

PSYDNYS-NYNJADOT EXTERNSHIP GUIDELINES FOR 2019-20

All Externship sites are expected to adhere to these minimally acceptable standards for externship:

1. 16 hrs/ week – in no more than two days (if modified, permission of Program Director/DCT required)
2. Direct observation at least once during each semester (**APA's Implementing Regulation C-14-D (IR C-14-D)**)
3. Live supervision "on site" – at least one hour of face to face, individual supervision and another hour of "other" types of supervision. The standard is one hour of individual supervision for every four hours of treatment.
4. At least 2 externs. In the cases where sites have only one extern on site, a consortium agreement can be arranged between sites in which the sites would arrange for their externs to meet in a supportive peer-driven group.
5. Externship must have a stated didactic component to the training – specifics are not mandated.

STRUCTURAL GUIDELINES FOR ALL:

1. There will be a six-week period between submission of applications and the first date on which offers may be made to students. The earliest date that students may submit applications is 9:00 am, Tuesday, January 22, 2019. **The earliest date on which an offer may be made to a student is Monday, March 4 at 9 am.**
2. Offers can be made between 9am and 5 pm on March 4. **Offers can only be made via email and respective DCTs must be copied on the email offers.** Phone calls are not acceptable.
3. During the period of time guidelines govern the externship process, applicants may hold no more than one offer during any 2 hrs time period. That is, applicants must decline second and all subsequent offers within any two hours of receipt.
4. Students receiving offers on Monday, March 4, have until 9:00 AM on Tuesday March 5 to accept or reject the offer they are holding.
5. **Students who receive an offer on Tuesday March 5 BEFORE 3 pm have until 9 AM on Wednesday to accept or reject the offer.**
6. Offers made after 3 pm Tuesday are no longer governed by the Externship Guidelines. That is, **Externship Guidelines for the 2019-20 Externship Match are suspended AFTER 3 pm on the second day, Tuesday March 5.**
7. Students who receive an offer after 3 pm on March 5, 2019 will abide by each site's stated guidelines with regard to the time allowed to respond to offers. The site's

guidelines are to be judiciously and fairly enacted. Sites should provide at least a two hour period for the student to make a decision.

8. It is recommended that all application materials - CV, Eligibility letter, Cover letter, and **ONE PDF or either a case summary, an assessment report or both in one document-** depending on what each site requires, be uploaded on the APA platform. However, some sites may require material to be sent directly via email or other methods to the site. **Sites need to stipulate their method for receiving student materials.**

8a. Letters of recommendation (LOR). Only two letters can be uploaded through the portal.

There are two options for students/recommenders and externship sites: a- If the letter writer permits the student to read the LOR, then student can upload the LOR to the site directly through the portal or use the method stipulated by the site;

b- If the letter writer does not permit the student to see the LOR, then the site should stipulate an alternative method for the writer to send their LOR to the site. It is in the best interests of the externship site to always stipulate an alternative method to receive LORs.

9. Sites should update their WIKI information prior to November 15. Sites should include number of positions that are offered by the placement and number of hours required. **The URL for the APA Portal is: psychpracticum.apa.org**
10. Sites will be able to edit their pages to indicate if they have filled all their positions or the number of positions still available by 5:00pm on each of the first two days of the match (March 4 and 5). It is recommended that each site enter this information onto their site **at 5pm or earlier each date**. To maintain uniformity, it is recommended that each site enter this information on the first line that describes their site. Externship sites have editing rights and can provide this information quite easily each day.

STUDENTS:

Students will be permitted to Register and search the Externship Directory at any time after November 1 with the understanding that many sites will not have uploaded their information by then. Students will be NOT be permitted to upload any documents prior to January 22, 2019. Students who upload their materials prior to that date will be acting in an unprofessional manner and will be treated as such by their programs.

11. Students need to insert their DCT's name, email address and phone numbers on their CVs. It is advisable for students to indicate the days of the week that they are available for externship and the day/s that they are not able to attend.
12. Students need to inform the sites and DCTs of acceptances and subsequent withdrawals from all sites *where they were granted interviews*. If the site

has posted “all positions filled” on the wiki, students are *not* required to send withdrawal email.

13. Students must confirm receipt of any interview offer by emailing the Externship Coordinator at the site and their DCT.
14. Students must IMMEDIATELY confirm receipt of any placement offer by emailing the Externship Coordinator at the site **(and whether they are accepting or holding)**.
15. Students must check their SPAM folders to ascertain if any interview or acceptance offer has been directed to SPAM.
16. Students should ask for letters of recommendation from their faculty or others as early as possible in the semester. (see items 8 and 8a above for information about uploading LORs and other required material)
17. No Thank You Notes: Students are not to send “Thank you” notes to their interviewers or to other professionals at the externship site.
18. As of February 12, it is permissible for applicants to contact sites (via email) and inquire if they are still being considered for an interview. Students should consult their DCTs before they send the email (See item 28c for related information)

EXTERNSHIP COORDINATORS:

19. **It is recommended that Externship Coordinators set a specific date when they will stop accepting applications.** This information can be posted on their Portal pages. Of course you will be able to change the date as is warranted.
20. It is recommended that Externship Coordinators provide information on their Directory page as to whether attending the externship will reduce, increase, or have no impact on the students’ chances of attending that site’s internship. For example, some sites may accept students for internship who have externed at their site and others do not. Some will accept a student if there is a one-year gap between the externship and internship experiences; some will accept without a gap year. It is recommended that the externship site make their policy transparent.
21. Externship Coordinators should state, on their webpage and Directory site, whether the site is willing to interview students concurrently applying for internship. (see item 28a.)
22. Externship Coordinators need to cc (via email only) DCTs on all interview offers, acceptances, and rejections.
23. Externship Coordinators are strongly encouraged to post their interviewing time frame.

DCTs

24. DCTs should affirm their students' rankings prior to Match day.
25. Eligibility letters should state if the student is applying for both externship and internship during the current cycle.
26. DCTs will provide Letters of Eligibility that specify the number of hours and number of days that students can complete on externship.
27. Number of hours that students are permitted to complete on externship:
Students who are applying for their first or second externship are permitted to complete no more than 16 hours per week on two days of externship, excepting students applying for a second externship for their 4th year of doctoral training who may apply to sites requiring a maximum of 20 hours per week with the permission of their DCT. Students who are applying for their third or fourth externships are permitted to complete no more than 20 hours per week on externship.
28. DCTs will oversee their students' compliance with all the guidelines – and specifically, adherence to the policies concerning acceptance and rejection of offers
29. **Limiting the number of student applications:**
 - a. Students applying for PRE-DOCTORAL INTERNSHIP (through the APPIC Match or otherwise) MUST ATTEST, on their externship application, that they are applying for internship concurrent with the application for externship. These students must receive their DCT's approval to apply for externship concurrent with internship. Externship sites should state their position about such applications on their website and WIKI site.
 - b. DCTs are to place **limits on the number of applications** that students can initially submit (**from Jan 22 UNTIL FEBRUARY 12**). Students applying for a clinical externship for the first time are permitted to apply to no more than ten sites. Students applying for their 2nd clinical externship can apply to no more than eight sites; students applying for their 3rd externship are permitted to apply to no more than eight sites.
 - c. **After Feb 12**, DCTs will discuss the usefulness of additional submissions with their students (second wave of applications)