

**Clinical Psychology Graduate Program  
The University of Western Ontario  
Clinical Practica Information**

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**A. Ensuring Sufficient Breadth and Depth of Training**

Practica should be chosen to ensure both appropriate breadth and depth across the student's graduate clinical training. That is, students should aim to obtain a range of assessment and intervention experiences, working with diverse populations, in various settings, theoretical orientations, and treatment modalities, including group and individual.

To ensure sufficient training in both assessment and intervention, each student is required to meet formally with the Clinical Practicum Coordinator at least once per year to receive guidance in practica selection. At this meeting, all aspects of the student's clinical practica training will be reviewed, considering both breadth and depth of training, after which a formal practicum training plan will be put in place for the upcoming year. This meeting will typically occur in May of each year.

Each student's practicum placement must be approved by the Clinical Practica Coordinator before the student begins the placement.

**B. Sequencing of Practica Courses**

**Assessment Practicum:** 9800 (Full course)

**Clinical Practica ½ (Y) courses** (a minimum of 65 direct contact hours \*)  
9805, 9806, 9807, 9808, 9809, 9810, 9811, 9812, 9813, 9814, 9815, 9816, 9817, 9818, 9819

**Clinical Practica ¼ (Q) Courses** (a minimum of 33 direct contact hours\*)  
9820, 9821, 9822, 9823, 9824, 9825, 9826, 9827, 9828, 9829, 9830, 9831, 9832, 9833, 9834, 9835,  
9836, 9837, 9838, 9839

\* It is understood that practica that involve mostly assessments will have roughly half that number of direct contact hours. Those with a blend of assessment and intervention will have numbers somewhere in between.

**Clinical Supervision Practicum ½ (Y) Courses (roughly 12 months):**  
9860Y, 9861Y, 9862Y, 9863Y, 9864Y, 9865Y, 9866Y, 9867Y, 9868Y or 9869Y.

**Clinical Supervision Practicum 1/4 (U) Courses (roughly 6 months):**  
9870U, 9871U, 9872U, 9873U, 9874U, 9875U, 9876U, 9877U, 9878U or 9879U

**Clinical Practicum in Community Mental Health** (1/4 course): 9880U, 9881U, 9822U  
**Applied Research Practica ½ courses (Y)(~180 hours):** 9850, 9851, 9851, 9853, 9854

**Applied Research Practica ¼ courses (Q)(~90 hrs):** 9855, 9856, 9857, 9858 9859

### **C. Prerequisites for Practicum Courses**

#### **1. Prerequisites for entry into the Assessment Practicum (9800)**

The assessment course (as well as all other practica courses), have pre-requisite professional foundations and clinical theory courses. Thus, practicum training normally begins during the 2<sup>nd</sup> year of the Masters, following completion of the following required course work:

- Psychology 9300: Professional Foundations of Clinical Psychology
- Psychology 9301: Pre-Practicum in Clinical Psychology Skills
- Psychology 9310: Child Psychopathology **OR** Psychology 9311: Adult Psychopathology

#### **2. Prerequisite for Clinical Practica Courses (9805-9859)**

Successful completion of the Assessment Practicum course (9800)

#### **3. Prerequisites for Applied Research Practica**

Must be enrolled at the Ph.D. level of the Clinical Program.

Successful completion of one of the following Evaluation and Research Methodology courses:

- 9431: Program Evaluation or Epidemiology 531a/b Program Evaluation (only with Director's permission)
- 9342: Psychotherapy Research
- 9343: Quantitative Clinical Cognitive Science and Assessment
- 9344: Theory and Practice of Clinical Science Psychotherapy Research

### **D. Amount of Clinical Practicum Training**

Note: Students in practica courses are required to keep an accurate record of their clinical hours.

As per current CPA accreditation criteria, prior to obtaining the Ph.D. degree, students must complete a minimum of 600 (direct plus indirect) pre-internship practicum hours, at least 125 of which is formally scheduled supervision. Moreover, they must complete a full-year (2000-hour), full-time internship at a CPA and/or APA accredited internship training facility.

However, to be competitive for a residency, data from our recent internship applicants (see Table 1, below) and based on information from Canadian Residency Programs listed (as per the APPIC 2013 directory), students should acquire more than the 600 hour (300 direct) CPA minimum by November 1<sup>st</sup> of the year preceding their anticipated residencies. Some residencies may require considerably more of applicants. Students should keep these variations in mind when planning practica sequences and selecting programs to which to apply.

**Table 1:**  
**Hours reported in AAPI applications (i.e., hours accrued up until November of the year preceding the onset of residency) by UWO clinical psychology students (N=34) who applied to residencies starting July/Sept. 2007 through July/Sept. 2014.**

	Intervention	Assessment	Intervention + Assessment (Total Direct)	Indirect Hours	Total (Direct Plus Indirect)	Supervision
<b>Mean</b>	475	164	633	~750	~1385	291
<b>SD</b>	±142	±74	±152	~ ±100		±71
<b>Min-Max</b>	259-899	34-367	394-1069	Not available		153-424

Bear in mind that “more is better” definitely does not apply to clinical training hours. Accordingly, we strongly advise students not to strive for a “magical maximum” (i.e., the number of hours to “guarantee” a match) but rather a “magical minimum” (i.e., the most efficient number of hours that provides quality, not quantity) that complements other desirable aspects of an applicant’s file, such as the quality of clinical training, publications, near completion of the doctoral dissertation.

This advice is in keeping with the Canadian Psychological Association’s Accreditation Standards ([http://www.cpa.ca/docs/file/Accreditation/Accreditation\\_2011.pdf](http://www.cpa.ca/docs/file/Accreditation/Accreditation_2011.pdf) ; page 42), which states that:

“The Accreditation Panel acknowledges that in the competitive marketplace, students may complete far more than the required number of practicum hours prior to applying for internship. However, the Panel strongly encourages students to focus on quality (e.g., variety of issues and populations) over quantity (e.g., amassing a large number of hours) when completing their practica”.

This is also consistent with the Canadian Psychology Council of Professional Psychology Programs’ Guiding Principles (<http://www.ccppp.ca/en/programs.html>) for the Preparation of Selection of Applicants for Internships (Approved at CCPPP AGM, June 2007).

“ While 600 hours of practicum experience before beginning an internship has been set within the CPA accreditation standards as the minimum in which this competence might be gained, **more typically 1000 hours (direct plus indirect) of wisely chosen practicum experience is required to attain sufficient breadth and depth.** This would include an appropriate balance of direct service, supervision, and support hours. Students and programs should strive in their practica for experience with cases varying in complexity in different service delivery settings, with a variety of populations, presenting questions, assessment and therapeutic models and methods, case conferences, and supervisors to acquire competencies for a successful internship year. This is more important than the number of hours recorded...”

“... during the internship year students should be in a position to devote their energies and attention to the internship experience without a heavy commitment to their dissertation during that period. As per the accreditation standards **“it is preferable that students have analysed their data, completed a draft of their thesis, and, whenever possible, successfully defended their doctoral thesis prior to beginning the internship year. Therefore, while exceptions may be made under special circumstances, students are strongly encouraged not to apply for internship until their data is all or almost all collected.** Academic programs that require more than this minimum prior to applying for internship are to publicly declare this and detail what is required in their documentation.

## E. Structure and Content of Clinical Practicum Training

### Assessment Practicum

In the assessment practicum, the first term is spent in classroom instruction and practice of test administration, integration and interpretation of findings, and report writing. Field placements begin in the second term.

Each student will be placed in at least two settings, and will perform at least one assessment in each setting.

Each assessment will involve 4-10 hours of direct client contact. Students may be required to prepare two assessment reports for each case, one appropriate for inclusion in clinical records, and a more extensive report for purposes of course presentation and evaluation. Typically, the Direct Clinical Contact to Supervision ratio should not exceed 3:1.

### Clinical Practica Courses

These practica usually take place over an 8-month period (e.g., September-April). However, some practica might take more time, and others (e.g., practica over the summer) may take less time to complete.

Ideally, the scheduling of activities should be such that the student is required to be on site no more than one day per week. For practica spread over shorter or longer periods of time, the weekly hours will be adjusted accordingly.

Practicum placement activities during the Fall and Winter terms **should not be scheduled for Thursday afternoons** (12:00-4:30). This time slot is to be held for Clinical Brownbags (which take place 12:00-1:00) and for the Clinical Practicum Class, which meets 1:30-4:30 on Thursday afternoons over the Fall and Winter terms, usually on alternate weeks. Ideally, practicum activities will not be scheduled for Fridays 3-4 pm, as this time is reserved for the UWO department colloquium series, which students are encouraged to attend.

Full practica (1/2 courses) typically will involve a minimum of 65 direct clinical contact (e.g., intervention, assessment, diagnostic/intake interview) hours. To ensure breadth of training, direct clinical contact hours should not exceed 130. In contrast, half-practica (1/4 courses) generally will entail at least 33 and not more than 66 direct clinical contact hours. For both full and half practica, there should be a minimum of one hour of regularly scheduled one-on-one supervision per week. Direct to Supervision ratio **should not exceed 4:1**; the average ratio (see Table 1) is much closer to 2:1 (633:291).

## F. Supervision Requirements

### **Primary Clinical Supervisors for a practicum:**

Must be Ph.D. level psychologists registered for autonomous practice in Ontario who have primary clinical responsibility for the supervised case(s).

Typically and preferably supervisors are UWO Department of Psychology Adjunct Clinical Faculty members, and must be in a setting that has formal arrangements with the UWO Clinical Psychology (including a Memorandum of Agreement with UWO).

### **To guard the safety of students and clients:**

Under most circumstances, clinical supervisors will always be on-site when their students are providing services. If not, supervisors should be readily accessible (via telecommunication) and, ideally, designate a registered on-site psychologist as a back-up.

Under no circumstances are students to be alone with clients in settings. That is, as a safety precaution, at least one staff member should be immediately physically accessible whenever students are seeing clients.

#### **G. Amount and type of supervision**

There should be, at minimum, **one hour of scheduled individual supervision (by the primary clinical supervisor)** per week (assuming a standard 8 month practicum) at a regular and consistent time.

**At least some part of the supervision will involve the supervisor's observation** (direct, or via audio and/or videotapes) of the trainee's clinical work.

#### **H. Supervision by individuals other than UWO Department of Psychology Adjunct Clinical Faculty Members**

If the supervisor otherwise fulfills the criterion for a primary clinical supervisor (as specified in section F) the student should arrange co-supervision by a UWO Psychology Department Clinical Adjunct Faculty member in the setting.

If the supervisor is an advanced level clinical psychology student at UWO, intern/resident, or non-registered psychologist, a UWO Psychology Department Clinical Adjunct Faculty member with primary clinical responsibility for the case serves as the primary clinical supervisor, in essence, supervising the supervision.

Over the course of students' tenure with the program, at least 75% of their **face-to-face** supervision time is to be provided by a Clinical Adjunct Faculty member.

#### **I. Required Practicum Documentation**

##### **Before beginning a practicum**

- Student provides the practicum coordinator with a copy of the **"Intent to Register in a Practicum"** form.
- Once approved by the practicum coordinator, the form is signed and placed in the student's file.
- Refer to the "Intent to Register in Practicum" forms for more detailed procedural information.
- Before beginning a placement, all students must complete a WEPA (Workplace Educational Placement Agreement) form, which will be provided by the Clinical Program's Administrative Assistant.

##### **Pre-Placement Screening Procedures**

- Students are responsible to ensure that they have met the **pre-placement requirements** for the settings in which they will be doing practica. This information is accessible either through the Setting/Clinical Adjunct webpage ( <http://psychology.uwo.ca/clinical/settingsandadjuncts.html> ) or will be communicated to you by your clinical supervisor. Note that:
- Almost all settings will require an up-to-date Police Check  
Many of the hospital-based settings will require a health screen and proof of immunization, which can be obtained from Student Health Services (click here for form: [http://psychology.uwo.ca/clinical/Student%20Immunization%20Clearance%20Form\\_%20Student%20Health%20Services\\_%20Western%20University\\_April%202012.pdf](http://psychology.uwo.ca/clinical/Student%20Immunization%20Clearance%20Form_%20Student%20Health%20Services_%20Western%20University_April%202012.pdf))
- LHSC-affiliated placements require that students undergo N95 (facemask) Fit Testing to protect themselves and patients in the event of an infectious disease outbreak. Click here for instructions on how to get fitted (or re-fitted).

### **At the beginning of a practicum**

- The practicum supervisor and student meet to discuss and complete the **Practicum Supervision Contract** (<http://psychology.uwo.ca/clinical/UWO%20Practicum%20supervision%20contract%20for%20implementation%20Sept.%202007.pdf> ).
- This process is important, as the contract is intended to provide signposts for a dialogue between the supervisor and student.
- The contract should be reviewed with an “expectation check” after 4-6 weeks, at which point any revisions are noted and the contract is signed off by both parties.
- The practicum supervisor and student each retain a copy of the signed contract and the student provides an additional copy to the Clinical Practicum Coordinator for the Clinical Program Files.

### **Midway through the practicum**

- When the student has accrued roughly half of the projected clinical contact hours for the practicum (i.e., about 35 for full practica and 20 for ½ practica), the supervisor completes the “Mid-Term Evaluation” column of the “Supervisor Evaluation of Student” (<http://psychology.uwo.ca/clinical/Supervisor%27s%20Evaluation%20of%20Student%20-%20Can%20Type%20on%20it.pdf>) and reviews it with the student.
- The student retains a copy of this completed form and provides one copy of the form to the practicum coordinator.

*Note: The mid-term evaluation does not apply to 9800 (Assessment Practicum)*

### **At the end of the practicum**

That is, once having fulfilled the practicum criteria, the student should complete the following paperwork promptly, and submit it in as a **single packet of material** to the Practicum coordinator. The Practicum coordinator, who also serves as Course Instructor for the Practicum courses will not submit the student’s grade (Pass/Fail) for a given practicum course until all the paperwork is handed in. Students should **retain a copy of this material for their files.**

### **Five items are to be submitted as a Packet at the end of a Practicum**

#### **1. Practicum Log Sheets**

Either the log sheets available at <http://psychology.uwo.ca/clinical/LOGSHEET.pdf> or accessible through (APPIC Sanctioned) MyPsychTrack (<http://www.mypsychtrack.com/>), to which our program subscribes.

The log sheets are to be signed and dated by students.

They should include a clear indication of the following practicum-related activities:

- All face-to-face contact (intervention, assessment, feedback, intake/diagnostic interview) with clients and/or their guardians, ideally noting whether the supervisor is present/observing.
- Time spent in individual or group supervision.
- Indirect support activities: - Time spent outside of your therapy hours while still focused on the client (background reading, chart review, preparing and presenting case presentation) .

Note: These categories are mutually exclusive. That is, a practicum hour may not be counted more than once across any of these domains.

## **2. Practicum Summary Sheet**

Available as a fillable PDF at <http://psychology.uwo.ca/clinical/practicumsummary-1-3.pdf>  
To be dated and co-signed by the student and clinical supervisor

It requires a tally of the total # of hours engaged in the following activities:

DI: Direct Intervention-without supervisor present

DA: Direct Assessment-without supervisor present

DI-s: Direct Intervention- with supervisor present

DA-s: Direct Assessment-with supervisor present

S: Supervision – without client present

I: Indirect – non-classroom

I-c: Indirect- Intervention practicum class–case related

## **3. Student Evaluation of Supervisor and Setting**

Complete the on-line evaluation at <https://sscsecure.uwo.ca/psychology/surveys/clinical/form1/page1.asp>  
and print out at least one hard copy (you'll be prompted to do so at the end the survey) to include with the rest of the end-of-practicum paperwork.

## **4. Supervisor's Evaluation of Student**

A fillable PDF available here:

<http://psychology.uwo.ca/clinical/Supervisor%27s%20Evaluation%20of%20Student%20-%20Can%20Type%20on%20it.pdf>

The final column and associated comments section are to be completed by the clinical supervisor. The form is to be dated and co-signed by student and clinical supervisor.

## **5. Completed Honorarium Request Form**

available at <http://psychology.uwo.ca/clinical/honorarium.pdf>

The honorarium schedule is \$350 for a full clinical practicum(1/2 course), \$175 for a half practicum (1/4 course), and \$90 for each of the two setting supervisors for the initial assessment practicum. The Social Insurance field can be left blank.