

Clinical Training Meetings for Doctoral Students

Master Schedule for 2019-20

DATE AND TIME	TOPIC	WHO SHOULD ATTEND
Thursday, Aug 29, 2019 Orientation	Practicum Overview Tracking hours in Time2Track	Year 1, 2, and 3 students Year 2 students and anyone else who is interested
Wednesday, Sept 11, 2019 5:45-7:15pm	2 nd Internship Meeting: Essays, site selection, and cover letters	Students applying for internship
Wednesday, Oct 2, 2019 6:00-7:30pm	Advanced Practicum Meeting: Application process	Year 3 students and others thinking about applying for advanced prac
Wednesday, Oct 16, 2019 5:45-7:15pm	3 rd Internship Meeting: Wrapping up your applications	Students applying for internship
Wednesday, Nov 13, 2019 6:00-8:00pm	Prac I and II Meeting: Assignment process and placement options Advanced Practicum Meeting: Cover letters, interviews, CTAs, and CAAs	Year 1, 2, and 3 students and students applying for advanced prac Year 3 and above students are asked to arrive at 6pm so they can share their Prac I and II experiences
Wednesday, Dec 4, 2019 5:45-7:15pm	4 th Internship Meeting: Debrief about mock interviews and prepare for real interviews	Students applying for internship
Wednesday, May 27, 2020 5:45-7:15pm	1 st Internship Meeting Overview and summer tasks	Students thinking about applying to internship in the fall of 2020

Practicum-Related Activities and Deadlines

Year 1 Students

- Aug 29, 2019: Orientation Day: Practicum overview by Clinical Training Coordinator (CTC)
- Oct 1, 2019: Last day for students to submit certificate of completion of on-line HIPAA training course to the Program Administrator
- Nov 13, 2019: Prac I and II meeting
- Late Nov 2019: Students in Year 1 will discuss the Prac I options with their advisors
Students and advisors can email the CTC to ask questions and make requests
Advisors are encouraged to ask questions and provide input
- Dec 2, 2019: Prac I rankings are due:
Students will email the CTC, cc'ing their advisors, with their rankings
- Early Dec 2019: The CTC and DCT will make Prac I 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 2019: Prac I 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
The CTC will work with each student to finalize the placement
- Late Jan 2020: Prac I interviews must be completed by this date
- April 1, 2020: Deadline to turn in the Clinical Training Agreement (CTA) to the Program Administrator. If your site requires a Clinical Affiliation Agreement (CAA), it is especially important that you turn in your paperwork by this deadline.
- Aug 15, 2020: Deadline to purchase liability insurance and submit proof of insurance to Program Administrator. If you are starting Prac I earlier than August 15, you must purchase and submit your insurance prior to your start date.

Practicum-Related Activities and Deadlines

Year 2 Students

- Aug 29, 2019: Orientation Day: Practicum overview and Time2Track for Prac I by the Clinical Training Coordinator (CTC)
- Nov 13, 2019: Prac I and II meeting
- Late Nov 2019: Students in Year 2 will discuss the Prac II options with their advisors
Students and advisors can email the CTC to ask questions and make requests
Advisors are encouraged to ask questions and provide input
- Dec 2, 2019: Prac II rankings are due:
Students will email the CTC, cc'ing their advisors, with their rankings
- Early Dec 2019: The CTC and DCT will make Prac 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 2019: Prac II 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
The CTC will work with each student to finalize the placement
- Dec 18, 2019: Prac I supervisor fall evaluation and CTC site visit must be completed
Evaluation signature page must be turned in to the Program Administrator
- Late Jan 2020: Prac II interviews must be completed by this date
- April 1, 2020: Deadline to turn in Prac II CTA to Program Administrator. If your site requires a Clinical Affiliation Agreement (CAA), it is especially important that you turn in your paperwork by this deadline.
- May 4, 2020: Prac I supervisor spring evaluation and CTC site visit must be completed
Evaluation signature page must be turned in to the Program Administrator
Student evaluation of supervisor must be submitted in Qualtrics
- Aug 15, 2020: Renew Liability Insurance and submit proof of insurance to Program Administrator (effective date no later than 8/15/2020)

Practicum and Internship Activities and Deadlines

Year 3 Students

- Aug 29, 2019: Orientation Day: Practicum overview by the Clinical Training Coordinator
- Oct 2, 2019: Advanced Practicum meeting
- Nov 1, 2019: Submit Intention to Apply for Advanced Clinical Training form, if applying for advanced prac for next year
- Nov 13, 2019: Prac I/II and Advanced Prac combined meeting
- Dec 18, 2019: Prac II supervisor fall evaluation and CTC site visit must be completed
Evaluation signature page must be turned in to the Program Administrator
- April 1, 2020: Deadline to turn in Advanced Prac CTA to Program Administrator. The submission of this material will prompt us to contact your supervisor to get the remaining required information from the site.
- May 1, 2020: “Intention to Apply for Internship” form and theoretical orientation essay are due to the Program Administrator if student is intending to apply for internship in the fall of 2020.
- May 4, 2020: Prac II supervisor spring evaluation and CTC site visit must be completed
Evaluation signature page must be turned in to the Program Administrator
Student evaluation of supervisor must be submitted in Qualtrics
- May 27, 2020: 1st Internship meeting for students thinking about applying for internship in fall 2020
- Aug 15, 2020: Renew Insurance and submit proof of insurance to Program Administrator (effective date no later than 8/15/2020)

Practicum and Internship Activities and Deadlines

Year 4 Students

Please attend the meetings that apply you, depending on whether you are applying for advanced prac or internship for next year.

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| Sept 11, 2019: | 2 nd Internship meeting |
| Oct 2, 2019: | Advanced Practicum meeting |
| Oct 16, 2019: | 3 rd Internship meeting |
| Nov 1, 2019: | Submit Intention to Apply for Advanced Clinical Training form, if applying for advanced prac for next year |
| Nov 13, 2019: | Prac I/II and Advanced Prac combined meeting |
| Dec 4, 2019: | 4 th Internship meeting |
| Dec 18, 2019: | Advanced Prac supervisor fall evaluation must be completed
Evaluation signature page must be turned in to the Program Administrator |
| April 1, 2020: | Deadline to turn in Advanced Prac CTA to Program Administrator. The submission of this material will prompt us to contact your supervisor to get the remaining required information from the site. |
| May 1, 2020: | “Intention to Apply for Internship” form and theoretical orientation essay are due to the Program Administrator if student is intending to apply for internship in the fall of 2020. |
| May 4, 2020: | Advanced Prac supervisor spring evaluation must be completed
Evaluation signature page must be turned in to the Program Administrator
Student evaluation of supervisor must be submitted in Qualtrics |
| May 27, 2020: | 1 st Internship meeting for students thinking about applying for internship in fall 2020 |
| Aug 15, 2020: | Renew Insurance and submit proof of insurance to Program Administrator (effective date no later than 8/15/2020) |