forms
* **Training Manuals/Policies and Procedures**
	+ Intern Training Manuals
	+ Due Process Procedures
	+ Remediation Plans,
	+ Dealing with Problematic Trainees
* **Additional Resources** (resources recommended for purchase, general reading recommendations, licensure)

**Member Resources**

**About ACCTA**

**ACCTA Conference**

* CE Program Handouts and Documents
* Reports
* Additional information (e.g., past conference information, hosting a conference)

**Diversity**

* Diversity Mentor Scholarship Program
* Standing Committee on Diversity
* Counseling Psychology Model Training Values Statement Addressing Diversity

# *APPIC Training Resources – APPIC Web Site (*[*www.appic.org*](http://www.appic.org)*)*

* Advocacy Training Resources
* APA
	+ Accreditation (FAQs, Guidelines and Principles….)
* APAGS
* APPIC Applications
	+ AAPI
	+ APPIC Membership: Internship and Postdoctoral Programs
	+ Examples of Consortium Documents
* Canadian Psychological Association
* Competencies
	+ ADPTC Practicum Competencies 2004
	+ ASPPB Practicum Guidelines 2009
	+ Core Competencies
	+ Core Competencies Psychology Trainee Assessment Form
	+ Evaluation of Student-Trainee Competence – CCTC Task force
	+ Evidence-based Behavioral Practice – online training
	+ Intern Competency
	+ Managing Competency Problems 2009
	+ Report on Practicum Competencies ADPTC and CCTC 2007
* Disability Resources
	+ The ADA and Internships: Your Responsibilities as Internship and Postdoctoral Agency Directors
	+ Comprehensive Guide to Housing and Mortgages for People with Disabilities
	+ Students with Disabilities in the Social and Behavioral Sciences
	+ Legal Issues: ADA, Ferpa, Section 504
	+ Reasonable Accommodations Explained
	+ Internship Application Process with a Difference
	+ Interviewing and the ADA
	+ Interviewing Applicants with Disabilities
	+ APA Resources for Students with Disabilities
* Diversity Resources
	+ Diversity Resources
	+ LGBT Students
	+ Students with Disabilities Resources
	+ Students of Color
* [Due Process Documents](#due_process) (examples)
* Early Career Issues
	+ Early Career Listservs
	+ NewPsychList
	+ Knowing your worth
* Evaluation Forms
	+ Case Presentation Evaluation Forms
	+ Evaluation of Didactic Presentation
	+ Program Evaluation for Internships
	+ Trainee Evaluation Forms
	+ Post-internship Questionnaires
	+ Intern Evaluation – Evaluation Guidelines
	+ Informed Consent for Taping
	+ Intern Handbook
* Financial Aid Information
	+ Direct Loan Servicing
	+ Federal Consolidation Loan Program
* Health Matters (e.g. life balance, fitness, health insurance, psychology student debt, pregnancy and maternity leave)
* International Students (e.g., Visa Issues)
* Internship Application Resources (e.g. navigating the process, cost of living calculator, helpful hints in interviewing, surviving a no-match result, travel airfare and discounts, post-doc search, etc.)
* Internship-Graduate Program Communications
	+ CCTC Guidelines for Communication between Graduate Programs and Internship Programs
	+ Examples of Contract Letters from Academic Departments
	+ Sample Letters Regarding Evaluation of Intern
* [Legal Issues and Guidelines](file:///C%3A%5CDocuments%20and%20Settings%5Ckd01%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5CCCP932KZ%5C7_3_training_legal.htm)
	+ APPIC Standards and Review Committee Complaint Form
	+ Due Process Documents
	+ Family Medical Leave and Pregnancy
	+ FERPA
	+ HIPPA Standards for REDACTION of Private Information
	+ FLSA Information
	+ Guidance on Interview Questions and Privacy Concerns
	+ Guidelines for Communication between Graduate Programs and Internship Programs
	+ Informal Problem Resolution
	+ Interviewing and the ADA
	+ Legal Issues in Managing Problem Interns
	+ Problems in Internship or Selection Process
	+ Problem Student PowerPoint Slides
	+ Problem Student References
	+ Release of Raw Data from Psychological and Neuropsychological Testing
* Licensure
	+ ASPPB State Licensure Requirements for Psychologists
	+ Licensure Information Resources
	+ Practice Test Preparation (EPPP)
* [Match (APPIC](file:///C%3A%5CDocuments%20and%20Settings%5Ckd01%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5Cabout%5C2_3_5_about_policies_and_procedures_match.html) Match and Match policies, surviving a no-match result, travel discounts for students in the match)
* Reference Letters (CCPPP Guidelines)
* Self-Study Documents (APA) – (there is a call for more current information on the website, as what is there is considered dated)
	+ Internship
	+ Post-doctoral
	+ Training Models and Readings
* Stress and Trauma Resources (e.g. surviving hurricanes, tornados, school shootings, recovering from natural disasters…)
* Student Issues
	+ Student Debt
	+ Survey Results on Satisfaction with Graduate Psychology
	+ VISAS – Psychology Training Across Countries
* Supervision
	+ ASPPB Supervision Guidelines
	+ Supervision: A Competency Based Approach
	+ Supervision References
	+ Supervision Guidelines
* Trainee Resources
	+ ASPPB Practicum Guidelines 2009
	+ Becoming a Therapist
	+ Evidence-based Behavioral Practice
	+ Intern Monthly Activity Log
	+ Practicum Hours
	+ Training and Education in Professional Psychology: APA Journal
	+ Readings for Trainees
	+ Intern Activity Forms and Logs
	+ Web Links of Interest
	+ Geropsychology Training Resources
* Training Director Resources
	+ Examples of Applicant Review Spreadsheets (VA Training Council), Remediation Plans, Rotation Contracts
	+ Mobility and Licensure
	+ ASPPB Practicum Guidelines
	+ Ethical Principles and Code of Conduct 2010 Amendments/ Ethical Issues
	+ Evidence-based Behavioral Practice
	+ Integrating Primary Care and Mental Health in the VA
	+ Immigration and Visa Information
	+ Training and Education in Professional Psychology: APA Journal – Competencies Issue
	+ APPIC Tips for Trainers by Joyce Illfelder-Kaye, Ph.D.
	+ Volunteer Resources (Supervisors) for Internship Programs
	+ Division 42 Volunteer Resources for Internship Programs
	+ **Internship Development Toolkit**
* Training Opportunities
	+ 2011 Update: Internship Programs that Offer Specific Types of Training (e.g. clinical emergencies and crisis, clinical neuropsychology, behavioral medicine, child and pediatric psychology)
* Pages of website links, including of the above

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