



**SUFFOLK
UNIVERSITY**
COLLEGE OF
ARTS & SCIENCES

Clinical Training Manual

Doctoral Program in Clinical Psychology

Department of Psychology

Suffolk University

Fall 2019

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Introduction

Structure of Practicum Training

The purpose of this manual is to give you an overview of practicum training to help you make the most of your clinical experiences while in the doctoral program.

Along the way, you are always welcome to seek out the Director of Clinical Training (DCT), the Clinical Training Coordinator (CTC), and the Program Administrator.

The first year of practicum training is called Prac I and occurs during Year 2. The second year of practicum is called Prac II and occurs during Year 3.

All students are required to complete at least two years of practicum training, though nearly all elect to do an optional summer or third year prior to the pre-doctoral internship.

In order to ensure the best clinical training possible, the two required years of practicum training are primarily with partner sites with whom we have an ongoing relationship.

For the first and second years of practicum, the doctoral program identifies positions for Suffolk students, and the students then rank order their preferences before practicum assignments are made by the CTC. Sites then interview students to ensure their appropriateness for the training setting. The benefits of this system are that students are assured of well-known quality training sites in the early stages of their training, their supervisors are in regular contact with the DCT and the CTC, and the content of practicum are aligned with the program mission and emphases.

During the two years of required practicum training, students take two year-long practicum classes which serve to 1) integrate the external practicum training experience with other elements of our program and 2) provide knowledge regarding professional standards and ethics, diversity, treatment and assessment process and outcome, and supervision.

Students who elect to do a third year of practicum training (i.e., advanced practicum) secure sites on their own that fit their emerging areas of specific interest or best broaden their training prior to internship.

Practicum sites at all levels, including advanced, must meet program approval standards, and the CTC must approve every clinical training agreement before the placement is finalized.

Students have a variety of resources at Suffolk to help guide them through the decisions they will need to make about practicum training. Students are encouraged to discuss their clinical training goals with their mentors throughout their graduate training in order to explore how these goals interact with other academic and research interests and responsibilities. In addition, the DCT and CTC work closely with students throughout the practicum and internship sequence.

Pre-Requisites to Practicum Training

Standing in the Program

Students are required to be in good standing within the program and to have successfully completed all required first year courses (for Prac I) and required second year courses (for Prac II).

For a description of satisfactory progress, please refer to the Program Manual which can be found at https://www.suffolk.edu/-/media/suffolk/documents/cas/degrees-programs/psychology/deprtment-resource/clinical-program-manual-2019-2020_pdfxt.pdf?la=en&hash=D2119125300B6615A97C87D82B98B0CF16E31E79 and on Blackboard under *Doctoral Programs Resources*.

Completion of Clinical Psychology Lab (CPL)

Students are required to successfully pass PSYCH L718 and L720 prior to their first year of practicum training. The goal of these lab courses is to provide students with an introduction and orientation to the Suffolk doctoral program, to provide early training support, and to orient students to the field of clinical psychology. Students will also work on developing basic clinical interviewing skills and risk assessment skills through role play assignments and didactics.

Professional Readiness

Students should be aware of the need to uphold and protect the welfare of others and develop an on-going mastery of the APA Ethical Principles and Code of Conduct (<http://www.apa.org/ethics/code/index.aspx>).

In order to be deemed ready for practicum, we expect students to demonstrate foundational competencies in the Profession-Wide Competencies identified by the APA Commission on Accreditation (CoA) Standards of Accreditation (SoA). These profession-wide competencies are listed below:

1. Research
2. Ethical and Legal Standards
3. Individual and Cultural Diversity
4. Professional Values, Attitudes, and Behavior
5. Communication and Interpersonal Skills
6. Assessment
7. Intervention
8. Supervision
9. Consultation and interprofessional/interdisciplinary skills

At the end of the first semester and the end of Year 1 in the program, students are asked to self-assess their readiness to start practicum in Year 2, using a brief survey. Their research mentors complete the same survey. The doctoral faculty members review each student's progress in the mid-year Progress Review meeting in January, taking into account the student's grades, research progress, professionalism, and the data from the survey. This information is again reviewed at the end-of-the-year progress meeting in May.

More information on competency benchmarks can be found at <https://www.apa.org/ed/accreditation/section-c-soa.pdf>

Working with Diverse Clients. In our APA-accredited program we are committed to a training process that ensures that graduate students grow in the awareness, knowledge, skills, and attitudes that will help them work effectively with members of the public who embody intersecting demographics, attitudes, beliefs, and values. When graduate students' attitudes, beliefs, or values create tensions that negatively impact the training process or their ability to effectively treat members of the public, the program faculty and supervisors are committed to a developmental training approach that is designed to support becoming more culturally competent. We support graduate students in finding a belief- or value-congruent path that allows them to work in a professionally competent manner with all clients/patients.

For some trainees, integrating personal beliefs or values with professional competence in working with all clients/patients may require additional time and faculty support. Ultimately though, to complete our program successfully, all graduate students must be able to work with any client placed in their care in a beneficial manner. Professional competencies are determined by the profession for the benefit and protection of the public; consequently, students do not have the option to avoid working with particular client populations or to refuse to develop professional competencies because of conflicts with their attitudes, beliefs, or values.

CORI Check

Students should be aware that a practicum site may require that they submit a Criminal Offender Record Information (CORI) check by the State of Massachusetts. A personal copy of your CORI can be obtained by paying a \$25.00 fee and completing the following application available at <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/>.

Suffolk's Psychology Department does not conduct CORI checks.

Students should also be aware that the CORI process can take several weeks (especially during summer and fall when many camps and schools are conducting CORIs) and many sites will not let a student start until the CORI results are turned in.

HIPAA Training

Students must complete the online HIPAA training series, pass the online quiz and submit documentation of completion to the Program Administrator by October 1, 2019.

Information will be emailed directly to first year students following Orientation Day.

Liability Insurance

Suffolk University carries liability insurance for students participating in practica and internships. Although the Suffolk insurance policy is adequate for most liability needs, clinical activities engaged in outside of Suffolk University's direct supervision, yet part of doctoral training, may not be covered under Suffolk's blanket liability insurance policy.

Therefore, students are required to purchase personal malpractice insurance to supplement this policy. Once obtained, this insurance policy should be sustained throughout the student's entire doctoral training (i.e., through the completion of the clinical internship and the doctoral dissertation).

Professional liability insurance is offered via APA by the Trust. We require that students take out personal liability insurance at \$1,000,000 each incident/ \$3,000,000 annual aggregate. The annual premium of this insurance is approximately \$35.

The coverage will protect students for all practicum and internship work for the period of one year. Students are encouraged to review all details of their specific policy.

Proof of Liability Insurance must be submitted to Department staff by August 15th prior to the start of fall practicum. If a student will be starting practicum prior to the fall semester, Proof of Liability Insurance must be submitted at least 15 days prior to the start of practicum training.

An application and detailed information can be found at <https://www.trustinsurance.com/products-services/student-liability>

Students with additional questions can contact The Trust via telephone at 1-800-477-1200 and via email at insurance@trustinsurance.com.

Practicum I

Schedule

Students must be making satisfactory progress in the program and be in good standing to be eligible for Practicum I. The information provided by the mid-year and end-of-the-year progress review meetings is used by the DCT, CTC, and the Clinical Program Doctoral Faculty to determine a student's readiness for practicum.

Specifically, at the end of the first semester and the end of Year 1 in the program, students are asked to self-assess their readiness to start practicum in Year 2, using a brief survey. Their research mentors complete the same survey. The doctoral faculty members review each student's progress in the mid-year Progress Review meeting in January, taking into account the student's grades, research progress, professionalism, and the data from the survey. This information is again reviewed at the end-of-the-year progress meeting in May. Most students transition from Year 1 to Year 2 without any problems.

Students struggling significantly during Year 1 may be deemed not ready to begin practicum training based on the information discussed at the Progress Review meetings. Any student under review by the Departmental Graduate Standards and Ethics (S&E) Committee may also be deemed unready by the members of the S&E.

Practicum I placements typically run for 9-12 months and the hours for each placement vary between 12 and 16 hours per week. Some practicum placements may run longer and may require more hours per week. Details regarding specific start and end dates and weekly schedules are agreed upon by the student and site supervisor at the time of official placement and are then documented in the Clinical Training Agreement (CTA) which is signed by the student, the site supervisor, and the CTC.

The CTA is available on the Doctoral Program Resources blackboard page (in the "Clinical Training Resources & Forms" folder).

Please note that the regular days and times you are scheduled to be at practicum should not be rearranged to meet your outside work schedule, personal preference or even site-related demands without permission from the Clinical Training Coordinator. Our courses (graduate and undergraduate) are scheduled based on the information we have about when students are on site at practicum and changes that may seem to work on the surface often interfere with a student's ability to fulfill course or other departmental responsibilities.

With approval of the DCT and CTC, students may extend their training at the site into the summer.

Practicum Class

Students participating in Practicum I register for PSYCH 738 Clinical Practicum & Ethics IA in the fall and PSYCH 739 Clinical Practicum & Ethics IB in the spring. These courses are taught by Suffolk University faculty and designed to help students apply their academic knowledge to their work in the field. These courses focus on beginning clinical skills and provide an overview of the legal, ethical, and professional issues currently facing psychologists in practice. Particular attention is paid to matters of confidentiality/mandated reporting, informed consent, conflicts of interest, boundary issues, and limits of professional competence. Additionally, the effective use of clinical supervision, the development of clinical writing skills and beginning case conceptualization and treatment planning are covered in this seminar.

Training Requirements

Each practicum experience is consistent with the training goals of the Suffolk University doctoral program.

In order to qualify as a Practicum I site, we require:

1. The primary supervisor is on site at least part of the time the student is on site; when not on site, the primary supervisor designates a back-up supervisor or is available immediately by phone for clinical emergencies
2. The primary supervisor is a licensed psychologist (or an advanced graduate student, intern, or postdoc who is supervised by a licensed psychologist)
3. The training involves at least 1 hour individual and 1 hour group supervision (or 1.5 hours individual supervision) per 8 hours of direct client contact
4. The training involves direct observation by supervisor, defined by the Commission on Accreditation as “in-person observation (e.g., in-room or one-way mirror observation of direct service contact), live simultaneous audio-video streaming, or audio or video recording.” Supervisors can meet this requirement in many ways, e.g., conducting a joint intake, a joint therapy session, ongoing co-therapy, or co-leading a group, or using a one-way mirror, audio/video livestreaming, video recording, or audio recording. Direct observation of students must be done at least once per evaluation period, i.e., once in the fall and once in the spring for academic year placements and once for summer placements.
5. For neuropsychology placements:
 - a. The supervisor meets the NAN definition of a neuropsychologist
 - b. At least 1 hour of individual supervision is provided for every 8 hours of neuropsychology-related clinical work

We only use sites that understand the supervisory responsibility in training novices and are willing to work in a collaborative manner with Suffolk University.

Most of our affiliated sites also have didactic seminars that supplement the on-site training, but this is not required.

Sites

Each year we review our existing practicum training sites to ensure that the opportunities available meet the needs of our existing students. Thus, the selection of sites may shift somewhat from year to year.

For the past several academic years, Practicum I training has taken place at one of the Practicum I sites listed below. Note that some sites are listed as both Prac I and Prac II as these sites are appropriate for both. The program cannot guarantee that all sites listed below will continue to serve as Prac I sites in the future. The conversations with Prac I sites take place in the early fall semester, and a final list of the eligible Prac I sites for the following academic year will be presented to students at one of the early fall practicum meetings.

Child/Adolescent Sites:

Newton Public Schools

Practicum students are placed at elementary, middle or high schools within the Newton Public School System. Students provide services to school-aged children with various behavioral, emotional, and academic problems, including children from low-income backgrounds placed at Newton schools via the Metropolitan Council for Educational Opportunity (METCO) program. Depending on the site, students engage in a mix of psychological testing, individual psychotherapy, group psychotherapy, classroom intervention, and prevention programs. Didactics include a monthly seminar with all practicum students across all Newton schools.

New England Center for OCD and Anxiety (NECOA)

NECOA is a specialty outpatient clinic that provides evidence-based care and consultation services for children, adolescents and adults struggling with OCD and Anxiety Disorders. Students receive training and experience as a behavioral coach using Exposure and Response Prevention (ERP) and engage with patients using motivational interviewing and Acceptance and Commitment principles. Students may also have the opportunity to conduct assessments, run groups, and conduct co-therapy with experienced therapists.

Adult Sites:

McLean Hospital Obsessive-Compulsive Disorders Institute

Practicum students train in this residential treatment facility for adults with severe and refractory OCD. The primary clinical opportunity for students is to get training and experience as a behavioral coach using Exposure and Response Prevention (ERP) with OCD patients. Students may also have the opportunity to conduct assessments, run groups, and observe individual therapy sessions. Some students conduct co-therapy with experienced therapists or may have their own individual therapy clients. In addition to individual supervision, students have weekly group supervision and are welcome to attend the multitude of talks, grand rounds presentations, etc. at McLean Hospital.

Suffolk University Counseling Center

Practicum students are an integrated part of the Counseling Center at Suffolk University. Trainees provide individual and group therapy and work with Center staff in responding to mental health crises and in providing consultation to other parts of the university community. Students participate in Multicultural Dialogues, Grand Rounds, and other staff meetings.

Practicum II

Schedule

Students must be making satisfactory progress in the program and be in good academic standing to be eligible for Prac II. As described above for Prac I, annual progress review data is used to make this determination. Any student under review by the S&E Committee may also be deemed unready for Prac II by the members of the S&E.

Prac II placements typically run 9-12 months with up to 20 hours of placement per week. Some practicum placements may run longer and may require more hours per week. Details regarding specific start and end dates and weekly schedules are agreed upon by the student and site supervisor at the time of official placement and are then documented in the Clinical Training Agreement. With the approval of the DCT and CTC, a student may extend the training at their site into the summer.

Please note that the regular days and times you are scheduled to be at practicum should not be rearranged to meet your outside work schedule, personal preference or even site-related demands without permission from the CTC. Our courses (graduate and undergraduate) are scheduled based on the information we have about when students are on site at practicum and changes that may seem to work on the surface often interfere with a student's ability to fulfill course or other departmental responsibilities.

Practicum Class

Students participating in Practicum II register for PSYCH 740 Clinical Practicum IIA in the fall and PSYCH 741 Clinical Practicum IIB in the spring. The purpose of this course is to build on the information, skills and techniques students have been developing in their practicum experiences that are required for effective and ethical clinical work. The course focuses on building alliances and engaging with clients, history-taking and diagnostic interviewing. Special emphasis is also placed on case conceptualization and treatment planning as well as the development of clinical writing skills and report preparation. In addition, the class provides a framework for understanding supervision and how to use it most effectively. Discussions are rooted in assigned readings and current practicum experiences.

Training Requirements

Each practicum experience is consistent with the training goals of the Suffolk University doctoral program.

In order to qualify as a Practicum II site, we require:

1. The primary supervisor is on site at least part of the time the student is on site; when not on site, the primary supervisor designates a back-up supervisor or is available immediately by phone for clinical emergencies
2. The primary supervisor is a licensed psychologist (or an advanced graduate student, intern, or postdoc who is supervised by a licensed psychologist)
3. The training involves at least 1 hour individual and 1 hour group supervision (or 1.5 hours individual supervision) per 8 hours of direct client contact
4. The training involves direct observation by supervisor, defined by the Commission on Accreditation as “in-person observation (e.g., in-room or one-way mirror observation of direct service contact), live simultaneous audio-video streaming, or audio or video recording.” Supervisors can meet this requirement in many ways, e.g., conducting a joint intake, a joint therapy session, ongoing co-therapy, or co-leading a group, or using a one-way mirror, audio/video livestreaming, video recording, or audio recording. Direct observation of students must be done at least once per evaluation period, i.e., once in the fall and once in the spring for academic year placements and once for summer.
5. For neuropsychology placements:
 - a. The supervisor meets the NAN definition of a neuropsychologist
 - b. At least 1 hour of individual supervision is provided for every 8 hours of neuropsychology-related clinical work

We only use sites that understand the supervisory responsibility in training novices and are willing to work in a collaborative manner with Suffolk University.

Most of our affiliated sites also have didactic seminars that supplement the on-site training, but this is not required.

Sites

Each year we review our existing practicum training sites to ensure that the opportunities available meet the needs of our existing students. Thus, the selection of sites may shift somewhat from year to year.

For the past several academic years, Practicum II training has taken place at one of the Practicum II sites listed below. Note that some sites are listed as both Prac I and Prac II as these sites are appropriate for both. The program cannot guarantee that all sites listed below will continue to serve as Prac II sites in the future. The conversations with Prac II sites take place in the early fall semester, and a final list of the eligible Prac II sites for the following academic year will be presented to students at one of the early fall practicum meetings.

Child/Adolescent Sites:

Bradley Hospital – Adolescent Inpatient Unit

Practicum students train as part of a multidisciplinary team on an inpatient psychiatric unit treating high-risk adolescents ages 13-18. Trainees conduct brief intakes, provide short-term, skills-focused psychotherapy, and run groups. Trainees also attend a team meeting with psychiatrists, nurses, psychologists, and social workers where they discuss current treatment plans and the status of each patient. There are opportunities to engage with a wide range of issues, including depression, PTSD, substance abuse, aggression, eating disorders, and psychosis, providing a diverse experience in conceptualization and treatment.

Bradley Hospital – Child Inpatient Unit

Practicum students train as part of a multidisciplinary team on an inpatient psychiatric unit treating children ages 3-12. Trainees conduct brief intakes, provide short-term, skills-focused psychotherapy, and run groups. Trainees also attend a team meeting with psychiatrists, nurses, psychologists, and social workers where they discuss current treatment plans and the status of each patient. There are opportunities to engage with a wide range of issues, including depression, PTSD, substance abuse, aggression, eating disorders, and psychosis, providing a diverse experience in conceptualization and treatment.

Newton Public Schools

Practicum students are placed at elementary, middle or high schools within the Newton Public School System. Students provide services to school-aged children with various behavioral, emotional, and academic problems, including children from low-income backgrounds placed at Newton schools via the Metropolitan Council for Educational Opportunity (METCO) program. Depending on the site, students engage in a mix of psychological testing, individual psychotherapy, group psychotherapy, classroom intervention, and prevention programs. Didactics include a monthly seminar with all practicum students across all Newton schools.

Adult Sites:

Bedford VA Hospital – Domiciliary Program

Practicum students provide individual and group therapy in the Domiciliary Program at the VA Hospital. The Domiciliary is a 90-day residential treatment facility for homeless veterans. Clients are male and female veterans of varying ages and from various cohorts (Vietnam, Gulf War, Iraq, Afghanistan). Many have histories of trauma, PTSD, other anxiety disorders, depression, and substance use issues. Students are welcome to attend the multitude of talks, grand rounds presentations, seminars, etc. at the hospital.

Beth Israel Deaconess Medical Center – Department of Psychiatry

Practicum students are placed in the Department of Psychiatry at this major Boston teaching hospital. Trainees develop and refine skills in neuropsychological assessment of adult outpatients. Trainees get experience assessing a range of psychiatric and neurological conditions, including dementia, degenerative disorders, ADHD, learning disabilities, development disorders and traumatic brain injury. The practicum students gain skills in all areas of neuropsychological

evaluation, including interviewing, testing, scoring, report writing, and giving feedback to patients. In addition to individual supervision, training will occur through didactic seminars.

Center for Anxiety and Related Disorders (CARD)

Practicum students are an integrated part of this training clinic run by the doctoral program at Boston University. Trainees conduct structured diagnostic interviews and provide individual psychotherapy with adults. Trainees also attend didactic seminars and case conferences.

Boston University Medical Center Integrated Behavioral Health

Practicum students work within an integrated team in the Internal Medicine Practice (which serves 40,000 patients, many of whom are from diverse and underrepresented groups). Trainees conduct initial consultation/evaluations and provide a short course of behavioral treatment to patients with a range of presenting conditions, usually a combination of medical and psychiatric conditions.

Prac I and II Assignment Process and Timeline

Beginning in the early fall, the CTC will meet individually with each 1st and 2nd year student to discuss practicum training and interests with an eye toward Prac I and II placements for the following year.

The CTC will determine the approximate number of child and adult placements needed, and reach out to partner sites to secure the needed spots and negotiate the details of each placement.

During the Prac I and II meeting in mid-November, the CTC will inform students which sites are available for Prac I and II, respectively, and share the details of each placement so that students are informed about the placement duration (from 9 to 12 months), the time commitment required each week (from 12 to 20 hours), the location and commuting options. Students will discuss the options with their advisors and turn in their rankings to the CTC. The CTC and DCT will make the assignments, and send student CVs to site supervisors for pre-approval. If pre-approved, the site supervisor and student will meet for an interview to confirm the placement.

Students often ask if they are being placed or if they are interviewing for the Prac I and II spots. At some sites, the supervisor has taken Suffolk students for many years and will accept any student for the site. Thus, at these sites, the placement is practically guaranteed, though of course every supervisor has the right of refusal. At other sites, the supervisor may want to interview more students than they can take, i.e., interview 4 students for 2 spots. Thus, at these sites, the placement will depend more on the interview.

Timeline for Prac I and II Assignments

Mid Nov	Practicum meeting for Year 1, 2, and 3 students Older students will share their experiences with younger students
Late Nov	Students in Year 1 and 2 will discuss the options with their advisors Students and advisors can email the CTC to ask questions Advisors are encouraged to ask questions and provide input
Dec 1	Prac I and II rankings are due: Students will email the CTC, cc'ing their mentors, with their rankings Students should explain each ranking briefly in a short sentence
Early Dec	The CTC and DCT will make the Prac I and II assignments Each student will be notified by email with cc to the advisor Students will contact their assigned sites to set up an interview Students will email the CTC with the interview date when scheduled
Mid Dec	Practicum interviews begin Sites have pre-approved each student but have the right of refusal, so students should approach the interview assuming it is not a guaranteed spot Students will email the CTC with updates and questions after the interview CTC will work with each student to finalize the placement and CTA details
End of Jan	Prac I and II interviews should be completed by the end of January

Advanced Practicum

Doctoral students may choose to complete one or more years of advanced practicum placement following the successful completion of Practicum I and II. Given the realities of internship placement competition, an advanced practicum has become the rule for most students, but it is not a program requirement. For students emphasizing a research/teaching trajectory, there may be advantages to emphasizing time to work on research and publications over the advanced practicum. A student considering doing an advanced practicum should first discuss this possibility with his or her research mentor. The decision about whether or not to pursue an advanced practicum (and which type) should be informed by a number of highly individualized factors, including previous clinical experience, the need for specialized training, longer-term career focus, and current progress on research and other program requirements.

Since approval for an advanced practicum ultimately must be obtained from both your research mentor and the DCT, it is critical that students begin the process of obtaining approval for an advanced practicum early and adequately prepare for the process.

The Intent to Apply for Advanced Clinical Training form, which must be signed by both the student and his or her research mentor, is due to the Program Administrator by November 1. The form can be found on Blackboard under *Advanced Practicum Resources* and on Blackboard under *Doctoral Program Resources* in the Clinical Training Resources folder.

All students who plan to apply for advanced practicum for the following year (i.e., 3rd year students and above) must submit the Intent to Apply for Advanced Clinical Training form every year.

In addition, all students electing to pursue advanced practicum training must:

- Be in good standing and making satisfactory progress in all domains
- Have current liability insurance on file with the department
- Submit the Clinical Training Agreement by April 1st
- Have appropriate supervisor paperwork on file (we will contact your supervisor to gather this information once the Clinical Training Agreement is submitted)
- Enter hours into Time2Track
- Submit signed evaluations at the end of each semester
- Submit the Supervisor Hours Verification form at the end of the training each year

The forms can be found on Blackboard under *Advanced Practicum Resources* and under *Doctoral Program Resources* in the Clinical Training Resources folder.

Pre-requisites to advanced practicum training

As with Prac I and II, the DCT, CTC, and Clinical Program Doctoral Faculty determine students' advanced practicum eligibility. Students are expected to have successfully completed all required courses and to be making satisfactory progress in their research in order to participate in advanced practicum training. If a student is not making satisfactory progress in either the academic or research domain, they will be required to address these deficits before being approved for advanced practicum training.

Schedule

Students may complete no more than 24 hours per week of placement service in order to ensure adequate progress in other program domains. We recommend limiting advanced practicum placements to 20 hours per week. The specific number of hours is negotiated by each student with the site (or sites, if a student is at more than one site) and documented in the Clinical Training Agreement.

Students who wish to engage in more than 24 hours per week of advanced practicum, either at a single advanced practicum site or across multiple advanced practicum sites, must have specific prior approval from their research mentor and the DCT. The student can indicate on the "Intent to Apply for Advanced Clinical Training" form that they wish to engage in more than 24 hours/week of clinical training. This form must be signed by the DCT and their research mentor to indicate approval.

Registration & Tuition

Students are required to register for both PSYCH 777 and PSYCH 000 for both the fall and spring semesters of their first year of advanced practicum training. Students who seek a second year of advanced practicum training after successfully completing two semesters of this course are *not* required to register for PSYCH 777.

Registration for PSYCH 777 does not involve classroom attendance but is required for evaluation oversight, monitoring, and administrative purposes. In order to receive credit for Advanced Practicum, students must submit signed evaluations to the Clinical Training Coordinator (CTC) each semester, and at the end of the spring semester must complete the Evaluation of Supervisor. In addition, the CTC maintains oversight of these clinical experiences by working with students and sites when issues or questions arise.

Departmental permission is needed to register for PSYCH 777. Permission is given once the CTA is submitted and approved.

Resources for finding advanced practicum sites

Students typically seek out advanced training sites that are consistent with their specific interests and their internship training goals. Advanced practicum often includes more advanced clinical training in selected areas of psychotherapy, evaluation, testing, clinical research, crisis intervention, and consultation with a population of particular interest to the student (e.g. children, adolescents, young adults, or older adults).

We have several resources that students may use to identify potential practicum sites. The CTC holds two scheduled meetings in the fall for those interested in advanced practicum to describe the process and application requirements and to go over Suffolk criteria for advanced clinical training. The schedule of meetings can be found on Blackboard under *Advanced Practicum Resources* and under *Doctoral Program Resources* in the Clinical Training Resources folder.

Your research mentor and/or other advanced students in your lab may have suggestions of sites that offer training in your specific area of interest. In addition, both the DCT and the CTC are available to meet with students to discuss how to think about the options. The many Suffolk alumni practicing in the community may also be a resource to the student.

Finally, the department maintains a listing of advanced practicum sites in the greater Boston area found on Blackboard under *Advanced Practicum Resources*. All third year and beyond students will have access to *Advanced Practicum Resources*. It is important to note that this listing is not exhaustive and other opportunities may exist. Also, students have found that first identifying sites from this listing, and then directly accessing the practicum sites' websites has provided the most up-to-date information on practicum availability and application deadlines.

These and many other resources can be found on Blackboard under *Advanced Practicum Resources*.

Criteria for Advanced Practicum Sites

Students should be familiar with the criteria used by the DCT and CTC to determine whether or not to approve a clinical training experience for advanced practicum training. These criteria, informed by APA accreditation requirements, APPIC training guidelines, and licensure regulations, are designed to ensure that students receive high quality training and supervision. The below criteria are also listed on the Clinical Training Agreement that students must complete to get approval for advanced practicum.

Training Requirements

Each practicum experience is consistent with the training goals of the Suffolk University doctoral program.

In order to qualify as an Advanced Practicum site, we require:

1. The primary supervisor is on site at least part of the time the student is on site; when not on site, the primary supervisor designates a back-up supervisor or is available immediately by phone for clinical emergencies
2. The primary supervisor is a licensed psychologist (or an advanced graduate student, intern, or postdoc who is supervised by a licensed psychologist)
3. The training involves at least 1 hour individual and 1 hour group supervision (or 1.5 hours individual supervision) per 8 hours of direct client contact
4. The training involves direct observation by supervisor, defined by the Commission on Accreditation as "in-person observation (e.g., in-room or one-way mirror observation of direct service contact), live simultaneous audio-video streaming, or audio or video recording." Supervisors can meet this requirement in many ways, e.g., conducting a joint intake, a joint therapy session, ongoing co-therapy, or co-leading a group, or using a one-

way mirror, audio/video livestreaming, video recording, or audio recording. Direct observation of students must be done at least once per evaluation period, i.e., once in the fall and once in the spring for academic year placements and once for summer.

5. For neuropsychology placements:
 - a. The supervisor meets the NAN definition of a neuropsychologist
 - b. At least 1 hour of individual supervision is provided for every 8 hours of neuropsychology-related clinical work

The National Academy of Neuropsychology (NAN) criteria for neuropsychologists are listed on the web at <http://www.nanonline.org/NAN/Files/PAIC/PDFs/NANPositionDefNeuro.pdf>

Applications and Interviews

After students have discussed advanced practicum training with the appropriate faculty and identified potential sites, students should follow the individual instructions provided by each training site of interest as to how to apply to the practicum.

Students are required to inform the Clinical Training Coordinator of all advanced practicum sites to which they are applying.

Often sites require letters of interest, resumes, and letters of recommendations. Some sites, particularly those emphasizing assessment, may also ask for a sample assessment report. Most sites also require an interview.

Although there is no commitment at this point by either party that you will be training at that site, it is important that you are familiar with the paperwork that Suffolk will require if or when you are offered a position. Some sites have worked with Suffolk in the past, and know the information we require, but it is advisable for you to be familiar with the requirements listed in the Clinical Training Agreement (CTA) so that you can get at least some of the information you need during the interview.

The CTA can be found on Blackboard under *Advanced Practicum Resources* and under *Doctoral Program Resources* in the Clinical Training Resources folder.

Upon accepting a position, complete the Clinical Training Agreement in conjunction with your site supervisor. The Clinical Training Agreement must be submitted by April 1st.

Students accept offers from advanced practicum sites understanding that the acceptance is provisional and will need to be formally approved by the CTC and the DCT. Students will receive confirmation of CTC approval for advanced practicum (this is required before student starts clinical training).

Students should submit the completed CTA to the CTC as soon as possible, since the CTC may alert them to details that need to be negotiated with the practicum site.

Once the practicum has been approved by the CTC, an introduction email will be sent from the Program Administrator to your supervisor. It will contain a link to a Site Information Sheet to be completed by your supervisor for APA reporting purposes.

CTA approval will also result in approval to register for Psych 777 Advanced Practicum if this is the student's first year of Advanced Practicum.

A new Clinical Training Agreement is needed for every year of advanced practicum even if you are continuing at the same site for a second year.

All relevant forms can be found on Blackboard under *Advanced Practicum Resources*.

The Practicum Training Collaborative

The Practicum Training Collaborative (PTC) is an important initiative developed by the Training Committee of the Massachusetts Psychological Association (MPA). The PTC consists of doctoral programs and training sites across the state.

The PTC initiative is designed to address the many factors making advanced practicum applications stressful for students, including:

1. Training sites have moved the application deadline up so it is earlier and earlier each year, so students have less time at their current sites to think about goals for next year
2. Sites have interviewed and notified students anytime from November to April, so students may get an offer from Site A before even interviewing at Site B
3. Sites have asked students to give an answer during the interview, and students have felt pressure to accept an offer before interviewing elsewhere

Starting in fall 2014, surveys were conducted asking doctoral programs and training sites about their support for a more coordinated system. Results showed overwhelmingly that both sides were in support of having a more organized practicum application process. In spring and summer of 2015, several meetings were held where doctoral programs and training sites worked out the basic components of a collaborative process. The PTC was piloted in fall 2015 for placements starting summer or fall 2016, and continued in fall 2016 for placements starting in 2017, and in fall 2017 for placements starting in 2018.

The PTC will be continued in fall 2019 for placements starting summer or fall 2020.

The application deadline and the notification date will be determined by the MPA Training Committee in early fall 2019. They will likely be similar to past years, i.e. an application deadline in early January and a notification date in early to mid February 2020.

Last year, training sites were asked to

1. Set their application deadline no earlier than January 7, 2019
2. Notify all students on February 11, 2019
3. Give students at least 2 hours to decide

Students are asked to

1. Acknowledge receipt of an offer right away
2. Hold only one offer at a time and release back any additional offers right away
3. Accept or decline within 2 hours

Students should note that not all training sites will be using these guidelines, and it is up to each student to determine if a given site is or is not following this timeline. Students can use the PTC website at www.massptc.org to see which sites are using the guidelines. Note that many sites who have joined the PTC have not yet created a profile on the website so you must ask each site if they are participating in the PTC. (You must enter the www or the website may not work).

Students are required to inform the Clinical Training Coordinator of all advanced practicum sites to which they are applying so the CTC can reach out to each site and invite them to participate in the PTC if they have not already joined in.

Clinical Affiliation Agreements

As of the fall of 2010, Suffolk no longer requires that we have an institutional affiliation agreement with our practicum training sites. However, some sites will still require such an agreement.

A Clinical Affiliation Agreement (CAA) is a legal document agreed upon by the two institutions (Suffolk University and the training site) at a higher level than the Clinical Training Agreement (CTA).

If a site supervisor indicates on your Clinical Training Agreement that they require an affiliation agreement with Suffolk, you need to notify the Clinical Training Coordinator immediately. The Clinical Training Coordinator and the Program Administrator will work with your site and Suffolk University General Counsel to put an agreement in place. Any questions should be directed to the CTC and Program Administrator.

The affiliation agreement process can take several months, and your CTA is not considered final until the affiliation agreement is in place. Thus, it is in your best interest to start this process as soon as possible with the goal of having a final affiliation agreement in place before the end of the spring semester.

Summer Practicum

Students are allowed to begin summer placements between Year 2 and 3 (after they complete and pass Practicum 1) upon approval from the CTC or DCT.

All students must have their summer practicum site approved in advance by completing a Clinical Training Agreement like for any other practicum placement.

Students who continue at their spring practicum or who begin their fall practicum early are not required to have an additional evaluation completed. Students are expected to continue to enter their hours in Time2Track and, at the end of the summer, submit the Supervisor Hours Verification form with the supervisor's signature.

The CTC will reach out to all students on summer prac to check in about how the training experience is going. Students are of course invited to contact the CTC anytime if questions or issues come up.

Program-Sanctioned Work Experiences

Given the significant demands of the doctoral program, we do not encourage students to independently seek clinical work experiences unless they are in good standing in the program and are making satisfactory progress in all domains.

Students should be aware that clinical hours obtained through employment are not reported on the APPIC internship application and thus do not count as pre-internship clinical hours, and in addition may not be covered by student liability insurance.

According to the APPIC application, the exception to this rule is that hours that are obtained through program-sanctioned work experiences (PSWE) may be counted. A PSWE may be similar or identical to any advanced practicum or clinical research position, i.e., a paid advanced practicum, or it may be an external, paid clinical position.

In order for these hours to count toward your internship applications, they must be approved by the CTC and DCT in advance and meet all the same supervision requirements as regular practicum training hours. In other words, they must be adequately supervised by appropriate staff, using the appropriate ratio of supervision to direct contact hours, the student must be formally evaluated using our practicum evaluation form, the hours must be tracked in Time2Track, and the supervisor must sign off on the Supervisor Hours Verification form at the end of the training experience. If approved by their research mentor, the DCT and CTC, students can start a PSWE after they complete one semester of Practicum 1 training (i.e., after their first practicum evaluation in December of their second year).

A new Clinical Training Agreement is needed for every year of PSWE even if you are continuing at the same site for a second year.

Students who seek program sanctioned work must:

- Be in good academic standing and making satisfactory progress in all training domains
- Have current liability insurance on file with the department
- Complete the Intent to Apply for Advanced Clinical Training form
- Submit the Clinical Training Agreement
- Have appropriate supervisor paperwork on file (we will contact your supervisor to gather this information once the Clinical Training Agreement is submitted).
- Enter hours into Time2Track
- Submit evaluations at the end of each semester
- Submit the Supervisor Hours Verification form at the end of the training

The relevant forms can be found on Blackboard under *Advanced Practicum Resources* and under *Doctoral Program Resources* in the Clinical Training Resources folder.

Tracking Clinical Hours

All students who engage in clinical activities as part of practicum and program sanctioned work experiences are required by the program and APPIC to engage in ongoing, regular, and accurate tracking of their clinical hours.

Tracking allows us to oversee the activities of students at practicum sites in the field, evaluate the quality of training at sites, and verify hours for internship applications.

The department secures licenses for students on practicum to use the online Time2Track system. This system was developed specifically to assist students in tracking their clinical hours in a way that is consistent with the APPIC internship application. It is updated yearly to conform to changes to the application. Before starting practicum, students will be given a coupon code, and will then be expected sign up for Time2Track and to log their hours on a regular and timely basis.

The department has administrative access to the data that students provide so that we can oversee practicum activities and confirm hours for internship.

The CTC will train students starting Prac I in how to use Time2Track, and will reach out regularly to all students on Prac I and II to offer assistance. Students are of course invited to contact the CTC anytime they have questions about how to track their hours.

The supervisor must complete the Supervisor Hours Verification form at the end of the academic year, i.e., in May if the placement ends in May, or as soon as it ends over the summer.

In other words, all practicum hours for a given academic year (fall, spring, and summer semesters) must be submitted via the Supervisor Hours Verification form by early September at the latest the following year.

If a student is continuing at a site past Sept 1, all hours must be documented through August 31 on one form. All hours starting Sept 1 will be on the form for the following academic year.

Starting with 2014-15 placements, this form is required for the hours to be approved and verified for the student's internship application.

The Supervisor Hours Verification form can be found on Blackboard under *Advanced Practicum Resources* and under *Doctoral Program Resources* in the Clinical Training Resources folder.

Evaluations

Practicum supervisors complete a formal student evaluation two times per academic year, at the end of each semester of practicum service, i.e. in December and May for academic year placements or in August for summer placements. These evaluations are designed to assess each student's progress in acquiring the profession-wide competencies expected at the appropriate stage of clinical training.

A link to our on-line evaluation form is emailed to all practicum supervisors approximately 3 weeks before the end of the semester. Supervisors provide a rating of student progress in several key clinical domains as well as individualized narrative text. The evaluation is completed by the primary supervisor with input from secondary supervisors.

The CTC attends the evaluation feedback sessions on site at the end of each semester for all Practicum I and Practicum II students and speaks by phone with the supervisor for all Advanced Practicum and Program Sanctioned Work Experience placements. This allows for clear communication amongst the site, the student and Suffolk, about the practicum placement, student progress and student training goals.

In addition to this formal evaluation mechanism, the CTC is in regular contact throughout the training year with all sites.

Students are also asked to complete an evaluation of their supervisor and site at the end of the training year. These evaluations, submitted online, provide the CTC and the DCT with important practicum planning information. Evaluations are kept confidential and student responses are not directly shared with the site supervisor. Instead, responses are used by the CTC and DCT to evaluate sites and to guide discussions between the site and the program aimed at improving the training partnership between the site and the program. Students are invited to address any concerns about the supervisor evaluation process with the CTC or DCT.

Supervisor evaluations signed by the supervisor and the student must be submitted for the student to receive a grade for the practicum class. In addition, the student's evaluation of the site and supervisor must be submitted in the spring for the student to receive a grade.

Students will receive a grade of In Progress (IP) if these forms are not submitted by the time grades are due. The IP grade will be changed to a Pass/Fail grade as soon as the forms are submitted.

Second year students completing Prac I must remember to complete these requirements by the deadline if they are planning to graduate with their master's degree in the May ceremony.

Students are encouraged to keep personal copies of all evaluations they receive from supervisors.

As indicated on the Evaluation of Student form, a rating of 1 or 2 on any item of the competencies assessed (indicating “significantly below expectations” or “slightly below expectations,” respectively) in the fall semester needs to be addressed by the site in the narrative section of the evaluation and discussed with the Clinical Training Coordinator to ensure that a plan for intervention or remediation has been developed where appropriate. The following 8 competencies are assessed on the practicum evaluation: 1) Assessment; 2) Intervention; 3) Ethical and Legal Standards; 4) Individual and Cultural Diversity; 5) Professional Values and Attitudes; 6) Communication and Interpersonal Skills; 7) Supervision; and 8) Consultation and Interprofessional/Interdisciplinary Skills.

If a student receives a rating of 1 or 2 on any item of the competencies assessed on their evaluation, and the CTC is not present at the evaluation session, the student is responsible for immediately alerting the CTC and making an appointment to discuss the issue.

If a student is asked to leave a site because of numerous ratings of 1 or 2, the student may fail or receive an incomplete for the Practicum Seminar for that semester. Being asked to leave a site will result in a Standards and Ethics review for that student.

Students who receive an Overall Rating of 1 on any of the competencies assessed on the evaluation at the end of the placement will not receive a passing grade and will be reviewed by the Standards and Ethics Committee and either required to repeat the practicum or be dismissed from the program.

Students who receive an Overall Rating of 2 on two or more competencies assessed at the end of the year may also not receive a passing grade, may be reviewed by the departmental Graduate Standards and Ethics Committee, and are required to make appointments with their mentor, the CTC and the DCT so that a plan to address the concerns of the supervisor can be developed, and a decision about passing practicum can be made. The plan for addressing the difficulties must be in place in order for the student to be approved for another practicum.

If a second less than satisfactory evaluation is received, students will be reviewed by S&E and may be asked to: 1) take a leave of absence to address issues that may be interfering with practicum performance; 2) leave the program with a terminal master’s of science in psychology degree or 3) enter the following semester’s practicum on probation and continued review by S&E.

A copy of the evaluation form can be found on Blackboard under *Advanced Practicum Resources* and under *Doctoral Program Resources* in the Clinical Training Resources folder.

Direct Observation

As a PhD program accredited by the American Psychological Association, we follow the Standards of Accreditation (SoA).

Starting in January 2017, the new Standards of Accreditation require every practicum evaluation to be based in part on direct observation of the student.

Starting in Fall 2016, we began asking all practicum sites where our students were placed to begin using direct observation of students in order to meet this requirement.

The new direct observation requirement is intended to increase the quality of training, increase public confidence in the training and practice of psychologists, and support students in their professional development. Many other professions use direct observation in their training.

Direct observation by supervisor is defined by the Commission on Accreditation as “in-person observation (e.g., in-room or one-way mirror observation of direct service contact), live simultaneous audio-video streaming, or audio or video recording.”

Supervisors can meet this requirement in many ways, e.g., conducting a joint intake, a joint therapy session, ongoing co-therapy, or co-leading a group, or using a one-way mirror, audio/video livestreaming, video recording, or audio recording.

Direct observation of students must be done at least once per evaluation period, i.e., once in the fall and once in the spring for academic year placements and once for summer.

For further details, see Implementing Regulation C-14 D at <https://www.apa.org/ed/accreditation/section-c-soa.pdf>.

APA continues to support other types of supervision, including student verbal report of cases, review of written work, case presentations, mock therapy/evaluation with volunteers, and so forth. However, these types of observation do not meet the direct observation requirement.

Students are invited to check out audio recorders from the department’s front desk staff if they wish.

Supervisors will be asked to confirm that they used some type of direct observation when they sign off on the student’s evaluation in December and May for academic year placements (or in August for summer placements).

Using Practicum Hours toward Licensure in Massachusetts

As of Fall 2014, psychologists may apply for licensure in Massachusetts right after internship. Licensure in Massachusetts requires a total of 3200 clock hours of professional experience, completed within 60 consecutive calendar months.

The 3200 clock hours include the 1600 clock hours accrued during clinical internship. The remaining 1600 hours can be satisfied with either practicum hours or postdoc hours, or a combination. Thus, up to 1600 clock hours accrued during practicum training may be applied towards the licensure requirements.

The Clinical Training Agreement includes a comprehensive list of requirements which must be met for the practicum to count toward licensure (see below).

The Suffolk University doctoral program does not require our students to complete practicum placements that will yield practicum hours for licensure in Massachusetts. Furthermore, we cannot guarantee that practicum placements will meet all of the criteria, so students are encouraged to discuss the requirements with their site supervisors at the time of completing the CTA, in an ongoing manner during the year, and again at the end of the training experience. Students who wish to apply hours accrued during a practicum placement towards the licensure requirements should have the practicum supervisor complete the appropriate licensure application form (i.e., the Advanced Practicum Supervised Experience Form) at the end of the training experience.

Students are required to hold on to the licensure application forms until they need them when they apply for licensure. They are not required to submit copies of the forms to the doctoral program.

For more information:

Licensing Board website <http://www.mass.gov/ocabr/licensee/dpl-boards/py>

Current licensing regulations <http://www.mass.gov/ocabr/licensee/dpl-boards/py/regulations>

Current licensing application <http://www.mass.gov/ocabr/docs/dpl/boards/py/99pyap.pdf>

Refer to the Advanced Practicum Supervised Experience Form on p. 16 and the Supervised Experience Form on p. 25.

The forms can also be found on Blackboard under *Advanced Practicum Resources*.

Students should note that some requirements are listed only in the regulations; not all requirements are listed on the licensing application forms. Refer to the list below for guidance. Students are invited to consult with the Clinical Training Coordinator about whether their practicum may meet criteria for licensure hours, but it is ultimately up to the student and the given supervisor (who will sign off on the licensure forms) to determine this.

Massachusetts Licensure Requirements for Advanced Practicum

Note: The Suffolk University doctoral program does not require our students to complete practicum placements that will yield practicum hours for licensure in Massachusetts.

- The training experience will last at least four months ☐ Yes ☐ No
- The training experience will be at least 16 hours per week ☐ Yes ☐ No
- At least 25% of the student's time will involve direct client contact ☐ Yes ☐ No
- At least 50% of the student's time will be spent in "service-related activities" (treatment, intervention, assessment, interviews, report writing, case presentations, and consultations) ☐ Yes ☐ No
- The training will occur after at least two full-time years of graduate education (including at least one year in the degree-granting doctoral program) ☐ Yes ☐ No
- The student will provide services that are within the scope of the doctoral education ☐ Yes ☐ No
- The student will be designated as a psychologist in training (intern, trainee, etc.) ☐ Yes ☐ No
- A qualifying supervisor (licensed psychologist, board-certified psychiatrist, or LICSW) will be on the premises at all times when the student will be delivering health services (note that cell phone availability does not meet this requirement) ☐ Yes ☐ No
- The training will involve at least 1 hour of individual or group supervision (group size no larger than 3 trainees) for each 16 hours of work ☐ Yes ☐ No
- The training will involve at least 2 hours of individual face to face supervision with a qualifying licensed supervisor per week ☐ Yes ☐ No
- At least half of all supervision (individual and group) will be provided by a licensed psychologist ☐ Yes ☐ No
- All supervision will be provided face to face ☐ Yes ☐ No
- The supervisor(s) will have full legal, professional and ethical responsibility for the trainee's work ☐ Yes ☐ No
- The Training Plan specifies goals and objectives ☐ Yes ☐ No
- The Training Plan specifies the nature of supervision ☐ Yes ☐ No
- The Training Plan includes the identities of all supervisors ☐ Yes ☐ No
- The training site is a "Health Service Setting" per the licensing regulations definition (if needed, refer to the "Is This A Health Service Setting?" form which you can ☐ Yes ☐ No

access from the websites listed below)

For more information, you may visit the Licensing Board website at <http://www.mass.gov/ocabr/licensee/dpl-boards/py>.

You may review the current licensing regulations at <http://www.mass.gov/ocabr/licensee/dpl-boards/py/regulations/>

You may review the current licensing application at <http://www.mass.gov/ocabr/docs/dpl/boards/py/99pyap.pdf>.

Refer to the Advanced Practicum Supervised Experience Form on p. 16; "Is This A Health Service Setting" on page 23; and Supervised Experience Form on p. 25