

Practicum Planning Process

The timelines and procedures are as follows:

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, TAs). 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). Planned placements may not begin before Sept. 1st nor end after Aug. 31st.

Late May ~ mid-August: Students contact prospective supervisors (again, more senior students first), with a cc to the Clinical Practicum Coordinator. 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).

(Note: For those in the Initial Assessment Practicum course (9800), the process of matching student with supervisor occurs in the Fall and is overseen by the course TA and/or Instructor(s).)

On 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 result in a failing grade for the practicum, and the accrued hours will not be count towards APPI (Note: Pending approval by Clinical Faculty in Sept. 2017)**

Practicum Paperwork N.B. 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 placement.** 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 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 will result in a failing grade for the practicum, and the accrued hours will not be count towards APPI (Note: Pending approval by Clinical Faculty in September 2017). 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 that 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 this log sheet or the APPIC [MyPsychTrack](#), to which our program subscribes, or a form of your choice. Each should have the student's and supervisor's signature.