

School of Psychology Policy on Pre-doctoral Internship in Clinical Psychology

General process:

The pre-doctoral internship is a major milestone for clinical graduate students. Following the policy of the Association of Psychology Postdoctoral and Internship Centers (APPIC), *readiness* to apply for internship must be determined by the academic program.

Readiness is evaluated by the Coordinator of Practica and Internships (CPI) considering the training and career goals in each student's multi-year clinical training plan, by examining achievement of professional competencies associated with readiness for internship^{1,2} (e.g., evaluations from external clinical training settings and the Center for Psychological Services and Research), and by reviewing the successful and timely completion of all program-related requirements. Students considering an application for internship are invited to meet with the CPI in the fall or winter semester preceding the Annual Review of Students.

At the time of the Annual Student Review, students who have been *recommended to apply* for internship by the CPI need to submit documentation declaring their intent to apply for internship and a plan for the completion of their dissertation prior to commencing internship³.

The *formal approval* to apply for internship rests with the Clinical Program Committee at the time of the Annual Student Review and is communicated to the student in the annual student review letter.

Parameters for approval to apply for internship:

1. In order to be *approved* to apply for an internship and participate in the APPIC application and matching process, by October 1st of the application year, students normally:
 - 1.1. Must have an approved thesis proposal,
 - 1.2. Must have completed data collection for their dissertation,
 - 1.3. Have successfully completed all program requirements (except dissertation and *external* clinical training), and
 - 1.4. Must be on track to complete data analyses and, minimally, a draft of the dissertation prior to beginning the internship, as confirmed by the research supervisor (the plan to achieve these goals is vetted by the research supervisor and submitted at the time of the Annual Review of Students³).

Following formal approval, applicants will be accompanied through the application process via three orientation meetings (typically June, August, and November).

Parameters regarding the application for and completion of the pre-doctoral internship:

2. Students in the clinical program at the School of Psychology:
 - 2.1. Are required to complete a fulltime internship towards the completion of their Ph.D. in clinical psychology.
 - 2.2. Must complete an internship in a CPA/APA accredited internship setting, or a School of Psychology formally approved internship setting⁴.
 - 2.3. Are not permitted to participate in the APPIC Post-Match Vacancy Service if they were not approved to apply for internship at the time of the Annual Student Review in the application year⁵.

3. As per APPIC policy⁶.
 - 3.1. To participate in the APPIC match, students must receive formal approval from the academic program.
 - 3.2. Receive approval from the CPI for all internship settings/rotations to which they are applying; no rankings can be submitted to settings without program approval.
 - 3.3. If an applicant has not met the conditions associated with program approval to apply for internship by the determined deadline (e.g., completion of data collection), the applicant must withdraw from the APPIC application process; no rankings are permitted to be submitted.
 - 3.4. The academic program will maintain open and regular communication with the internship program⁷.

Footnote 1: <https://www.apa.org/ed/graduate/benchmarks-evaluation-system> (click on: behavioral anchors from the Appendix D)

Footnote 2: <https://www.uottawa.ca/faculty-social-sciences/psychology/graduate/clinical-psychology> (Readiness for Internship)

Footnote 3: <https://www.uottawa.ca/faculty-social-sciences/psychology/graduate/clinical-psychology> (Annual Student Review: Policy and Procedures; Annual Student Review: Criteria)

Footnote 4: <https://www.uottawa.ca/faculty-social-sciences/psychology/graduate/clinical-psychology/policies-regulations/criteria-procedures>

Footnote 5: A student may, occasionally, be invited by the program to participate in the APPIC post-vacancy service. In accordance with APPIC policy, the participation has to be approved by the program, and the setting has to be approved by the CPI.

Footnote 6: (<https://www.appic.org/internships/Match/Match-Policies>) Violations of Match Agreements and/or APPIC Policies, including the APPIC Match Policies, by applicants or programs may result in sanctions by APPIC (e.g., being barred from future Matches) or legal action by other Match participants. In addition, violations by applicants may result in disciplinary action by the applicants' doctoral and/or internship programs. In case of disagreement, APPIC policy supersedes.

Footnote 7: (<https://www.appic.org/About-APPIC/APPIC-Policies/DPA-Policy>) APPIC considers the doctoral internship experience to be a collaboration between the internship site and the doctoral program. As such, doctoral programs are expected to maintain open and regular communication with internship programs. Such communication may include, but isn't limited to, consultation about a student, collaborative efforts in addressing competency or other concerns, being responsive to inquiries from internship programs, and proactively sharing information about their students that may be helpful to a student's internship training experience.

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