

General Instructions

- All forms are provided as pdf form-fillable documents. You are strongly encouraged to save a copy of all documentation for your own records.
- All forms can be found at: <http://www.concordia.ca/artsci/psychology/student-life/students.html#forms>
- Submit completed forms **HARDCOPY ONLY** to Concordia University, Applied Psychology Centre, Attn: DPaC, 7141 Sherbrooke Street West, PY111.5, Montreal, QC H4B1R6.
- Graduate students are ultimately responsible for all required documentation to be completed for their clinical training. Please use the instructions and timeline outlined in the table below to ensure accurate completion of the necessary documentation.

Form	Who	When	Instructions
Clinical Case Logsheet	Student Trainee	Every Week (all practica)	<ul style="list-style-type: none"> • Use to facilitate completion of Clinical Hours Summary • Complete a separate logsheet for each case • Record the time you spend in each of the activities; include names of assessment measures • Do not “double count” hours (review APPIC standards) • For APC Practicum, when your file is active, keep the logsheet in the client file (For Extramural discuss with supervisor whether to keep log in own files) • Give a copy to your supervisor to review at midyear and final evaluation • Upon completion, maintain for your records
Clinical Hours Summary	Student Trainee	Midyear & Final <u>Academic year</u> (Dec, Apr/May) <u>Full year</u> (Feb, Aug) <u>Summer</u> (Jun, Aug)	<ul style="list-style-type: none"> • <u>Cumulative</u> summary of hours (thus, final Summary will include ALL hours, for full practicum) • Clinical Hours Summary must match what is recorded on Clinical Case Logsheets • Organization is consistent with documentation standards of APPIC • Also, record demographics of observed cases, if applicable (enter 0 for direct hours) • Also, record demographics of cases included in supervision group (i.e., direct supervision to others) (enter 0 for direct hours) • Give a copy to your supervisor to review and sign at midyear and final evaluation • Copy last page with client demographics as often as needed and include as attachment • Submit to DPaC
Supervisor Evaluation Form	Student Trainee (Part 1)	Midyear & Final <u>Academic year</u> (Dec, Apr/May)	<ul style="list-style-type: none"> • Complete Part 1 and then send to supervisor to complete the evaluation in Part 2 • Meet with supervisor to review your evaluation and then supervisor and trainee sign and date (Your signature does not mean that you agree with the evaluation, rather it indicates that you had a chance to review the evaluation with your supervisor)

	Clinical Supervisor (Part 2)	<u>Full year</u> (Feb, Aug) <u>Summer</u> (Jun, Aug)	<ul style="list-style-type: none"> •Submit to DPaC
Feedback Form	Student Trainee	Final <u>Academic year</u> (Apr/May) <u>Full year</u> (Aug) <u>Summer</u> (Aug)	<ul style="list-style-type: none"> •Complete to provide feedback about the training site and your clinical supervisor(s) •If you have more than one supervisor, complete the supervisor page as often as needed •The training site and clinical supervisor evaluation forms are separated from your clinical hours and will remain anonymous to the extent possible •Be constructive and diplomatic in your feedback; supervisors do have access to this information (provided only when critical mass of forms are available) •To be assigned a grade, you must complete this form (do not include your name or date on the form, but do append by paperclip to your Clinical Hours Summary and Supervisor Evaluation Form) •Submit to APC Assistant (to be filed anonymously)
Extramural Application	Student Trainee	Before Practicum (approx 1 month before start date)	<ul style="list-style-type: none"> •Complete for all Extramural Practicum. Obtain signatures from research supervisor and intended clinical supervisor. •Extramural Practicum are completed under qualified supervisors in applied settings approved by the DPaC/DCT (e.g., hospital, clinic, school, community health, rehabilitation centre). Only clinical hours obtained at approved Extramural Practicum conducted under qualified supervisors are permissible to count for APPIC and licensure. Students may not engage in clinical training experience without approval of DPaC/DCT for both legal and malpractice reasons. •Extramural Practicum I start and end dates are somewhat flexible, but typically begin first week of May and end the last week of August. Number of days per week are restricted to 4 days/week. However, once the MA thesis is defended, this may be increased to 5 days/week. •Extramural Practicum II and III start and end dates are flexible, but typically follow the academic (Sep to Apr/May) or full (Sep to Aug) year. Number of days per week are restricted at 1 day/week for Extramural II and 2 days/week for Extramural III. Thursday may not be used as a practicum day, as students are expected to attend the Clinical Case Conference series. Practicum days should not be split into half days (e.g., Extramural II should be completed on one day of the week NOT two half days). •Typically, 85% of time at site is reserved for indirect contact (including preparing for client contact, writing session notes and reports) •Extramural Practicum are not entry-level. Tasks should be more challenging than those of earlier practica.

			<ul style="list-style-type: none"> •Supervision must be conducted by a licensed PhD-level clinical psychologist with malpractice coverage for supervision. Supervising psychologists who did not supervise a student from our program in the previous year are asked to submit their CV for accreditation purposes. The ratio of supervision to client hours must meet CPA accreditation guidelines. •Submit to DPaC •NOTE. <i>During the course of the Extramural Practicum, any proposed changes (including changing which days the student is at their practicum site), must be approved by the clinical supervisor, research supervisor, and DPaC</i>
Practicum Letter	<p>Student Trainee (Template)</p> <p>Clinical Supervisor (Signed letter)</p>	Before Practicum (approx 1 month before start date)	<ul style="list-style-type: none"> •A letter outlining the service agreement between the site/clinical supervisor and student trainee is required for legal reasons. For most sites, a signed letter from the clinical supervisor is sufficient. However, some sites require a formal service contract. You will be informed if this is required for your practicum site (NOTE. Affiliation Agreements are needed for all out-of-province sites). •Upon receiving approval from the DPaC that your Extramural Practicum application has been approved, prepare the template for the Practicum Letter. Modify the information in CAPS as they are specific for you and your practicum site. Include specific information about training (direct and indirect hours, supervision time). •Send the electronic version of the template to your intended clinical supervisor; they may modify the letter accordingly. They should then print out the letter on letterhead, sign, and return to the APC. •Submit to DPaC
CSST Form	Student Trainee	Before Practicum (approx 1 month before start date)	<ul style="list-style-type: none"> •Complete this form for accident insurance (this is an application for insurance coverage should you have any accidents while you are working off the Concordia University campus) •CSST insurance does not replace malpractice insurance (which your clinical supervisors would have as part of their license) •Submit to DPaC

Form Checklists

APC Practicum (I, II, III)	
Entire Duration	<input type="checkbox"/> Clinical Case Logsheet
Mid -Dec	<input type="checkbox"/> Clinical Hours Summary <input type="checkbox"/> Supervisor Evaluation Form
Final -Apr	<input type="checkbox"/> Clinical Hours Summary <input type="checkbox"/> Supervisor Evaluation Form <input type="checkbox"/> Feedback Form

Extramural Practicum (I, II, III)	
Before Practicum -Approx 1 month	<input type="checkbox"/> Extramural Practicum Application <input type="checkbox"/> Practicum Letter <input type="checkbox"/> CSST Form
Entire Duration	<input type="checkbox"/> Clinical Case Logsheet
Mid -Academic year: Dec -Full year: Feb -Summer: Jun	<input type="checkbox"/> Clinical Hours Summary <input type="checkbox"/> Supervisor Evaluation Form
Final -Academic year: Apr/May -Full year: Aug -Summer: Aug	<input type="checkbox"/> Clinical Hours Summary <input type="checkbox"/> Supervisor Evaluation Form <input type="checkbox"/> Feedback Form