Practicum Planning and Procedures

Timelines and procedures**

Early May: Clinical supervisors inform the Clinical Program Assistant about their availability for the upcoming year (Sept. 1-Aug. 31) as well as any recent changes to their practice and/or supervisory capacities. The Assistant updates the Clinical Adjunct page accordingly. If and when their training roster becomes full during the subsequent planning process, the supervisor informs the Clinical Program Assistant, who updates the page with this information

Early-Mid May: Students check the updated Clinical Adjunct Advisor page and discuss with their thesis supervisors how much time they can allocate to practica in the upcoming year, given other demands *(research, thesis, coursework, TAships).* The student informs the Clinical Practicum coordinator (with a cc to the thesis supervisor) what was decided.

Late May-Mid-June: The Clinical practicum coordinator meets individually with all students going into PhD I and higher (more senior students first) about placements for the upcoming year (i.e., Sept. 1-Aug 31). Se Planned placements may not begin before Sept. 1 nor end after Aug. 31.

Late May ~ mid-August: Students contact prospective supervisors *(again, more senior students first)*, with a cc to the Clinical Practicum Coordinator. The more senior students contact prospective supervisors before their juniors because they have less time to complete the hours/training they need before applying to residency.

- Those who start the Clinical Program in MScI will contact prospective supervisors at the same time as others in their cohort.
- Those who start the Clinical Program at the PhD. level with a Masters in Clinical Psychology and all the requisite coursework and clinical training may contact prospective supervisors at the same time as others in their cohort.
- Because those starting the Clinical Program at the PhD. Level with a Masters in an area other than Clinical Psychology need a year to make up the requisite coursework before going on placement, they will contact prospective supervisors at the same time as those in the cohort below them *(i.e., PhD1s contact at the same time as MSc IIs, PhD2s at the same time as PhD1s.)*

Students may arrange more than one practicum in a given year, as long as they are consecutive. A student may arrange a concurrent placement only after all PhD students have secured their placements. Once a placement has been confirmed, the student submits an Intent–to-Register form to the Clinical Practicum Coordinator *(See below for details about this form and other practicum paperwork)*.

For those in the Psychological Assessment Practicum course (9901), the process of matching student with supervisor occurs in the fall and is overseen by the course TA and/or Instructor(s).

** The timeline for practicum planning is earlier for those wanting to do a placement with the Thames Valley School Board (TVDSB) the following year. The TVDSB considers applications from students in February. The program will forward the due date and procedures when available from the TVDSB.

Registering (and re-registering) in Practicum Courses

Students are to initially register in a practicum course during the term (Fall, Winter, Summer) in which it starts *(e.g., one would register in the Winter term for a practicum beginning in March)* and **keep re-registering until all end of practicum paperwork has been submitted to the Clinical Practicum Coordinator. Failure to do so will be considered unprofessional, and will result in an email to the students' clinical supervisor, research supervisor and the Director of the Clinical Program, who comments on students' professionalism as part of the residency application process.**

KEEP A COPY OF ALL PAPERWORK FOR YOUR RECORDS

Before the placement begins

Intent to Register (ITR) form
To be completed and submitted to the Clinical Practicum Coordinator as soon as the key details *(start and end date, supervisor, setting)* have been confirmed, **and no later than one month before the planned start of the placemen**t. If you and your supervisor discuss an approximate start date but have yet to settle on the exact date you will begin your placement, submit an ITR form with the approximate date. If and when details *(including but not limited to start dates)* subsequently change *(either before or after the practicum starts)*, the student is to submit a revised Intent-to-Register form *(with the revised element bolded or otherwise highlighted)* to the Clinical Practicum Coordinator.

Note: The student is also to initiate and complete any Pre-Placement Requirements stipulated by the setting **at least six weeks before the start of start of the placement**. Administrative details are handled by the Clinical Program Assistant.

After the Placement Begins

Practicum Supervision Contract To be completed in conjunction with the clinical supervisor at *(or before)* the onset of the placement and revisited, if need be, within the first month. A copy of the contract is to be submitted to the Clinical Practicum Coordinator **within one month after the start of the placement.**

End of Practicum Paperwork

The paperwork described below is to be submitted to the Clinical Practicum Coordinator as a complete package no later than one month after the end of the placement. **Failure to do so will be considered unprofessional, and will result in an email to the students' clinical supervisor, research supervisor and the Director of the Clinical Program, who comments on students' professionalism as part of the residency application process. If there is a compelling reason why you cannot submit the paperwork by then, please send the practicum coordinator (Leora Swartzman) an email explaining why, and copy your clinical supervisor.**

N.B Placements end when students have had their final client contact or submitted the final version of their final reports to their supervisor, and *not* when the student and supervisor discuss and co-sign the Supervisor Evaluation of Student form.

Supervisor Evaluation of Student Co-signed by the student and clinical supervisor.

Student Evaluation of Setting and Supervisor Students complete this online. Once done, they are prompted to print out two hard copies, one for their records.

Honorarium Request Form The name at the top left of the form should be the clinical supervisor. Lines immediately below that *(address and Social Insurance #)* can be left blank, as the Clinical Program Assistant has this information. Leave the $ amount blank as well.

Practicum Summary Sheet Co-signed by student and supervisor.

Practicum Log Sheet Use the practicum log sheet (pdf fillable) or Time2Track *(you have to subscribe)* or a form of your choice that tracks the same information. Each page should have the student and supervisor signatures. As always, be sure to keep a copy for your files.