**image of the York University logo**

# Clinical & CD Practicum Agreement Form

## York University Graduate Program in Psychology

(Revised September, 2017)

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Setting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please circle one:

**Clinical Area**  **CD Area**

6440P 6.0 6910P (Assessment Practicum)

6930P (Intervention Practicum)

6460P 6.0 or 3.0 (indicate which)

Optional Third Practicum

**SETTING AND NATURE OF EXPERIENCE**

1. **What is the name and nature of the setting?** (e.g., inpatient unit, children’s mental health centre, private practice, school board, etc.)
2. **What is the client population** (in terms of age group, diagnostic group, etc.)
3. What is the approximate number of clients student is expected to see?
4. What professional activities will the student be involved in?
5. **What types of assessments?**
6. **What types of intervention?**
7. **Other professional training or experience**

**TIME COMMITMENT**

1. When will the practicum begin and end?

\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Start date End date

1. How many days per week is the student expected to be engaged in Practicum activities? Are there any specific days/times that are necessary for student to be onsite?

**SUPERVISION**

1. Who will be the Primary supervisor?

***Please complete the Abbreviated CV form attached, keeping to a 2-page maximum length***

***(required for CPA accreditation)***

1. Amount & type of supervision planned (e.g., 1 hour/week, individual, group, delegated, other professionals, interns, etc.)
2. Secondary or backup supervisor (clear back up plan in case Primary Supervisor becomes unavailable for any reason)

**SIGNATURES**

Supervisor Name and Setting Full Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Practicum Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Clinical or CD Area DCT

**Abbreviated Curriculum Vitae for Programme’s Faculty**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highest **Degree** Earned: Ph.D. Psy.D. Ed.D. Other\_\_\_\_\_

Date of Degree: University Awarding Degree: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_

CPA/APA Accredited: No: \_\_ Yes: \_\_ Specialty (e.g., Clinical, Counselling, Clinical Neuropsychology):

\_\_\_\_ \_\_\_\_\_\_\_

**Internship** Completed: No : Yes: Year: \_\_\_\_ Setting \_\_\_\_\_\_ \_\_\_\_\_\_\_\_

CPA/APA Accredited: No: Yes: Specialty (e.g., Clinical, Counselling, Clinical Neuropsychology):

\_\_\_ \_\_

**Licensure**: No: Yes: Province(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Appointment**:

Position**: Setting: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

**Academic Position, Rank, Tenure-Status (if applicable):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional Service Delivery** (list activities, responsibilities and/or positions):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional Honours & Recognition** (e.g., Fellow of Professional or Scientific Society; Diplomate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Member of Professional Societies/Associations:** (please specify which ones

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Publications** in Last Five Years

**Presentations** to Professional or Scientific Groups in Last Five Years:

**Funded Research Grants or Training Contracts** in Last Five Years (include funding source, duration of funding, total direct costs):

**Other Professional Activities** in Last Five Years:



**RE: Process for Workplace Safety and Insurance Board Coverage**

**FACULTY OF Graduate Studies**

**Graduate Program**

**in Psychology**

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The Ministry of Training, Colleges and Universities (MTCU) has implemented a new streamlined process for students enrolled in an approved Ontario university program that requires them to complete placements in the workplaces as part of their program of study.

The Workplace Educational Placement Agreement (WEPA) Form has been replaced by the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form. Placement Employers and Training Agencies (universities) are not required to complete and sign the online *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form* for each placement that is part of the student’s program of study in order to be eligible for WSIB coverage. Instead, this form only needs to be completed when submitting a claim resulting from an on-the-job injury/disease.Please note thatuniversities will be required to enter their MTCU- issued Firm Number in order to complete the online claim form.

The new form has been posted on the Ministry’s public website at:

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=1352&NO=022-13-1352E> (English) or

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWF&TIT=1352F&NO=022-13-1352F> (French)

Please note that all WSIB procedures must be followed in the event of an injury/disease. York University will keep the signed original of the placement letter on file and ensure that the Practicum Centre has a copy.

**Declaration**

By signature of an authorized representative here under we confirm our commitment to immediately report any workplace injuries or disease to the student’s university.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Distribution**

A copy with the original signature is to be returned to York University and a copy is to be kept by the Practicum Centre.



**CLINICAL-DEVELOPMENTAL AREA**

**GRADUATE PROGRAM IN PSCYHOLOGY**

**Practicum Training Requirements**

(Updated May 2014)

In accordance with the Standards of the Canadian Psychological Association (CPA), through which we are accredited, it is a requirement that students participate in *“systematic and intensive training in the application of psychological principles and skills to human problems”.* This training is provided through practicum (and later internship) experience, offered in a graduated and sequential fashion, integrated with the program curriculum. Doctoral programs are expected to help students locate and select suitable practicum settings and are responsible for monitoring students' experience (such as through an associated course). Regular liaison between the practicum settings and the program faculty is expected.

According to CPA (2011)*, "Practicum training incorporates and covers the following activities:*

1. *an understanding of, and a commitment to, professional and social responsibility as defined by the statutes of the ethical code of the profession (CPA Canadian Code of Ethics),*
2. *the ability to conceptualize human problems,*
3. *awareness of, and sensitivity to, the full range of human diversity,*
4. *an understanding of one’s own characteristics, strengths and biases, and the impact these have upon professional functioning,*
5. *skill in psychological assessment, intervention, and consultation, which includes more than one type of assessment (e.g., intelligence testing, behavioural assessment, personality testing, neuropsychological assessment) as well as more than one type (e.g., cognitive-behavioural, interpersonal) and mode (e.g., individual, group, family) of intervention,*
6. *skill in writing reports and progress/session notes, and*
7. *the use of research to inform practice and the ability to use practice experiences to inform and direct research."*

The CPA Standards proscribe the amount of face-to-face direct service and the amount and type of supervision expected during a student's total practicum experience prior to internship. In the York Clinical Developmental (C-D) Area, these experiences will be gained via:

1) York University Psychology Clinic involvement;

**2) an Assessment-focused Practicum (6910P);**

**3) an Intervention-focused Practicum (6930P);**

4) Program-sanctioned hours (supervised clinical experience pre-approved by the Director of Clinical Training), and

5) an optional third practicum (in some cases).

This document is focused on the requirements for 2) and 3) above.

The two mandatory CD Practica (6910P and 6930P) have the following requirements, based on the CPA Standards and CD Program policy:

## **Assessment (6910P):** The focus is on the use of psychological testing and other assessment methods in clinical practice with children and adolescents. This typically entails: test administration; scoring and interpretation of tests, questionnaires, and interview measures; clinical interviewing of children/adolescents as well as parent interviewing; consultation with other professionals; observational techniques; feedback to clients, parents and other professionals; and report writing. The typical expectation is that a minimum of five full assessments will be conducted, and that the student will have primary responsibility for at least one assessment from intake to feedback by the end of the practicum. Students should gain as much breadth as possible in terms of various assessment measures, age groups, and presenting issues.

## **Intervention (6930P):** The focus is on the use of therapeutic or other intervention/prevention strategies in clinical practice with children, adolescents, and families. As well, experience in assessment for therapy, case conceptualization, consultation, case conferences, and report writing should be included. Students should gain **as much breadth as possible** in terms of a range of modalities or approaches, and a range of client ages, diversity factors, and presenting issues.

## **Settings**

Appropriate clinical placements in the community are arranged on an individual basis by the student. Potential settings are to be vetted prior to application, through the Practicum Course Director and/or Director of Clinical Training. The CD Program will provide information and support to students in the process of seeking practicum settings, including activities such as practicum information fairs, brown bag sessions regarding applications, mock interviews, etc., through the specifics of these may vary from year to year. Practicum agreement forms should be completed in the spring of the year prior to the practicum and must include relevant information ensuring that the student's training needs and the CPA Standards will be met. These must be approved in writing by the Director (or designate, such as Practicum Course Directors) prior to the beginning of the Practicum, typically in the Spring before the practicum begins.

## **Duration**

The practicum is completed during the academic year, typically 2 days/week from the beginning of September to the end of April for approximately 32-34 weeks in total.

**Hours per practicum**

* minimum of 150 hours direct service experience (direct contact with clients: testing, therapy, interviewing, in-room observation, feedback, etc.)
* minimum of 40 hours formal supervision with Practicum Supervisor, 75% of which is individual 1:1 supervision (see below)
* 40 hours group supervision with faculty Course Director via course and individual meetings as needed

## **Concurrent Practicum Courses and Faculty Liaison**

During the practicum, students are enrolled in Psych 6910P Assessment Practicum or 6930P Intervention Practicum. The course directors for these courses have the responsibility to communicate with the practicum supervisors. As per CPA Standards, regular communication is expected between the faculty and practicum supervisors. At least one in-person meeting, usually at the practicum site, with or without the student, is conducted over the year. Additional communication will occur as needed, either in the form or meetings or via phone or email.

## **Supervision**

On-site supervision is to be provided by a Registered Psychologist or in some cases, a Registered Psychological Associate, to whom the student is assigned. It is important that there be two potential supervisors available in the setting and/or a clear back-up plan to protect the student in the event the primary supervisor is not able to fulfill the role for any reason (e.g., maternity leave, illness, resignation, loss of job, etc.).

A minimum of **40 hours of formal supervision** is required. While group supervision can be a useful and time-effective means to provide supervision and case, individual 1:1, supervision time is seen as a critical piece of the student’s professional and personal growth. CPA Standards require that 75% of the supervision is individual.

An additional 40 hours of supervision is provided by the CD faculty member responsible for the practicum course, through class meetings, individual meetings and joint meetings with the on-site supervisor.

## **Evaluation**

Evaluation is on a Pass/Fail basis, submitted by the practicum course director, based on feedback from the practicum supervisor’s interim (Jan) and final (May) evaluations, as well as the course director's evaluation of the in class portion. The course director's evaluation should include an on-site meeting with the practicum supervisor in the practicum setting whenever possible.