What Do I Do, When, and How?

The Multiple and Varied Tasks of Directing an Internship Program

Resources and Strategies for New Training Directors

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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:\Documents%20and%20Settings\kd01\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\CCP932KZ\7_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:\Documents%20and%20Settings\kd01\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\about\2_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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