

Argosy University/Honolulu
Internship Applicant Handbook
2004-2005

Dr. Suzanne Anthony
Director of Internship Training
(808) 536-5555x208
email: santhony@argosyu.edu

TABLE OF CONTENTS

| | |
|---------------------------------------------------------------------|-------|
| Internship Application Information..... | 2-8 |
| I. Readiness for Internship..... | 2-3 |
| II. Internship Application Procedures..... | 3-5 |
| III. Application Materials..... | 5-7 |
| IV. APPIC Procedures and Policies..... | 7 |
| V. APPIC Clearinghouse..... | 7 |
| VI. Internship..... | 8 |
| | |
| APPENDIX A: Summary of Internship Meeting Dates..... | 9 |
| | |
| APPENDIX B: Summary of Internship Forms and Due Dates..... | 10-11 |
| | |
| APPENDIX C: Internship Forms..... | 12-35 |
| | |
| APPENDIX D: Internship Statistics & Site Placements..... | 36-48 |
| | |
| APPENDIX E: Tips and Examples of Cover Letters/Curriculum Vita..... | 49-71 |
| | |
| APPENDIX F: Tips from Previous Internship Applicants..... | 72 |
| | |
| APPENDIX G: Most Common Internship Questions..... | 73 |
| | |
| APPENDIX H: Reference List of Resources for Intern Applicants..... | 74-75 |

INTERNSHIP APPLICATION INFORMATION

Students are required to read all materials, attend all internship application meetings, and return all forms on time. Failure to do so may result in withdrawal from the internship application process.

I. Readiness for Internship

A. Making Your Decision – the decision to progress in your professional training to the stage of internship deserves serious consideration. Internship is no longer the automatic step after completing the third academic year. The Training Department encourages you to reflect upon your personal level of preparedness and readiness for internship, as well as your level of experience and professional maturity in deciding when to apply for internship. As the number of internship sites level out and the number of applicants increases, internships are looking for applicants with higher levels of clinical experience and applicants who have completed their degree requirements (e.g. Comprehensive Exams, CRP/Dissertation Proposal or Defense). This is not to say that you have to have these qualifications to be successful, however they will make you more competitive.

- B. Eligibility Requirements – students must be formally approved as *eligible* by the Training Department in order to apply for internship. In order to be eligible, students must meet the following requirements:
1. The student must have successfully completed the Comprehensive Examination prior to the Fall internship application process.
 2. Prior to beginning internship, the student must have successfully completed all sections of the Clinical Evaluation Conference
 3. Prior to beginning internship, the student must have successfully completed all course work and all practica with no incompletes and good academic standing.
 4. Prior to beginning internship, the student must have a minimum GPA of 3.0 on a 4.0 scale.
 5. Prior to beginning internship, the student must have completed at least one CRP seminar credit.
 6. Prior to beginning internship, the student must have an approved CRP proposal. Failure to do so will require registration for CRP credit while on internship until the proposal is approved.
 7. Acceptable account status with the school.

To apply for eligibility, students must complete the *Preliminary Internship Readiness Check form*. This form is due to Director of Internship Training (Dr. Suzanne Anthony) by **June 21, 2004**. Students will receive a letter from the Training Department regarding their eligibility to apply for internship in the Fall.

- C. Declaring Your Intent to Apply for Internship – After deciding to apply for internship, you must complete and turn in the *Intent to Apply for Internship*

form. This form is due to the Director of Internship Training by **June 21, 2004**. Should you decide you no longer wish to apply for internship, please inform the Director of Internship Training immediately.

- D. Meeting with Faculty Advisor – Students are expected to meet with their faculty advisors to discuss their readiness for internship.

II. Internship Application Procedures

A. Determining Where to Apply – The APPIC Directory lists internship programs in the United States and Canada that are current members of APPIC (including APA approved sites). The directory is currently available on line at the APPIC website (www.appic.org) and will be available in hardcopy at the library in late June.

Students must meet with their faculty advisors during the summer and fall terms in order to discuss and determine appropriate internship sites to which to apply. Following meetings, students need to complete the *List of Internship Sites form*, have it signed by their advisor, and return it to the Director of Internship Training by **September 27, 2004**. Please review the following guidelines when constructing your list of sites:

1. Students are required to apply to a minimum of 15 sites.
2. Students may only apply to internship sites that are APA or APPIC approved.
3. Students are strongly encouraged to apply to a broad geographic area (e.g. do not limit yourself to only California sites), with the exception of those students who have successfully petitioned for Local-Only Internship Application status (discussed further in the following section).
4. Due to the small number of APA approved internships in Hawaii and the large number of students applying to those sites, the Director of Internship Training will monitor, and if necessary, make the final decision as to who may apply to these sites. This same process may occur should other internship sites be in high demand by our students. The decision as to which students may apply to highly competitive sites will be based on goodness-of-fit between the student and the site and will be decided by the Training Department (for further information, please see the Evaluation of Hawaii/Highly Competitive Sites Applications section).
5. Students should consider goodness-of-fit issues when selecting internship sites (e.g. sites that are a good match with your abilities and/or experiences, sites that accept students from Psy.D. programs, etc.). An optional *Goodness-of-fit Worksheet* is included in this packet to help you with your decision-making.
6. The *List of Internship Sites form* must be approved by your faculty advisor and turned into the Director of Internship Training by **September 27, 2004**. The Director of Internship Training must then approve your list of sites.

7. If students wish to or are asked to make changes to their initial list of internship sites, they must complete a *Drop or Add Form*. *Drop and Add Forms will not be accepted after November 10, 2004.*

B. Petitioning for Local-Only Internships – In cases where the requirement to apply out-of state would result in extreme hardship (e.g. medical, familial, and/or financial reasons), students may petition the Training Department for consideration to apply to Hawaii only internship sites. Petitioning for local-only application, however, does not guarantee that the Training Department will grant such permission. In addition, students should be aware that applying to local-only internship sites may increase their risk of not matching to an internship site. The form/instructions for petitioning for local-only internship are included and must be returned to the Director of Internship Training by **September 27, 2004**.

C. Evaluation of Hawaii/Highly Competitive Sites Applications – As discussed previously, training in certain geographic areas (i.e. Hawaii) is in high demand. Increasing numbers of applicants from our program, as well as students from all over the United States, are applying to sites in Hawaii. To deal with the growing numbers of applications from AU/Honolulu students to Hawaii internship sites, the Training Department has begun monitoring and if necessary limiting the number of students applying to each Hawaii site. This same process may occur if other sites are considered highly competitive or in “high demand.” This monitoring is crucial for the following reasons:

1. It maintains a positive and collaborative relationship between AU/Honolulu and the internship site.
2. It limits the amount of “within school” comparison that occurs at the site.
3. It avoids aggravating a site with more applications from one school than they can handle, which may cause them to discard the entire batch of applications from that school.

D. Applying to Selected Sites – Students are responsible for gathering and mailing necessary application materials to each internship site by their respective due dates. If sites require materials to be mailed directly from AU/Honolulu (e.g. letters of recommendation), students need to inform the Training Department and faculty advisors of this well ahead of time and provide them with site names and addresses.

E. Interviews – After the internship site has received application materials, students will be contacted directly by each site (either by email, mail, or phone) regarding their application status. At this point, an invitation for an interview may be extended. Students are not guaranteed an interview at each site to which they apply.

F. Registering with National Matching Services (NMS) – Students must register for the internship matching process with National Matching Service (NMS).

Intern applicants may download registration materials directly from the NMS web site (www.natmatch.com/psychint/reglink.htm). NMS charges each student a fee to participate in the match and a fee for unlimited access to the on-line APPIC directory. Once you are registered with NMS, you will receive an identification number and password.

- G. Rank Ordering Internship Sites - Students are required to submit rank order lists to both NMS and the Director of Internship Training.
1. Submit your rank order lists to NMS online in February. When you rank order your sites, **rank them according to your true preference**. Place a site on your rank order sheet only if you are willing to attend that internship. If you decide that an internship is unacceptable, do not place that site on your ranking list. Match results will be available on-line in late February.
 2. Submit the *Internship Selection Ranking form* to the Director of Internship Training by **February 16, 2005**.
- H. Match Day – Students and the Training Department are notified of match results on-line in late February. **Match results constitute a binding agreement**. Students must complete the *Internship Site Match form* and return it to the Director of Internship Training by **March 14, 2005**.
- I. Evaluation of the Application Process – In order to improve the services provided to the student applying for internships, students are asked to complete an evaluation of the process. The *Internship Application Process Evaluation form* and the *Evaluation of Internship Site's Application Process form* are due to the Director of Internship Training by **March 15, 2005**.

III. Application Materials

Students must keep a full set of all application materials for use in the Clearinghouse.

- A. Cover Letter – An application should include a cover letter introducing yourself and expressing interest in applying for an internship position. Keep your cover letter brief and professional (examples are included).
- B. Curriculum Vita – Most sites will request a curriculum vita that lists all relevant experiences and background (examples are included).
- C. Internship Site Applications/APPIC Uniform Application – Students should begin gathering information regarding perspective internship sites during the summer. Many sites have websites containing information about their internship positions. Student may also write to sites requesting information. The majority of internship sites use the APPIC Application for Psychology Internship (AAPI). The APPI can be downloaded from the APPIC website (www.appic.org) in **late June**. Make sure to use the 2004-2005 APPI form

and not an earlier version. Students should keep in mind that as this is a universal form, all categories have been included and no student is expected to have experience in all areas. Students should check the APPIC web site frequently during the Fall, as the application is revised periodically. Note: it is wise to keep copies of all materials that you forward to a site.

- D. Academic Program's Verification of Internship Eligibility and Readiness Form (Part 2 of the APPI form) – This form must be reviewed and signed by the Director of Internship Training. Students must return a completed electronic copy of this form to the Director of Internship Training by **October 4, 2004**. Instructions and examples will be provided to students once the 2004-2005 APPI form is available. Some sites may also require you to complete an additional form to verify your readiness to apply.
- E. Letters of Recommendation – most internship sites require letters of recommendation from 3 to 4 people who are familiar with your clinical and/or academic work. The Training Department encourages students to give careful consideration to those that they choose to write these letters and to request letters early enough to allow ample time for your letter writer to complete them (approximately 4 weeks). Students must complete the *Request for Letter of Recommendation form* for each letter requested and give a copy of the completed form to the letter writer.
- F. Director of Training (DOT) Letter (also referred to as Letter of Eligibility) – some internship sites require a letter from the Director of Internship Training (DOT). Letters will be automatically prepared based on the information from the Data Sheet for *Director of Internship Training Recommendation Letters form*. This form is due to the Director of Internship Training by **August 1, 2004**. Students will be asked to provide specific information (e.g. site addresses, name of training director) regarding each site to the Director of Internship Training.
- G. Transcripts – When applying for transcripts from Student Services, the following guidelines must be followed:
1. Request transcripts at least 9 working days before they are needed.
 2. Complete the *Release of Information form* (see example).
 3. Attach a set of mailing labels with site names and addresses printed on them to the *Release of Information form* (note: if a site requests more than one copy of transcripts, make sure to include the correct number of mailing labels).
 4. Attach clear instructions regarding the method for delivery (e.g. if a site requests that transcripts be sent directly to the site, inform Student Services of this) to the *Release of Information form*.

5. Request a copy of your transcripts be sent to yourself for use in the Clearinghouse.

H. Work Sample – Some internship sites request students to forward a work sample in addition to a regular application. The Training Department would like to remind students to protect client confidentiality and remove or change all identifying information from records or reports. In addition, students must obtain their client's and supervisor's/site's permission to forward any materials. **It is strongly recommended that students forward work samples to their advisor for review. Give advisors at least two weeks to review the materials.**

IV. APPIC Procedures and Policies

A. General Procedures and Policies – Complete information regarding APPIC procedures and policies is available at the APPIC website.

1. Students are expected to follow all APPIC rules and guidelines without exception. Consult with the Director of Internship Training if you have a question concerning these guidelines.
2. Match with an internship is a **binding agreement**. Any student who receives an internship match is expected to fulfill that obligation and the school will not accept an alternative site for internship training. You may not accept another internship position regardless of the circumstances.
3. Any internship site that you suspect has violated the APPIC rules should be brought to the attention of the Director of Internship Training immediately. Complaints can be raised during the internship process or after match day with APPIC or with the site itself.
4. Any student who even suspects that they may have violated the APPIC rules should raise the issue immediately with the Director of Internship Training. Should it be discovered that a student has violated the APPIC rules and/or failed to bring this to the attention of their faculty advisor or the Director of Internship Training, the student will be referred to the Training Department and/or the appropriate Faculty Committee.

V. APPIC Clearinghouse

After match day, the APPIC Clearinghouse serves as a resource for exchange of information between internship sites that have not filled positions and graduate student programs with internship candidates who are still available. The Clearinghouse operates through APPIC. **Contact the Director of Internship Training immediately after match day if you did not make an internship match.** Students that do not match during match day should clear their schedule for the remainder of the week to complete and forward additional applications. *A reminder that students must keep a full set of all application materials for use in the Clearinghouse process.*

VI. Internship

- A. **Final Release to Attend Internship** – before beginning the internship year, students must:
1. Have successfully completed all sections of the Clinical Evaluation Conference
 2. Have successfully completed all course work and all practica with no incompletes and good academic standing.
 3. Have a minimum GPA of 3.0 on a 4.0 scale.
 4. Have completed at least one CRP seminar credit.
 5. Have an approved CRP proposal. Failure to do so will require registration for CRP credit while on internship until the proposal is approved.
 6. Have acceptable account status with the school.

Should any of these conditions not be met, you will not be permitted to attend internship and your internship will be informed that the school cannot release you to begin your training.

- B. **Internship Evaluation Procedures** – Evaluation of the intern's progress is an ongoing process throughout the year. If at any point during the year, a problem arises which cannot be resolved within the internship setting, the intern and/or the internship supervisor(s) is encouraged to contact the school's Director of Internship Training. You will be mailed a packet of forms to complete in conjunction with your internship site supervisor(s) during the year. This packet will include:
1. A timeline for submitting forms
 2. Internship Agreement
 3. Internship Learning Contract
 4. Midyear Attainment of Learning Objectives
 5. Interim Internship Training Report
 6. Internship Midyear Activity Report
 7. Final Attainment of Learning Objectives
 8. Final Internship Training Report
 9. Internship Final Activity Report
 10. Verification of Internship Completion Letter
 11. Final Student Internship Evaluation Form (allows student to evaluate their internship training experience)
- C. **Miscellaneous Information** – Students who will be completing their internship training outside of Hawaii should:
1. Complete the *Permission for Automatic Registration form* and submit it to Student Services by **March 14, 2005**.
 2. Complete the *Student Refund Direct Deposit form* and submit it to Student Services by **March 14, 2005**.

APPENDIX A
Summary of Internship Meeting Dates

All internship meetings will take place during the Wala’au hour and are mandatory.

| <u>Date</u> | <u>Meeting Topic</u> |
|--------------------|-------------------------------------------------------------------------|
| May 24, 2004 | Information Meeting |
| June 14, 2004 | Student Panel: Q & A |
| September 13, 2004 | The Internship Application Process |
| October 4, 2004 | Preparing Your Application Materials |
| November 8, 2004 | Preparing for Interviews |
| January 6, 2005 | Argosy Consortium Open House <i>(For Consortium Applicants Only)</i> |
| January 24, 2005 | Preparing for Match Day |
| February 25, 2005 | Support Group for Unmatched Applicants <i>(Optional)</i> |
| March 14, 2005 | Debriefing and Preparing for Internship |

APPENDIX B
Summary of Internship Forms and Due Dates

| <u>Date Due</u> | <u>Form</u> | <u>To</u> |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------|
| June 21, 2004 | <i>Preliminary Internship Readiness Check form</i> | S. Anthony |
| June 21, 2004 | <i>Intent to Apply for Internship form</i> | S. Anthony |
| August 1, 2004 | <i>Director of Internship Training Recommendation Letters form</i> | S. Anthony |
| Sept-Dec (4 weeks prior to needing letter) | <i>Request for Letter of Recommendation form</i> | All Recommendation Letter Writers |
| Sept-Dec (9 working days prior to needing transcripts) | <i>Release of Information form for transcripts, address labels, and delivery instructions</i> | Student Services |
| September 27, 2004 | <i>List of Internship Sites form</i> | S. Anthony |
| September 27, 2004 | <i>Local-Only Internship Application</i> | S. Anthony |
| October 4, 2004 | <i>Verification of Internship Eligibility and Readiness form (APPIC part 2)</i> | S. Anthony |
| November 10, 2004 | <i>Drop/Add forms</i> | S. Anthony |
| July-Dec | <i>Register with NMS</i> | NMS website |
| February 9, 2005 | <i>Rank Order List Submission</i> | NMS |
| February 23, 2005 | <i>Internship Selection Ranking Form</i> | S. Anthony |
| February 25, 2005 | <i>Match Day</i> | |
| February 28, 2005 | <i>Clearinghouse Opens</i> | |
| March 14, 2005 | <i>Internship Site Match Form</i> | S. Anthony |
| | | <i>To Be Continued....</i> |

APPENDIX B (cont.)

Summary of Internship Forms and Due Dates

| | | |
|----------------|----------------------------------------------------------------------------------------------------------------------------|------------------|
| March 14, 2005 | <i>Internship Application Process Evaluation and Evaluation of Internship Site's Application Process forms</i> | S. Anthony |
| March 14, 2005 | <i>Permission for Automatic Registration form</i> | Student Services |
| March 14, 2005 | <i>Student Refund Direct Deposit form</i> | Student Services |

APPENDIX C
Internship Forms

**** CONFIDENTIAL ****

Preliminary Internship Readiness Check Form

*Please complete and submit to the Director of Internship Training by **June 21, 2004**. Incomplete forms will not be processed but instead will be returned to the student for completion.*

Applicant Name: _____ Social Security #: _____

Email Address: _____ Contact Number: _____

Faculty Advisor: _____ Date of Admission: _____

Concentration: _____

| Current CRP Status: | Date of Completion: | OR | Anticipated Date of Completion: |
|----------------------------|----------------------------|-----------|----------------------------------------|
| Pre-Proposal | _____ | | _____ |
| Committee Constituted | _____ | | _____ |
| Proposal Approved* | _____ | | _____ |
| Human Subjects Review | _____ | | _____ |
| Data Collection Stage | _____ | | _____ |
| Final Writing Stage | _____ | | _____ |
| CRP Oral Scheduled | _____ | | _____ |
| CRP Completely Approved | _____ | | _____ |

*Successful Proposal Defense required by the end of the Summer I term or student will be required to enroll for CRP credit during internship year until proposal has been successfully defended.

TO BE COMPLETED BY THE TRAINING DEPARTMENT

Completed all education/course requirements :

____ Yes ____ No Date Completed/to be Completed: _____

Courses in Progress or Outstanding:

Completed Psy.D. Diagnostic Practicum requirements (including 12 batteries):

____ Yes ____ No Date Completed/to be completed: _____

Notes:

Completed Psy.D. Program Diagnostic and Case Formulation Clinical Evaluation Conference:

____ Yes ____ No Date Completed/to be completed: _____

Completed Psy.D. Therapy Practicum requirements:

____ Yes ____ No Date Completed/to be completed: _____

Completed Psy.D. Psychotherapy Clinical Evaluation Conference:

____ Yes ____ No Date Completed/to be completed: _____

Satisfactory Progress Criteria Met (e.g. incompletes, "F's", etc.):

____ Yes ____ No

Notes:

Completed Comprehensive Examination:

____ Yes ____ No Date Completed: _____

Referrals to SEC:

____ Yes ____ No Comments:

Financial Clearance:

____ Yes ____ No Comments:

Director of Internship Training

Date

Intent to Apply for Internship Form

Please complete and return to the Director of Internship Training by **June 21, 2004**

_____ I definitely plan to apply for Internship during the 2004-2005 academic year.

_____ I most likely will apply for Internship during the 2004-2005 academic year.

_____ I do not plan to apply for Internship during the 2004-2005 academic year.

Student Name (Please Print)

Advisor's Name (Signature NOT required)

Student Signature

email address

INTERNSHIP GEOGRAPHICAL LOCATION INFORMATION

(Non-Binding Information)

Please check all areas that may apply at this time:

_____ Hawaii

_____ Out-of-Country

_____ Out-of-State

_____ East

(Name of Countries)

_____ Midwest

_____ West

_____ Other (describe):

_____ Southwest

_____ South

**** CONFIDENTIAL ****

Director of Internship Training Recommendation Letters Form

Please complete all portions and return to the Director of Internship Training and attach a copy of your most recent curriculum vitae by **August 1, 2004.** **NOTE: INCOMPLETE FORMS WILL BE RETURNED TO THE STUDENT AND WILL DELAY THE WRITING OF HIS/HER LETTER.**

Student's Name: _____ **Student's Phone#:** _____

Student's Email: _____

Highest Degree Earned (please circle): Bachelor's Master's Doctorate

Name of School degree received from: _____

Date Entered Argosy University/Honolulu: _____

Concentration (please circle): Diversity Child/Family

Bilingual: yes no **Language(s) spoken:** _____

Current Cumulative GPA: _____

Prior relevant experience before entering AU/Honolulu: _____

Please list your perceived strengths: _____

Please list your perceived weaknesses: _____

Please list at least two professional development goals: _____

Practicum

Diagnostic Practicum Site: _____

Site Supervisor: _____ **Seminar Leader:** _____

Quotes from Supervisors (you must provide this information): _____

Intervention Practicum Site: _____

Site Supervisor: _____ **Seminar Leader:** _____

Quotes from Supervisors (you must provide this information): _____

Advanced Practicum Site: _____

Site Supervisor: _____ **Seminar Leader:** _____

Quotes from Supervisors: _____

Clinical Evaluation Conference

Date of Diagnostic CEC: _____ **Pass:** yes no

Date of Intervention CEC: _____ **Pass:** yes no

Clinical Research Project (CRP)

Current Status of CRP (circle one):

- 1. No work begun 2. Active Proposal Development 3. Proposal Accepted
- 4. Date collected 5. CRP Completed

Status of CRP anticipated by July 1, 2005 (circle one):

- 1. No work begun 2. Active Proposal Development 3. Proposal Accepted
- 4. Date collected 5. CRP Completed

CRP Topic: _____

Miscellaneous

Have you ever been on Academic Probation? yes no
(If yes, please attach information)

Have you ever been referred to the Student Evaluation Committee (SEC)? yes no
(If yes, please attach an explanation and schedule an appointment with Dr. Anthony)

I hereby authorize the Director of Internship Training to utilize this information in order to write a letter of recommendation on my behalf:

Student's Signature: _____ **Date:** _____

Request for Letter of Recommendation

(Please use one form per letter writer)

Name of Letter Writer: _____

Student's Name: _____

Address: _____

Email Address: _____ SS#: _____

I hereby authorize the above named letter writer to write a letter of recommendation on my behalf.

I authorize the release of the following information regarding my student record be included in the letter written on my behalf:

_____ Social Security Number

_____ Grades Earned and Grade Point Average

_____ Class Schedules

_____ Comments from instructors/supervisors regarding academic and professional performance

_____ Social Security Number

_____ Employment information including: employer, position held, work address/phone number

_____ Academic performance information, such as academic suspension, probation, disqualification, or academic dishonesty charges

Send Letter to (note: if multiple sites, please attach a list with contact names and addresses to this form):

Contact Name: _____

Agency: _____

Address: _____

_____ *I waive my right to review this letter of recommendation*

_____ *I do not waive my right to review this letter of recommendation*

Student's Signature: _____ Date: _____



AU / Honolulu • Student Services Department

RELEASE OF INFORMATION

**** please allow nine (9) working days to process this request ****

INFORMATION TO BE RELEASED

- Transcript, official
- Transcript, unofficial
- Student Financial Ledger/History
- Grade Sheet: Indicate course(s): _____
- Letter of Good Standing & Verification of Enrollment
- Other: _____

PURPOSE OF RELEASE

- Personal Professional Other: _____

PERSON/AGENCY TO WHOM INFORMATION MAY BE RELEASED

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

METHOD OF DELIVERY

- Mail (provide address above) Fax (provide number above) Pick Up: provide date _____

AUTHORIZATION TO RELEASE

I, (print name) _____, authorize the Student Services Department to release the information indicated above to the person/agency indicated.

Signature: _____ Social Security Number: _____ Date: _____

For Office Use Only:

Date Received: _____ Date Processed: _____ By: _____

EXAMPLE



AU / Honolulu • Student Services Department

RELEASE OF INFORMATION

**** please allow nine (9) working days to process this request ****

INFORMATION TO BE RELEASED

- Transcript, official
- Transcript, unofficial
- Student Financial Ledger/History
- Grade Sheet: Indicate course(s): _____
- Letter of Good Standing & Verification of Enrollment
- Other: _____

PURPOSE OF RELEASE

- Personal
- Professional
- Other: _____

PERSON/AGENCY TO WHOM INFORMATION MAY BE RELEASED

Name: See attached (attach a set of labels with the site addresses)

Address: *NOTE: If site request more than one transcript, make sure to attach the correct number of labels*

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

METHOD OF DELIVERY

- Mail (provide address above)
- Fax (provide number above)
- Pick Up: provide date _____

Student should attach a list of instructions for delivery. (ex. Which sites need transcripts mailed DIRECTLY FROM school.)

AUTHORIZATION TO RELEASE

I, (print name) Lisa Watson, authorize the Student Services Department to release the information indicated above to the person/agency indicated.

Signature: Lisa Watson Social Security Number: 111-22-3333 Date: May 14, 2003

For Office Use Only:

Date Received: _____ Date Processed: _____ By: _____

Goodness of Fit Worksheet

(optional)

The following are some questions that you should consider when deciding which internship sites to apply to:

1. Is the internship site highly competitive (look at ratio of applicants to slots available, geographic location, prestige)?
2. Does the internship site accept students from Psy.D. programs (are they considered acceptable or preferred)?
3. Has the internship site accepted students from Psy.D. programs in the past?
4. What is the minimum number of graduate training hours required by the site? On average, how many training hours did prior interns have? Do you have enough training hours to be a competitive applicant at this site?
5. Does the site recommend or require that students complete their CRP proposal prior to applying or accepting an internship position?
6. Do your clinical experience or training interests match with what the site has to offer?
7. Does the site have a research emphasis or is research offered as a major rotation? If yes, do you have any research experience?
8. Are you applying to a variety of sites (e.g. difficulty ranking, geographical location, etc.)
9. Consider applying to both APA and non-APA approved sites.
10. Have AU/H students attended this internship in the past?

EARLIEST DEADLINE DATE: _____

Hawaii Sites Yes ____ NO ____

LIST OF INTERNSHIP SITES FORM
Due: September 27, 2004

Student Name _____ Faculty Advisor Signature of Approval _____

Contact Number _____ Student e-mail _____

| | APPIC Due Date | Internship Site Name, City, and State | Type of Site (e.g. Medical Center, Counseling Center, etc.) | Special Instructions for DOT? | DOT Letter? |
|----|-------------------|---------------------------------------|----------------------------------------------------------------------|-------------------------------|------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |

| | APPIC Due Date | Internship Site Name, City, and State | Type of Site (e.g. Medical Center, Counseling Center, etc.) | Special Instructions for DOT? | DOT Letter? |
|----|-------------------|---------------------------------------|----------------------------------------------------------------------|-------------------------------|------------------------|
| 9. | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |

| | APPIC Due Date | Internship Site Name, City, and State | Type of Site (e.g. Medical Center, Counseling Center, etc.) | Special Instructions for DOT? | DOT Letter? |
|----|----------------|---------------------------------------|-------------------------------------------------------------|-------------------------------|--------------------|
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |
| 24 | | | | | |
| 25 | | | | | |
| 26 | | | | | |
| 27 | | | | | |
| 28 | | | | | |
| 29 | | | | | |
| 30 | | | | | |

Local-Only Internship Application

Please complete this form, attach your letter petitioning for local-only status, and return to the Director of Internship Training by September 27, 2004

Student's Name: _____

Student's Phone#: _____

Student's Email: _____

_____ Yes, I am Petitioning for Local-Only Internships

Student's Signature: _____

Please attach a letter addressed to the Training Department requesting consideration to apply to Hawaii only internship sites. Your letter should make a case as to why applying out-of-state would result in extreme hardship (e.g. medical, familial, and/or financial reasons) for you. **Please note that this letter will be read by members of the Training Committee and will become part of your student file.**

FOR TRAINING DEPARTMENT USE

Petition Approved? yes no

Notes:

LIST OF INTERNSHIP SITES ADD FORM

Due: November 10, 2004

Student Name _____ Faculty Advisor Signature of Approval _____

Contact Number _____ Student e-mail _____

| | APPIC Due Date | Internship Site Name, City, and State | Type of Site (e.g. Medical Center, Counseling Center, etc.) | Special Instructions for DOT? | DOT Letter? |
|----|-------------------|---------------------------------------|----------------------------------------------------------------------|-------------------------------|------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10 | | | | | |

LIST OF INTERNSHIP SITES DROP FORM
Due: November 10, 2004

Student Name _____ Faculty Advisor Signature of Approval _____

Contact Number _____ Student e-mail _____

| | APPIC Due Date | Internship Site Name, City, and State | Type of Site (e.g. Medical Center, Counseling Center, etc.) | Why Dropping Site? |
|----|-------------------|---------------------------------------|----------------------------------------------------------------------|--------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10 | | | | |

INTERNSHIP SELECTION RANKING FORM

Student Name _____

Date _____

According to APPIC policy each student must submit to their school a list of their internship acceptance preferences before Uniform Notification Day. Please return this form to DR. SUZANNE ANTHONY – NO LATER THAN FEBRUARY 23, 2005.

List your sites as they are ranked on your Rank Order Sheet for the APPIC National Match Program.

*Total number of sites applied to _____
 Number of APA approved sites applied to _____
 Total number of sites at which you interviewed _____

Number of APA approved sites at which you interviewed _____
 Total # of APPIC only (not APA) sites _____
 Total # of non-APPIC sites _____

For Consortium Students: # Sites Applied to Within Consortium _____ # Interview Within Consortium _____

Please list ALL sites to which you applied, even those that did not offer an interview and those that you did not include on your ranking sheet.

| Site Name (List in Rank Order) | City, State | APA Approved (Yes/No) | Interview (Yes/No) | Were you notified you were not being considered? (Yes/No) | Check here if this site was not on your rank order list |
|-----------------------------------|-------------|-----------------------------|-----------------------|-----------------------------------------------------------------|---------------------------------------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |

| Site Name (List in Rank Order) | City, State | APA Approved (Yes/No) | Interview (Yes/No) | Were you notified you were not being considered? (Yes/No) | Check here if this site was not on your rank order list |
|-----------------------------------|-------------|-----------------------------|-----------------------|-----------------------------------------------------------------|---------------------------------------------------------------|
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. | | | | | |
| 21. | | | | | |
| 22. | | | | | |
| 23. | | | | | |
| 24. | | | | | |
| 25. | | | | | |

INTERNSHIP SITE MATCH FORM
THIS FORM **MUST** BE COMPLETED AND RETURNED TO
DR. SUZANNE ANTHONY BY **MARCH 14, 2005.**

Date: _____

Student Name: _____

Address: _____

e-mail: _____

Contact number(s): (H) _____

Please circle that setting which best describes your internship site (circle only one).

- | | |
|------------------------------------|--------------------------------------------|
| 1. Community Mental Health Center | 9. State/County Hospital |
| 2. Health Maintenance Organization | 10. Correctional Facility |
| 3. Medical Center | 11. School District/System |
| 4. Military Medical Center | 12. University Counseling Center/Clinic |
| 5. Private General Hospital | 13. University Teaching Facility |
| 6. General Hospital | 14. Independent Practice |
| 7. Veterans Affairs Medical Center | 15. Consortium |
| 8. Private Psychiatric Hospital | 16. Other (e.g. consulting) Please specify |

INTERNSHIP SITE

Name: _____

Director of Training: _____

Address: _____

e-mail: _____

Telephone Number: _____

Starting Date _____ Ending Date _____

Amount of Stipend: _____ Total Hours Expected _____

APA Status: Approved _____ Non-APA _____

APPIC _____ Non-APPIC _____

This site was my _____ choice for training (1st, 2nd, 3rd ...)

Internship Application Process Evaluation Form

Dear Students,

In order to continue to improve the support services provided to students applying for pre-doctoral internships, I would like to invite your feedback about the application process. This information may be shared with the Training Department and other Argosy faculty so that we can continue to assess our role in the application process and gauge students' internship needs and challenges. This is an anonymous survey. **DUE: March 14, 2005**

Please rate the helpfulness of Argosy University/Honolulu support services. Please choose only one answer.

| | Not at all helpful | A little helpful | Somewhat helpful | Helpful | Very helpful |
|-------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. The application forms required by Argosy University (e.g. intent form, eligibility form, ranking forms). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Informal meetings and advisement from faculty. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Application mandatory meetings/workshops (e.g. curriculum vitae workshop, interviewing workshop) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. The Training Department (e.g. Director of Internship Training). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

5. What aspect of the Argosy University internship application process did you find most helpful?

6. What aspect of the Argosy University internship application process could be improved?

7. Please provide a piece of advice or "tip" for future intern applicants.

Evaluation of Internship Site's Application Process

Dear Students,

I would like to understand your experience of the application and interview process.

Please respond to the following questions. This is an anonymous survey. **DUE: March 14, 2005**

Please rate your experience of the different components of the application process.

Please choose only one answer.

| | Not at all stressful | A little stressful | Somewhat stressful | Stressful | Very stressful |
|-------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Selecting sites to which you applied. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Completing the APPIC universal application form (AAPI). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Completing supplemental application forms (e.g. cover letter, curriculum vitae). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Coordinating interviews with the internship sites. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. The interviews. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Rank ordering sites. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

7. What aspect(s) of the internship application process did you find most stressful/challenging?

8. How could Argosy University/Honolulu Training Department and/or faculty members better assist you in these aspects of the application process?

9. In order to help future applicants prepare, please list one question that you were asked during the interview.

Argosy University / Honolulu
PERMISSION FOR AUTOMATIC REGISTRATION

Date: _____

Name: _____

Social Security Number: _____

I grant permission to be automatically registered for the following course(s):

Course Name & Number: _____ Begin: _____
Indicate the term and year automatic registration may begin

Course Name & Number: _____ Begin: _____
Indicate the term and year automatic registration may begin

Chair, Training Director or Faculty Approval: signature 1 _____
The approval required varies depending on the course.
signature 2 _____

Check one of the following:

I give permission for my credit card to be billed on the first day of each semester I am registered:

- Visa MasterCard Discover American Express

Number: _____

Exp. Date: _____

I will pay with a personal check on or prior to the first day of each term.

I have applied and been *approved* for financial aid.

In addition, I understand that I will be automatically registered for Clinical Research Project in each term subsequent to the completion of my internship if my CRP is not completed on or prior to the first day of the term.

Signature of Student: _____ Date: _____

OFFICE USE ONLY

Semester _____ Semester _____ Semester _____ Semester _____
 Registered Billed Registered Billed Registered Billed Registered Billed

CRP Complete? Semester _____ Semester _____ Semester _____
 Yes No Registered Billed Registered Billed Registered Billed

APPENDIX D**Argosy University/Honolulu Internship Statistics & Site Placements**

**Argosy University/Honolulu
Internship Site Statistics
OF APPLICATIONS / # OF INTERVIEWS
* = student placed at this site**

| Site Name | State | '02 – '03 | '03 – '04 |
|------------------------------------------------|-------|-----------|-----------|
| Arkansas Mental Health Services State Hospital | AR | 0/0 | 1/0 |
| Central Arkansas Veterans Healthcare System | AR | 0/0 | 1/0 |
| Arizona State Hospital | AZ | 0/0 | 3/1 |
| Arizona State University | AZ | 0/0 | 1/0 |
| Carl T. Hayden, VAMC | AZ | 0/0 | 1/0 |
| Southern Arizona VA Health Care System | AZ | 1/0 | 2/1 |
| University of Arizona, Health Science Center | AZ | 0/0 | 1/0 |
| Atascadero State Hospital | CA | 1/1* | 3/1* |
| Center for Multicultural Training | CA | 1/0 | 0/0 |
| California Mental Health, Vacaville | CA | 3/1 | 0/0 |
| California State University, Long Beach | CA | 2/0 | 4/0 |
| Central California Intern Consortium, Fresno | CA | 2/1 | 2/0 |
| Child/Family Guidance, Northridge | CA | 3/2 | 4/1 |
| Child Guidance Center, Long Beach | CA | 1/0 | 0/0 |
| Children's Hospital at LA | CA | 2/0 | 2/0 |
| Children's Hospital at Stanford | CA | 2/1 | 0/0 |
| Children's Hospital of Orange County | CA | 2/0 | 0/0 |
| CSPP, Fresno | CA | 1/0 | 0/0 |
| Didi Hirsch Mental Health Center | CA | 3/1 | 1/0 |
| Federal Corrections Inst. Terminal Isl. | CA | 0/0 | 1/0 |
| Federal Corrections Inst. Dublin | CA | 0/0 | 1/0 |
| Greater Long Beach Child Guidance | CA | 2/0 | 0/0 |
| Guidance Center | CA | 0/0 | 1/0 |
| HELP Group | CA | 2/0 | 1/0 |
| Jerry L. Pettis Memorial VA Center | CA | 1/0 | 1/0 |
| Kaiser Permanente Medical Care, Fresno | CA | 0/0 | 1/1 |
| Kaiser Permanente Medical Care, LA | CA | 3/0 | 6/1 |
| Kaiser Permanente Medical Care, Vista | CA | 1/0 | 3/0 |
| Kaiser Permanente, San Diego | CA | 1/0 | 2/0 |
| Kern County Outpatient | CA | 0/0 | 1/1 |
| Kern County Forensic | CA | 0/0 | 1/1 |
| Metropolitan Detention Center | CA | 2/0 | 0/0 |
| Metropolitan State Hospital | CA | 0/0 | 1/1 |
| Napa State Hospital Dept. of Psychology | CA | 1/0 | 3/0 |
| National Asian Am Psychology Training Center | CA | 0/0 | 1/0 |
| Navel Medical Center, San Diego | CA | 1/0 | 0/0 |

| | | | |
|-----------------------------------------------|----|------|------|
| Pacific Clinics Institute | CA | 2/1 | 2/2 |
| Patton State Hospital | CA | 0/0 | 2/0 |
| Psychological & Counseling Services, San Dieg | CA | 0/0 | 1/0 |
| RAMS, Inc. | CA | 1/0 | 2/0 |
| River Oak Center for Children | CA | 3/1 | 1/1* |
| San Bernardino County Mental Health | CA | 1/1 | 1/1* |
| St. John's Child & Family Center | CA | 3/0 | 0/0 |
| SFDVA Medical Center | CA | 3/0 | 1/1 |
| Sharp Health Care | CA | 0/0 | 3/0 |
| Sharp Mesa Vista Hospital | CA | 4/0 | 0/0 |
| Stanford University School of Medicine | CA | 4/1 | 0/2 |
| Shasta County Mental Health Services | CA | 1/0 | 3/1 |
| Tehachapi Corrections, Fresno | CA | 0/0 | 1/1 |
| Tri-City Mental Health Center | CA | 2/0 | 1/0 |
| University of California, Berkley | CA | 4/1 | 2/2* |
| University of California, Davis Counseling | CA | 4/1 | 1/1 |
| UCLA | CA | 3/0 | 3/0 |
| University of California, Irvine | CA | 4/1 | 0/0 |
| University of California, San Diego | CA | 3/1* | 8/1 |
| University of California, Santa Barbara | CA | 3/1 | 1/1 |
| University of California, Santa Cruz | CA | 2/0 | 2/1 |
| University of California, San Francisco | CA | 0/0 | 1/1 |
| USC Student Counseling Services | CA | 1/1 | 0/0 |
| VA, Long Beach Healthcare System | CA | 3/0 | 1/0 |
| VA Medical Center, San Francisco | CA | 1/0 | 2/0 |
| VA Northern California Health Care | CA | 2/0 | 4/2 |
| Veterans Affairs Palo Alto Health Care | CA | 1/1 | 4/0 |
| Veterans Affairs San Diego | CA | 0/0 | 1/1 |
| Veterans Affairs, West LA Health Care Center | CA | 0/0 | 1/0 |
| Aurora Community Mental Health | CO | 4/1 | 2/0 |
| CO Mental Health Institute, Fort Logan | CO | 1/0 | 0/0 |
| Colorado State University | CO | 3/0 | 1/0 |
| Community Reach Center; Thorton | CO | 0/0 | 2/1 |
| Denver Health Medical Service | CO | 1/0 | 1/1 |
| DVA Medical Center, Denver | CO | 1/0 | 0/0 |
| University of Colorado | CO | 1/1 | 2/1 |
| Wardenburg Health Center | CO | 1/0 | 0/0 |
| Institute of Living | CT | 1/0 | 1/1 |
| Dartmouth Medical School | CT | 0/0 | 1/0 |
| Village for Families and Children | CT | 1/0 | 0/0 |
| Yale University School of Medicine | CT | 1/0 | 1/0 |
| District of Columbia Mental Health | DC | 1/0 | 1/0 |
| George Washington University, Couns. Center | DC | 0/0 | 1/0 |
| Howard University Counseling Center | DC | 1/0 | 3/0 |
| Howard University Hospital Dept of Psychiatry | DC | 0/0 | 3/1 |

| | | | |
|---------------------------------------------------------------------------------|----|-------|--------|
| St. Elizabeth Hospital (Adult Clinic) | DC | 0/0 | 1/1 |
| Walter Reed Army Medical Center | DC | 2/2 | 3/3 |
| DuPont Hospital for Children | DE | 1/0 | 0/0 |
| Atlantic Shores Healthcare, S. FL. State Hospit | FL | 0/0 | 1/0 |
| Central Health Network, Miami | FL | 0/0 | 1/0 |
| Center for Group Counseling | FL | 0/0 | 1/1 |
| Children's Psychiatric Center, Inc. | FL | 1/0 | 0/0 |
| Citrus Health Network | FL | 0/0 | 1/1 |
| Coastal Behavioral Health Care, Sarasota | FL | 0/0 | 2/0 |
| Federal Correctional Complex Butner | FL | 2/0 | 1/0 |
| FL. Dept. Of Corrections Zephyrhills Cor. Inst. | FL | 0/0 | 1/0 |
| Florida International University | FL | 0/0 | 1/1* |
| Federal Bureau of Prisons; Tallahassee | FL | 0/0 | 1/0 |
| Federal Medical Center at Tallahassee | FL | 1/0 | 0/0 |
| Florida State Hospital | FL | 1/1 | 1/1* |
| Florida State University | FL | 2/1 | 2/1 |
| Miami Dade Department of Human Services | FL | 0/0 | 1/1* |
| Northwest Dade Center/Citrus Health | FL | 1/0 | 0/0 |
| Nova Southeastern University | FL | 1/1 | 1/0 |
| St. Mary Child Dev. Center/ Dept of Behavioral Medicine (Not APA Accredited) | FL | 0/0 | 1/1 |
| S. Florida Evaluation & Treatment Center | FL | 0/0 | 2/2 |
| Miami VA Medical Center | FL | 0/0 | 1/1 |
| University of Florida Health Science Center | FL | 1/0 | 1/0 |
| University of Miami Counseling Center | FL | 2/0 | 0/0 |
| University of Miami/Jackson Memorial | FL | 2/0 | 3/1 |
| University of Miami Mailman Center for Child Development | FL | 2/0 | 0/0 |
| University of South Florida | FL | 2/0* | 1/0 |
| VA Medical Center, Bay Pines | FL | 0/0 | 2/0 |
| Veterans Health System, S. Gainesville N. FL. | FL | 0/0 | 3/3 |
| Dwight D. Eisenhower Army Medical | GA | 2/2 | 3/2 |
| Emory University | GA | 3/0 | 1/1 |
| Georgia VA Medical Center Consortium | GA | 1/0 | 0/0 |
| N.W. Georgia Consortium Internship | GA | 2/1 | 0/0 |
| United States Penitentiary Atlanta, Dept. of Just | GA | 1/0 | 1/0 |
| Veterans Affairs, Atlanta | GA | 0/0 | 1/0 |
| Argosy University Internship Consortium | HI | 11/8* | 22/22* |
| VA Medical and Regional Office | HI | 14/5 | 15/12 |
| VA Medical PTSD | HI | 1/1 | 6/6 |
| Tripler Army Medical Center | HI | 14/7* | 20/20* |
| University of Hawaii at Manoa | HI | 13/3 | 17/8* |
| Iowa State University Student Counseling | IA | 1/0 | 1/0 |
| Pincrest Developmental Center | IA | 0/0 | 1/0 |
| University of Iowa | IA | 1/1 | 1/0 |

| | | | |
|-----------------------------------------------------------------|----|------|------|
| VA Central Iowa Healthcare System | IA | 0/0 | 3/3 |
| Warm Springs Counseling Center | ID | 0/0 | 1/1 |
| Advocate Family Care Network | IL | 2/0 | 1/1 |
| Advocate Illinois Masonic Medical Center | IL | 2/1 | 3/1 |
| Aurora Community Mental Health Center | IL | 1/0 | 0/0 |
| BroMenn Health Care | IL | 0/0 | 1/1 |
| Cermak Health Services of Cook County | IL | 1/0 | 0/0 |
| Chicago Read Mental Health Center | IL | 3/0 | 0/0 |
| Children's Memorial Hospital | IL | 0/0 | 2/0 |
| Dupage County Health Department Mental Health Services, Lombard | IL | 0/0 | 1/1 |
| Hartgrove, Chicago | IL | 0/0 | 1/0 |
| Illinois State University | IL | 1/0 | 2/0 |
| LaRabida Children's Hospital , Chicago | IL | 0/0 | 2/0 |
| MENTA Group | IL | 3/1* | 1/1 |
| Northern Illinois University | IL | 1/0 | 0/0 |
| Northwestern Memorial Hospital, Chicago | IL | 0/0 | 1/0 |
| Northwestern University | IL | 1/0 | 1/0 |
| Oak forest Hospital of Cook County | IL | 1/0 | 2/0 |
| Outreach Chicago Area Christian Training | IL | 1/0 | 0/0 |
| Provena St. Therese | IL | 0/0 | 3/3 |
| Southern Illinois University | IL | 0/0 | 4/0 |
| University of Illinois, Champaign | IL | 1/0 | 2/0 |
| University of Illinois, Chicago | IL | 1/0 | 3/0 |
| VA Chicago Health Care System | IL | 0/0 | 2/0 |
| VA Illiana Health Care System | IL | 1/1 | 3/2 |
| VA Medical Center, Hines | IL | 0/0 | 2/0 |
| VA Medical Center North Chicago | IL | 1/1 | 2/2* |
| VA West Side Division, Chicago | IL | 0/0 | 1/1 |
| Westborough State Hospital | IL | 0/0 | 1/0 |
| Ball Memorial Hospital | IN | 0/0 | 1/0 |
| Ball State University | IN | 2/0 | 0/0 |
| Butler University & Behavioral Corporation | IN | 0/0 | 2/0 |
| Center for Behavioral Health | IN | 1/0 | 2/1 |
| Hamilton Center, Inc. Terre Haute | IN | 0/0 | 3/1 |
| Indiana School of Medicine | IN | 0/0 | 1/0 |
| Indiana University Health Center | IN | 1/0 | 0/0 |
| Park Center, Inc. | IN | 1/1 | 2/2 |
| Purdue University Counseling Services | IN | 1/0 | 1/0 |
| Tri-City Community Mental Health | IN | 1/0 | 2/0 |
| University of Notre Dame Counseling | IN | 1/1 | 0/0 |
| Youth Opportunity Center Psychological Services Center, Munice | IN | 0/0 | 1/1 |
| Family Services and Guidance | KS | 1/0 | 0/0 |
| Kansas State University Counseling Services | KS | 0/0 | 1/1 |

| | | | |
|-------------------------------------------------------------------------------|----|------|------|
| East Kentucky, Hazard | KY | 0/0 | 1/1 |
| Federal Medical Center | KY | 0/0 | 1/1 |
| LSU Health Sciences Center | LA | 2/0 | 3/2 |
| Tulane University Health Sciences Center Department Psychiatry & Neurology | LA | 0/0 | 1/1 |
| Southern Louisiana Internship Consortium | LA | 0/0 | 1/1* |
| Bureau of Study Counsel, Harvard University | MA | 0/0 | 1/1 |
| Boston Consortium; VA Medical | MA | 0/0 | 2/0 |
| Boston Medical Center/Boston University | MA | 3/1* | 5/1 |
| Cambridge Hospital | MA | 2/0 | 4/0 |
| Carson Center for Human Services, Westfield | MA | 0/0 | 2/1 |
| Children's Hospital at Harvard | MA | 3/0 | 1/1 |
| Danielson Institute at Boston University | MA | 0/0 | 1/1* |
| Dept. of Psychiatry Cambridge | MA | 1/0 | 0/0 |
| Dr. Solomon Carter Fuller Mental Health | MA | 1/0 | 0/0 |
| Federal Medical Center | MA | 0/0 | 1/1 |
| Harvard Medical School | MA | 0/0 | 1/0 |
| Harvard University, Mass General Hospital | MA | 0/0 | 1/0 |
| Harvard Medical School, McLean Hospital | MA | 0/0 | 3/2 |
| Harvard medical VA, GRECC | MA | 0/0 | 1/1 |
| Massachusetts Mental Health Center | MA | 2/0 | 0/0 |
| May Institute-Predoctoral Internship Program | MA | 0/0 | 1/0 |
| South Shore Mental Health | MA | 0/0 | 1/0 |
| Suffolk University, Boston | MA | 0/0 | 1/0 |
| Psychology Internship Training Program Massachusetts General Hospital | MA | 0/0 | 1/0 |
| University of Massachusetts, Amhurst | MA | 4/0 | 4/1 |
| VA Medical Center of North Hampton | MA | 0/0 | 1/1 |
| VA Medical Center of Leeds | MA | 0/0 | 1/1 |
| Westborough State Hospital | MA | 1/1 | 1/1* |
| Crownsville Hospital | MD | 0/0 | 1/0 |
| Kennedy Krieger Institute | MD | 1/0 | 0/0 |
| Malcolm Grow Medical Center | MD | 1/1 | 3/3* |
| Springfield Hospital Center | MD | 0/0 | 1/0 |
| Norfolk Medical Center | ME | 0/0 | 1/0 |
| University of Maine Counseling Center | ME | 2/1* | 1/1 |
| Veterans Affairs-Togus | ME | 0/0 | 1/0 |
| Ann Arbor VA Health System | MI | 1/0 | 0/0 |
| Children's Hospital of Michigan | MI | 1/0 | 0/0 |
| Grand Valley State University | MI | 1/1 | 1/1 |
| Hawthorn Center | MI | 1/0 | 2/0 |
| Henry Ford Health Sciences Center | MI | 1/1 | 2/0 |
| Pine Rest Christian Mental Health | MI | 2/0 | 0/0 |
| University of Kalamazoo Michigan | MI | 0/0 | 1/0 |
| University of Michigan | MI | 1/0 | 3/2 |

| | | | |
|-----------------------------------------------|----|-----|-----|
| VA Medical Center, Battle Creek | MI | 1/1 | 2/2 |
| Wayne State University | MI | 1/0 | 2/2 |
| Western Michigan University | MI | 1/0 | 0/0 |
| Federal Medical Center, Rochester | MN | 0/0 | 1/1 |
| Hazeldon Mental Health Center | MN | 1/0 | 3/1 |
| Hennepin County Medical Center | MN | 1/0 | 0/0 |
| Human Services Inc. Oakdale | MN | 0/0 | 0/0 |
| Human Service Inc. Washington County | MN | 1/0 | 0/0 |
| Metropolitan CMHC, St. Paul | MN | 0/0 | 1/1 |
| University of Minnesota | MN | 1/0 | 0/0 |
| VA Medical Center Minneapolis | MN | 0/0 | 1/0 |
| Developmental and Behavioral Sciences | MO | 1/0 | 0/0 |
| Fulton State Hospital | MO | 0/0 | 1/1 |
| St. Louis DVA Medical Center | MO | 0/0 | 1/1 |
| University of Missouri-Columbia | MO | 3/2 | 1/1 |
| US Medical Center for Federal Prisons | MO | 0/0 | 1/1 |
| Western Missouri Mental Health Center | MO | 0/0 | 1/0 |
| Gulf Coast VA Health Care System, Biloxi | MS | 0/0 | 3/2 |
| Mississippi State Hospital | MS | 0/0 | 1/1 |
| Montana State University | MT | 4/4 | 1/1 |
| Behavioral Health Center – Charlotte | NC | 0/0 | 1/0 |
| Behavioral Health Center-CMC Raudolpha | NC | 0/0 | 1/0 |
| Broughton Hospital; Morganton | NC | 0/0 | 2/2 |
| Duke University Medical Center | NC | 2/0 | 3/0 |
| Federal Correctional Complex - Butner | NC | 1/1 | 1/0 |
| UNH Schofield House | NC | 1/0 | 0/0 |
| University of North Carolina, School of Med | NC | 2/0 | 1/0 |
| Veterans Affairs Medical Center | NC | 0/0 | 1/1 |
| Internship Training Program | NE | 1/0 | 0/0 |
| Nebraska Internship Consortium | NE | 0/0 | 1/1 |
| Norfolk Regional Center | NE | 0/0 | 1/0 |
| University of Nebraska Counseling Psychology | NE | 0/0 | 1/1 |
| Riverbend Community Mental Health | NH | 1/0 | 1/1 |
| Seacoast Mental Health Center | NH | 0/0 | 2/2 |
| University of New Hampshire | NH | 1/0 | 1/1 |
| Ancora Psychiatric Hospital | NJ | 1/0 | 2/2 |
| Jersey Shore Medical Center | NJ | 0/0 | 1/0 |
| Trenton Psychiatric Hospital; West Trenton | NJ | 0/0 | 1/0 |
| University of Medicine & Dentistry of NJ | NJ | 0/0 | 2/0 |
| VA NJ Health Care System, East Orange | NJ | 0/0 | 1/1 |
| New Mexico Veterans Health | NM | 0/0 | 1/0 |
| Southwest Consortium VA Medical Center | NM | 0/0 | 2/0 |
| Sierra Nevada VA health Care System | NV | 0/0 | 1/1 |
| Albany Medical Center Hospital | NY | 0/0 | 1/0 |
| Albert Einstein College of Medicine. N. Bronx | NY | 0/0 | 2/0 |

| | | | |
|----------------------------------------------------------------------|----|------|------|
| Astor Home for Children | NY | 3/2 | 0/0 |
| Beth Israel Medical Center | NY | 0/0 | 1/0 |
| Brookdale University Hospital | NY | 0/0 | 1/0 |
| Brooklyn University Hospital & Medical Center | NY | 0/0 | 1/0 |
| Columbian Presbyterian Medical Center | NY | 0/0 | 1/0 |
| Creedmoor Psychiatric Center | NY | 0/0 | 1/1 |
| Crestwood Children's Center | NY | 1/1 | 0/0 |
| Dutchess County Dept of Mental Hygiene | NY | 0/0 | 1/1* |
| Gouverneur Hospital Behavior Health | NY | 0/0 | 1/1 |
| Hutchings Psychiatric Center | NY | 0/0 | 2/3 |
| Kansas State, Manhattan | NY | 1/0 | 0/0 |
| Karen Horney Clinic | NY | 2/0 | 0/0 |
| Kings County Hospital | NY | 0/0 | 1/0 |
| Manhattan Psychiatric Center | NY | 0/0 | 1/0 |
| Mount Sinai Hospital & School of Medicine | NY | 0/0 | 1/0 |
| New York University Medical Center/ Rusk Institute of Rehab Medicine | NY | 0/0 | 1/0 |
| North Shore University Hospital, Manhasset | NY | 0/0 | 1/0 |
| NYU-Bellevue Hospital Center | NY | 1/1 | 2/0 |
| Saint Mary's Children & Family Services | NY | 1/1 | 1/1 |
| State University of NY at Buffalo | NY | 0/0 | 2/2 |
| Sunset Park Mental Health Center - Lutheran Medical Center | NY | 0/0 | 1/1 |
| Ulster County Community Mental Health | NY | 0/0 | 1/0 |
| University at Stony Brook Counseling | NY | 3/1 | 4/0 |
| University of Rochester Counseling | NY | 2/0 | 3/3 |
| VA – New York Harbor Manhattan Campus | NY | 0/0 | 1/0 |
| Applewood Centers, Inc | OH | 0/0 | 1/0 |
| Children and Adolescent Service Center | OH | 1/0 | 0/0 |
| Cincinnati VA Medical Center | OH | 0/0 | 1/1 |
| Louis Stokes Cleveland DVA Medical Center | OH | 0/0 | 2/2 |
| Medical College of Ohio | OH | 1/0 | 0/0 |
| Miami University, Ohio | OH | 2/1* | 3/2 |
| NW Ohio Consortium | OH | 1/1* | 1/0 |
| Northeastern Ohio University Col. Of Medicine | OH | 0/0 | 1/0 |
| Ohio State University, Columbus | OH | 0/0 | 1/0 |
| University of Cincinnati | OH | 1/0 | 0/0 |
| University of Oregon, Counseling & Testing Ce | OH | 0/0 | 2/0 |
| Wright – Patterson USAF Medical Center | OH | 0/0 | 2/2 |
| Wright State University | OH | 3/2 | 1/1 |
| Northwestern Oklahoma, Vinto | OK | 0/0 | 1/1 |
| Oklahoma Health Consortium Goddard Center | OK | 0/0 | 1/0 |
| Department of VA Domiciliary | OR | 0/0 | 1/0 |
| Morrison Center Child and Family | OR | 3/1 | 1/1 |
| Portland VA Medical Center | OR | 4/4* | 3/3 |

| | | | |
|--------------------------------------------|----|-----|------|
| Tualatin Valley Centers | OR | 1/1 | 2/2 |
| University Counseling Center | OR | 6/0 | 0/0 |
| University of Oregon | OR | 0/0 | 1/1 |
| Allegheny General Hospital, Pittsburgh | PA | 0/0 | 1/0 |
| Penn State University Counseling | PA | 1/0 | 0/0 |
| Duquesne University Counseling Center | PA | 1/1 | 0/0 |
| Friends Hospital | PA | 2/1 | 0/0 |
| Geisinger Medical Center | PA | 1/0 | 0/0 |
| Milton Hershey School | PA | 1/0 | 0/ |
| Pennsylvania State University | PA | 2/0 | 0/0 |
| Philhaven Hospital | PA | 1/1 | 0/0 |
| University of Pittsburgh | PA | 1/0 | 0/0 |
| Brown University | RI | 0/0 | 1/0 |
| University of South Carolina | SC | 1/0 | 0/0 |
| VA black Hills Health Care System | SD | 0/0 | 2/1* |
| Royal University Hospital | SK | 0/0 | 1/0 |
| James H. Quillen VA Medical Center | TN | 0/0 | 1/0 |
| University of Memphis Psy. Counseling Unit | TN | 0/0 | 1/0 |
| Baylor College of Medicine | TX | 0/0 | 2/0 |
| Brooke Army Medical Center | TX | 2/0 | 5/1 |
| Federal Medical Center, Ft. Worth | TX | 0/0 | 1/1 |
| University of Texas in Austin | TX | 1/0 | 0/0 |
| University of Houston, Counseling Services | TX | 1/0 | 1/0 |
| Federal Medical Center at Fort Worth | TX | 2/1 | 0/0 |
| Federal Medical Center, Carswell | TX | 1/0 | 0/0 |
| South Texas Veterans Health Care | TX | 1/0 | 0/0 |
| Texas Tech University Counseling Center | TX | 2/1 | 2/1 |
| Texas Woman's University Counseling | TX | 2/1 | 1/0 |
| Texas State University, San Marcos | TX | 0/0 | 1/0 |
| University of Texas at Austin | TX | 1/0 | 0/0 |
| University of Texas Health Science Center | TX | 0/0 | 4/0 |
| University of Texas Houston Medical Center | TX | 1/1 | 2/0 |
| VA Medical Center, Dallas | TX | 0/0 | 1/0 |
| VA Medical Center, Houston | TX | 1/1 | 2/2 |
| Wilford Hall Medical Center | TX | 1/1 | 3/2 |
| Brigham Young University | UT | 3/2 | 0/0 |
| Primary Children's Medical Center | UT | 0/0 | 2/2 |
| University of Utah | UT | 0/0 | 1/1 |
| VA Salt Lake City Health Care System | UT | 1/0 | 3/1 |
| Valley Mental Health | UT | 0/0 | 2/2 |
| Alexandria Community Mental Health | VA | 0/0 | 2/0 |
| Cook Counseling Center, Virginia Tech | VA | 1/1 | 0/0 |
| Dept. of Psychiatry and Behavioral | VA | 1/0 | 0/0 |
| Eastern VA Medical School (Norfolk) | VA | 0/0 | 1/0 |
| Thomas E. Cook Counseling Center | VA | 0/0 | 1/0 |

| | | | |
|------------------------------------------------|--------|-----|------|
| University of Virginia | VA | 1/0 | 3/1 |
| Virginia Commonwealth University | VA | 0/0 | 1/1 |
| Virginia Tech University | VA | 0/0 | 1/1 |
| Woodlawn Center for Community Mental Heal | VA | 0/0 | 1/0 |
| VA Medical Center, General Int. Salt Lake City | VT | 0/0 | 1/1 |
| VA Medical Center, White River Junction | VT | 0/0 | 3/3 |
| APA Internship Program | WA | 1/0 | 0/0 |
| Spokane Mental Health | WA | 2/2 | 3/2 |
| VA Medical Center | WA | 3/0 | 0/0 |
| VA Puget Sound Health Care System | WA | 1/0 | 6/3* |
| University of Washington | WA | 1/0 | 0/0 |
| Western State Hospital | WA | 2/0 | 4/2 |
| Washington State University | WA | 2/2 | 2/1 |
| Aurora Psychiatric Hospital (Behav. Hea. Ser.) | WI | 0/0 | 1/0 |
| Mendota Mental Health Institute | WI | 1/1 | 0/0 |
| University of Wisconsin, Madison | WI | 1/0 | 1/1 |
| VA Medical Center, Milwaukee | WI | 0/0 | 1/0 |
| West Virginia University | WV | 1/1 | 0/0 |
| Cornerstone Behavioral Health, Evanston | WY | 0/0 | 2/2 |
| Wyoming State Hospital, Evanston | WY | 0/0 | 3/1 |
| Hospital for Sick Children, Toronto | Canada | 0/0 | 1/0 |
| Grand General River Hospital;Kitchner Ontario | Canada | 0/0 | 2/0 |
| Children's Hospital of East Ontario; Ottawa | Canada | 0/0 | 1/0 |
| Ottawa Hospital | Canada | 0/0 | 1/0 |
| London Health Services Center London, Ontari | Canada | 0/0 | 1/1 |
| Bay Crest Center for Geriatric Care, Toronto | Canada | 0/0 | 1/0 |
| Bloorview MacMillan Childrens Center, Toront | Canada | 0/0 | 1/0 |

Where In Hawaii Have They Gone!**ARGOSY CONSORTIUM SITE HISTORY**

| Argosy Consortium Site Honolulu, Hawaii | 99-00 | 00-01 | 01-02 | 02-03 | 03-04 | 04-05 |
|---------------------------------------------------|-------|-------|-------|-------|-------|-------|
| Alaka'I Na Keiki | 1 | 2 | | | 1 | 2 |
| Bay Clinic - Hawaii | | | | | | 1 |
| CARE | 4 | 3 | 1 | 2 | 3 | 3 |
| Castle | 1 | | | | | |
| Child & Family Service | | 1 | 1 | 2 | | 1 |
| Department of Public Safety (SOTP) | | 1 | | | | |
| Forensic Behavioral Sciences Institute | 2 | 1 | 2 | | | |
| Hale Kipa | | 1 | 2 | | | |
| Hana Community Health Center | | | | | 2 | |
| Hawaii Counseling & Education Center | 2 | 1 | | 1 | 1 | 2 |
| Honolulu Family Therapy Center | | | | | | 1 |
| Kaiser Behavioral Health Services | | | 2 | | 3 | 3 |
| North Shore Mental Health Clinic | | | | 3 | 1 | |
| Na Pu'uwai Behavioral Health Program - Molokai | | | | | | 1 |
| Reneau Kennedy | | | | | 1 | |
| Schofield Barracks | | | | | 1 | |
| Waianae Coast Comprehensive Health Center | | | | | 1 | 1 |

Argosy University/ Honolulu
2002-2003 Internship Site Placements
(To be Interns during 2003-04)

| | |
|-----------------------|-------------------------------------------------------------------------|
| Mavis Maiava Alaimalo | Kaiser Behavioral Health Services, HI |
| Efland Amerson | Kaiser Behavioral Health Services, HI |
| Cheryl Andaya | Atascadero State Hospital, CA |
| Edward Bieda | Reneau Kennedy, HI |
| Kerrie Boland | The Menta Group Inc., IL |
| David Brown | Schofield Barracks, HI |
| Ilana Fernandez | University of South Florida Counseling Center for Human Development, FL |
| Blossom Fonoimoana | North Shore Mental Health Clinic, HI |
| Donna Goodwin | John Umstead Hospital, NC |
| Lynn Goya | Kaiser Behavioral Health Services, HI |
| Audrey Lee Hoo | CARE, HI |
| Kristin Ljungberg | University of Maine Counseling Center, ME |
| Cara K. Lucey | CARE, HI |
| Travis K. Lunasco | Tripler Army Medical Center, HI |
| Kim Nghiem-Gianforti | Boston Medical Center/Boston University School of Medicine, MA |
| Keith Pedro | Hana Community Health Center, HI |
| Jill C. Peterson | Miami University Student Counseling Center, OH |
| Phillip Rios | CARE, HI |
| Judith Rocap | Waianae Coast Comprehensive Health Center, HI |
| Darryl S. Salvador | Portland VA Medical Center, OR |
| Amy Shannon | Northwest Ohio Consortium, OH |
| Malia Sperry | University of Colorado at Boulder, CO |
| Noela Yamamoto | University of California San Diego, CA |
| Stacey A. Yim | Hana Community Health Center, HI |

Argosy University/ Honolulu
2003-2004 Internship Site Placements
(To be Interns during 2004-05)

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ahlfield-Bruhn, Linda T. | Malcolm Grow USAF Medical Center, Andrews Air Force Base, Maryland |
| Aoyagi, Lance | Argosy University Consortium: CARE Hawaii |
| Bergholtz, Christina C. | VA Medical Center-North Chicago |
| Bergholtz, George F. | VA Medical Center-North Chicago |
| Bollinger, Todd A. | Florida State Hospital, Chattahoochee, Florida |
| Bongo, Carol Jean | Southern Louisiana Internship Consortium, Baton Rouge, Louisiana |
| Clark, Michael S. | Argosy University Consortium: Molokai – Na Pu’uwai Behavioral Health Program |
| Dang, Cynthia C. | Argosy University Consortium: Child & Family Services |
| Davies-Stokes Louise G. | Argosy University Consortium: Alaka’I Na Keiki |
| Goldblatt, Carol J. | Argosy University Consortium: Kaiser |
| Granzotto, Daniela | Argosy University Consortium: Alaka’I Na Keiki |
| Hall, Danielle L. | River Oak Center for Children, Sacramento, California |
| Harding, Charles T. | Nebraska Internship Consortium in Professional Psychology: Quality Living Center Inc. Rehabilitation Center, Department of Psychology and Neuropsychology |
| Hashimoto, Sara H. | Argosy University Consortium: CARE Hawaii |
| Higa-Rogers, Barbara J. | Argosy University Consortium: Kaiser |
| Hung, Lusa | Dutchess County Department of Mental Hygiene, Poughkeepsie, New York |
| Kekaulike, Kaniala | Tripler Army Medical Center |
| Kimura, Kristina L. | Argosy University Consortium: Honolulu Family Therapy Center, Inc. |
| Komori, Lori A. C. | University of Hawaii at Manoa |
| Laconsay, Janet K. | Argosy University Consortium: CARE Hawaii |
| Lam, I. Han | Miami – Dade Department of Human Services |
| Lee, Devon A. | Argosy University Consortium: Bay Clinic |
| Lee Soon, Melissa A. | Atascadero State Hospital, Atascadero, California |
| Machiels, Sandra E. | VA Black Hills Health Care System, Fort Meade, SD |

| | |
|------------------------|----------------------------------------------------------------------------|
| Makishma, Donna S. | Danielsen Institute at Boston University |
| Ralston, Tyler C. | VA Puget Sound-American Lake Div; Tacoma, WA |
| Shelton, Mary P. | San Bernardino County, Rialto, California |
| Sikorski, Victoria J. | Argosy University Consortium: Kaiser |
| Silva, Gail D. | Argosy University Consortium: Hawaii Education and Counseling Center, Inc. |
| Tanner, Halona W. | Tripler Army Medical Center |
| Taylor, Chad T. | Argosy University Consortium: Wai'anae Coast Comprehensive Health Center |
| Torres, Gerardo | Westborough State Hospital-Osgood, Westborough, Massachusetts |
| Valdez, Jay D. | University of California-Berkeley |
| Vanaman, Margaret J.L. | Argosy University Consortium: Hawaii Education and Counseling Center, Inc. |
| Weare, Byron D. | Florida International University/ Biscayne Bay, North Miami |

APPENDIX E

Tips and Examples of Cover Letters/Curriculum Vita

Writing a Cover Letter

A Cover Letter is a brief introduction of you and it's purpose is to give the reader a taste of what is to follow in the application/vita

A Cover Letter should include the following information:

- Your contact information
- Date
- Name and address of the person your are contacting
- Greeting
- Body
 - Purpose of the letter and interest in position (“Why I’m writing to you”)
 - Discuss your skills (“Why I’m qualified for the position”); establish your suitability for position
 - Express an interest in the position, discuss any attachments/enclosures, and thank you
- Closing Greeting and Signature

Tips for Writing a Cover Letter

- Your letter should be tailored to meet the specifics of the internship position
- Personalize your greeting to each site (i.e. avoid using “To whom it may concern” instead either address it to the Training Director or “Selection Committee Members”)
- Be brief and concise (try to keep it to one page)
- Check spelling and grammar; avoid using contractions
- Paper should match curriculum vita (keep the paper plain and subtle)
- Always sign letter

October, 15th 2002

Any Student
Street Address
Honolulu, HI 96888
(808)123-4567
email address

Dr. Jack Smith
Director of Training
Internship Training Services
Any Road
Anytown, ST 60506-1038

Dear Dr. Smith:

I wish to express my strong interest in your predoctoral internship program for the 2003-2004 year and accordingly, submit an application for consideration. Presently, I am a fourth year student at Argosy University- Honolulu, an APA approved clinical psychology program. I am pleased to say that I have passed my comprehensive exams and have finished my coursework. I am presently working as a therapist at a non-profit residential program for high risk adolescent males, primarily of Pacific Islander ancestry. I work as part of a multidisciplinary team, including psychiatrists, clinical psychologists, teachers, house managers, youth counselors, care coordinators, probation officers, and chemical dependency counselors in order to best serve the needs of the youth. I enjoy working independently as well as in team settings.

As indicated in my curriculum vita, I have experience in several different settings, including a community mental health center, an army hospital, and a residential program. These experiences have provided me with the opportunity to work with individuals of different ages in various contexts with a multitude of concerns. This work has underscored the importance of empathy and understanding individual differences in enhancing the growth and development of healthy coping skills.

I am attracted to the variety of training experiences with children and adolescents that are available at your site. I believe that your internship site will provide me with an opportunity to enhance my diagnostic and therapeutic skills in serving youth of various ages and their families. I am also interested in the opportunity to continue working with culturally diverse individuals. I believe the philosophy of training at the (Internship Site Name) is congruent with my goals for the internship year, which is to enhance my skills in assessments and psychotherapy to foster the health and growth of youth and their families as well as to develop my professional identity. I believe that my education, experience and strong work ethic make me a qualified applicant for your program and I am certain I could be a valuable and productive intern from the very start. My primary

focus will be a total commitment to the objectives of the program and to the individuals that receive mental health services.

Thank you for your consideration of my application. I have enclosed the APPIC application form, a curriculum vita, three letters of references, a psychological assessment report, graduate transcripts and a self- addressed postcard. I would greatly welcome the opportunity for an interview. If you have any questions, please feel free to contact me by phone at (808) 123-4567 or by e-mail (email address). I look forward to hearing from you.

Sincerely,

Any Student, M.A.
Psy.D. Student
Clinical Psychology

811 CLIFF DRIVE APT. B4

REBECCA MARY ANTONIO

Townsville, CA 93109

October 1, 2002

California Health Care System
Department of Psychiatry
University of California Medical Center
Outpatient Clinic
150 Any Road
Town, CA 94553-4695

Dear Dr. Brown,

I am writing to express my interest in the internship training program at University of California Medical Center for the 2002-2003 year. I believe that my combination of training and experiences in the areas of clinical and school psychology make me a good fit for a program such as yours, one that values a multifaceted and diverse approach to training mental health practitioners.

As reflected in my vita, I have extensive experience providing psychological services to culturally and economically diverse children, families, and adults in a wide variety of settings, including outpatient mental health clinics, community counseling centers, schools, and hospitals. So that I might have the greatest impact on those individuals whom I serve, I have continually sought opportunities to enhance my skills in assessment, prevention and intervention, counseling, crisis management, and consultation. While completing my clinical practicum at American University, I had the opportunity to train at Ohio Hospital where I provided a wide range of psychological services to children and adolescents who had experienced severe medical trauma and/or had physical disabilities. My work as a school psychologist has allowed me to further refine my child assessment and intervention skills.

I am particularly interested in the internship program at University of California Medical Center for the opportunity it would afford me to be a part of a staff that emphasizes the importance of preparing psychologists to provide effective services to diverse and underserved populations, and encourages practitioners to take on leadership roles in the advancement of the profession. I am interested in all of the rotations mentioned in your application packet; I am especially looking forward to talking to you about the Child Psychiatry Services offered at your site.

As requested, I have enclosed my curriculum vita and APPIC application; Drs. Gale Smith, Michael Long, and Cherise Burns will forward letters of recommendation to you. Thank you for your consideration of my application.

Sincerely,

Rebecca Mary Antonio

Student A, M.A.

1234 ABC Street
AnyTown, ST. 12345

Home: (888) 123-456 Cellular: (111) 123-456 Email: student@hotmail.com

November 3, 2002

John Doe, Ph.D., Director of Training
Psychology Internship (P3MHDC)
AnyTown VA
1234 SW Anytown Road
AnyTown, ST 12345

Dear Dr. Doe,

After carefully reviewing the materials, I would like to submit an application and express my strong interest in a position as a pre-doctoral psychology intern for your 2003-2004 training. I believe that my combination of training and experiences in the areas of clinical psychology make me a good fit for a program such as yours, one that values training generalist psychologists to be well-rounded and able to provide clinical mental health services across different patient populations.

As reflected in my vita, my education and training experiences have been interdisciplinary and varied. During my training, I had the opportunities to participate in both a 3-month traineeship at the VA Medical and Regional Office in AnyTown and a 9-month doctoral therapy practicum in Behavioral Medicine/Health Psychology at State Army Medical Center. Through this experience, I have found working with veterans and diverse populations of patients within a medical setting to be very challenging and rewarding. I have also found the scope of training available in a VA medical environment to be of the highest quality in terms of achieving my goals, such as the opportunity to learn and work in primary care settings and interact with the geriatric population, of whom I am currently less familiar. One of my future goals is to work as a psychologist in behavioral medicine/health psychology, and I am very interested in learning more about treatment with the multifaceted and diverse population of patients that your site services. Moreover, I would like to develop into a well-rounded psychologist, and the opportunities to further develop my assessment proficiency, treatment interventions in individual/group psychotherapy, and skills as a consultant on multidisciplinary teams will undoubtedly help me achieve this goal.

Overall, I anticipate internship to be a positive and challenging experience that will enable me to grow personally, professionally, and clinically. I aspire to broaden my therapeutic and assessment skills and build upon the clinical skills and abilities I have strived to develop through graduate school, practica, and clinical work experiences. I also hope to learn a great deal from staff and their expertise regarding effective assessment techniques and treatment strategies. Furthermore, I eagerly anticipate and look forward to the opportunity to dialogue and learn from other colleagues about culturally diverse approaches to healing relative to mental health issues. I look forward to deepening my professional identity as a developing psychologist, and based upon the description of the supervision and training you offer, I feel that the AnyTown VAMC will help me to do so.

As requested, I have enclosed my curriculum vita, APPIC application, autobiographical statement, clinical experience form, letters of recommendation, and official graduate transcripts. Thank you for taking the time to review my application. Please do not hesitate to call me at (888) 123-456, if you have any questions or concerns regarding my application. I look forward to hearing from you.

Sincerely,

Writing a Curriculum Vitae

A Curriculum Vita (also known as vita or c.v.) is a document that details your academic and professional accomplishments

The following information can be contained in your vitae:

- Education
 - Degrees held and/or in progress
 - Master's thesis or project; CRP title (optional)
 - GPA (optional)
 - Course highlights or areas on concentration
- Academic and Clinical Interests
- Clinical Experience
- Teaching Experience
- Research Experience
- Other Relevant Experience
- Publications and Presentations
- Professional Affiliations/Memberships
- Academic Awards, Scholarships, and Fellowships
- Special Training/Skills
- Workshops and Presentations Attended
- Language Competencies
- References

Tips for Writing a Curriculum Vitae

- A vitae can be many pages, but be brief and concise
- Don't oversell yourself – be honest in your experiences
- Be accurate in your job descriptions (i.e. teaching assistant not instructor; practicum student not therapist)
- Make your vita easy to read (i.e. use subheads)
- Check spelling and grammar; avoid using contractions
- Use nice paper, but keep it plain and subtle
- Avoid using abbreviations, with exception of degrees held (i.e. don't put U.S.C., instead write out "University of Southern California)
- A vitae can vary in style and format; tailor it to suit you

ANY STUDENT

Curriculum Vita

Program:

Argosy University/Honolulu
400 Pacific Tower
1001 Bishop Street
Honolulu, HI 96813
(808) 536-5555

Home:

Street.
Honolulu, HI 96888
(808) 123-456
Email address

EDUCATION

Argosy University

Honolulu, HI

(Previously known as American School of Professional Psychology)

Comprehensive Examination Passed: 2001

Degree anticipated in July 2004

Clinical Psychology

APA Accredited Program

Master of Arts (M.A.), 2001

Psychology

Accredited by the Higher Learning Commission

Thesis Topic: Risk and Resiliency in Children

Major Professor: Tomas Cumming, Ph.D.

American University

Bachelor of Arts (B.A.), 1998

Anytown, ST

Psychology

PRACTICUM EXPERIENCE

Marimed Foundation-Kailana Residential Program

May 2000- June 2001

Supervisor: Jan Tanner, Ph.D.

Therapy Practicum Student

Inpatient services for high-risk adolescent males, which included therapy.

Kaneohe, HI

North Shore Mental Health September 1999 – July 2000

Supervisor: Dan Kehoe, Ph.D.

Diagnostic Practicum Student

Outpatient services for children & adolescents, which included assessments, psychological testing and therapy.

Kahuku, HI

CLINICAL WORK EXPERIENCE

Marimed Foundation-Kailana Residential Program April 2002- present

Supervisor: Jan Tanner, Ph.D.

Program Therapist

Inpatient services for high-risk adolescent males, which includes individual therapy, family therapy, group therapy, leading anger management classes, providing supervision to Youth Counselors, crisis counseling, case management, attending court hearings and meetings with outside agencies.

Kaneohe, HI

Tripler Army Medical Hospital September 2001- March 2002

Supervisor: David Weiss, Ph.D.

Child Psychology Technician

Outpatient services for children & adolescents, which included assessments, psychological testing and therapy. Major duty focused on providing psychological assessments and intake interviews within the "ADHD Clinic".

Honolulu, HI

North Shore Mental Health July 2000 – April 2002

Supervisor: Dan Kehoe, Ph.D

Therapist

Outpatient services for children & adolescents which included assessments, psychological testing and therapy.

Kahuku, HI

PARAPROFESSIONAL EXPERIENCES

Kids First July 2001- July 2002

Volunteer at the Family Court of the First Circuit

Help to lead activities and games for children to discuss their feelings about their parents' divorce.

Honolulu, HI

Hawaii Family Support Center October 1998- January 1999

Volunteer for American School of Professional Psychology Clerkship

Input data assessment of new parents at high risk for child abuse or neglect.

Honolulu, HI

IHS, The Institute for Human Services, Inc September 1998- December 1998

Volunteer for American School of Professional Psychology Clerkship

Supervised children in an after-school program at a homeless shelter.

Honolulu, HI

EMPLOYMENT

Toddler's Program 1998-1999

Teacher assistant. Co-leader of class activities and supervised the children.
Honolulu, HI

Kirby Day Care Center-YMCA 1998

Supervised and guided children in various activities in an after-school program
Madison, NJ

ASSESSMENT TRAINING/ EXPERIENCE

Experience

Administered, scored, and interpreted (with supervision) a variety of Objective and Intellectual assessment instruments including:

Objective/Personality/Projective

Robert Apperception Test for Children/RATC (27); Rorschach (1) MMPI-2 & MMPI-A (7); the MCMI-II (3); Incomplete Sentences (21); Behavioral Assessment for Children/BASC (30); Conners' Behavioral Checklist/ Parents, Teachers & Self Report Form (30); Achenbachs/Child Behavioral Checklist, Teacher Report Form & Self Report Form (100); Child Human Figure Drawing & Draw a House/Tree/Person (25); Kinetic Family Drawing (18); Child Depression Inventory/CDI (65); Earliest Memories Test (11); Revised Children's Manifest Anxiety Scale/RCMAS (15); Gordon Diagnostic Scale (38); Social Skill Rating System (60).

Cognitive/Intellectual

WAIS-R (7); the WISC-III (25)

RESEARCH EXPERIENCE

Risk and Resiliency in Children 2001

Master Thesis. Major Professor: Thomas Cummings, Ph.D.

Research on Multiple Sclerosis 1997

Assisted Professor Dr. Carolyn Smith in coding and analyzing data on brain lesions in MS patients.

Drew International Seminar in Ghana 1996

Researched the role of children in the community while living with local families in Ghana. Duties included field work, interviewing, literature research, and writing final report.

SYMPOSIUMS AND WORKSHOPS ATTENDED

Family Treatment Courts: Understanding Addiction, Recovery, and the Role of the Treatment Court, August 2002

Family Drug Court and Alcohol and Drug Addiction Division

School-based Assessment and Intervention for Students with ADHD, February 2002

Tripler Army Medical Hospital

Issues in Violence for the Mental Health Workers, November 2001

Hawaii Psychological Association

Resuscitative Medicine Training Program, October 2001

The Military Training Network

PROFESSIONAL AFFILIATIONS

American Psychological Association/APA

Hawaii Psychological Associations/HPA

REFERENCES

Val Umphress, Ph.D.
Director of Practicum Training
Argosy University
400 Pacific Tower
1001 Bishop Street
Honolulu, HI 96813
(808) 536-5555

Thomas Cummings, Ph.D.
Assistant Professor
Argosy University
400 Pacific Tower
1001 Bishop Street
Honolulu, HI 96813
(808) 536-5555

Jane Smith

(formerly Jane Lee)

811 Cliff Drive Apt. B4
 Smalltown, CA 93109
 HOME: (805) 957-9551
 WORK: (805) 893-8082
 E-mail: janie@education.edu

EDUCATION

DEGREES

| | | |
|-------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| | American University Clinical Psychology Doctoral Student APA-Approved Combined Psychology Program <i>GPA: 3.75</i> | 1999 to Present |
| M.A. | American University Clinical Psychology | December, 1998 |
| B.A. | University of Southern California <i>Major: Psychology</i> | December, 1990 |

CREDENTIALS

| | | |
|---------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------|
| P.P.S. | University of California, Santa Barbara Pupil Personnel Services Credential <i>Emphasis: School Psychology</i> | September, 2001 |
| M.S.T. | University of California, Santa Barbara Multiple Subject Teaching Credential | June, 1992 |

ACADEMIC AND PROFESSIONAL INTERESTS

- Diversity issues in prevention programming
- School discipline and problem behavior
- Program evaluation
- Assessment and treatment with students who have disabilities
- Risk and resiliency
- Trauma in children

CLINICAL AND SCHOOL EXPERIENCE

- Psychology Practicum Student/Counselor** 1995-1999
 Ray E. Hosford Clinic
 Provided psychological assessment, psychotherapy, and crisis intervention services to community clients in an outpatient setting. Responsibilities included: psychotherapy, intake assessment, clinical assessment, crisis intervention, treatment planning, consultation with attending psychiatrist, and report writing.
- Psychology Practicum Student/Counselor** 1996-1997
 Child Abuse Listening and Mediation (CALM)
 Co-led weekly therapy group for women molested as children. Treatment model included: establishing safety, stability, and self-care, exploring and integrating the past, and building and repairing relationships.
- School Psychology Practicum Student** 1994-1996
 Goleta School District
 Delivered a wide range of psychological services to elementary school children. Responsibilities included: psychological evaluations, individual and group counseling, consultation to teachers and parents, assisting children with severe disabilities in a self-contained classroom, and participation in student study team meetings and individualized educational planning meetings.
- Teacher** 1992-1994
 Rainbow School
 Worked as a teacher of young children. Responsibilities included: planning and implementing lessons that fostered social and emotional development, facilitating communication between staff and parents, and parent education.

TEACHING EXPERIENCE

- Instructor** 1998-2001
 Chapman University, Orange County
Research Design and Bibliographic Methods (1 term)
 Graduate course which provided students with instruction and practice in the scientific methods of research. Topics included: background and underpinnings of research, use of library resources, ethics in research, sampling and design, issues of measurement, and data analysis, evaluation and interpretation.
- Psychology of Learning** (2 terms)
 Course covered operant and classical conditioning, ethical issues in behavior management, cognitive learning theory, applications of behavioral and cognitive learning theory, language acquisition, memory, and social learning theory.

Introduction to the History of Psychology (1 term)

Course covered the origins and historical roots of psychology, including functionalism, behaviorism, Gestalt psychology, psychoanalysis, humanistic psychology, and cognitive psychology.

Teaching Assistant
Consultation

Spring, 1999
Spring, 1997

American University

Instructor: Dr. Gale Morrison

Course provided the knowledge and skills necessary to successfully serve as a consultant in a variety of settings, including medical and school settings. Responsibilities included: developing course materials, presenting consultation models, organizing and supervising role play consultation sessions, and evaluating student performance.

RESEARCH EXPERIENCE

Evaluation Coordinator

1996-2001

Healthy Start Evaluation

American University

Principal Investigator: Dr. Gale Morrison

Coordinated a program evaluation of several Healthy Start-related grants, including a five-year teen pregnancy prevention program and an after-school program for at-risk youth. Duties included: supervising undergraduate and graduate research assistants, writing and compiling yearly and final reports for the state evaluation, creating and maintaining large Filemaker and SPSS databases containing multiple sources of data on approximately 1200 students, collecting data in the schools, and conducting parent and school personnel interviews. Contributed to numerous conference presentations.

Research Assistant

1996

After-school Activity Program

American University

Principal Investigator: Dr. Gale Morrison

Evaluation of a federally funded after-school tutoring and enrichment program. Responsibilities included: gathering data through field observation, interviews, surveys, and cumulative record reviews, corresponding with coordinators and program leaders from collaborating agencies, and maintaining databases.

PROFESSIONAL AFFILIATIONS

American Psychological Association
 American Education Research Association
 National Association of School Psychologists
 California Association of School Psychologists

HONORS AND AWARDS

| | |
|------------------------------------------------------------------------|-----------|
| Ray E. Hosford Research Award American University | 1998 |
| Graduate Student Departmental Fellowship American University | 1996-1997 |

PUBLICATIONS AND PRESENTATIONS

JOURNAL ARTICLES

- Morrison, G., Smith, J., Storino, M., & Dillon, C. (in press). An examination of the disciplinary histories and the individual and educational characteristics of students who participate in an in-school suspension program. *Education and Treatment of Children*.
- Morrison, G., Smith, J., Storino, M., Cheng, J., Furlong, M., & Morrison, R. (in press). School expulsion as a process and an event: Before and after effects on children at-risk for school discipline. *New Directions in Mental Health/New Directions in Youth Development: Issue on Zero Tolerance*.
- Morrison, G., D'Incau, B., Couto, E., & Lee, J. (1997). Understanding student pathways to expulsion: Consideration of individual and system indicators. *California School Psychologist*, 1997.

CONFERENCE PRESENTATIONS

- Smith, J., Morrison, G., & Storino, M. (2002, April). *Reassessing Teenage Pregnancy Prevention Programming: Considering Individual Differences*. Paper to be presented at the annual meeting of the American Education Research Association Conference, New Orleans, LA. Accepted.

REFERENCES

Gale Morrison, Ph.D.
Professor
Graduate School of Education
American University
Smalltown, CA 93106-9490
(805) 893-4175
gale@education.ucsb.edu

Merith Cosden, Ph.D.
Professor
Graduate School of Education
American University
Smalltown, CA 93106
(805) 893-8064
mcosden@education.ucsb.edu

Michael Furlong, Ph.D.
Professor
Graduate School of Education
American University
Smalltown, CA 93106-9490
(805) 893-3338
mfurlong@education.ucsb.edu

Laurie Graham Dodge, Ph.D.
Assistant Professor
Psychology Department
Chapman University
Orange County
(805) 734-3310
graham@chapman.edu

REBECCA MARY ANTONIO

Curriculum Vita

Program Address:

Clinical Psychology Program
American University
(805) 122-4444/7853
e-mail: sloose@education.ucsb.edu

Home Address:

531 Dalton Way
Goleta, CA 93117
(805) 111-2222

EDUCATION

9/99-Present

American University
Clinical Psychology Doctoral Student
APA-Approved Psychology Program
Comprehensive Examination Passed: September 7, 2004

Clinical Research Project Title: Factors Which Influence
Teachers' Decisions to Report Child Abuse

M.A.

9/94-12/96

American University
Clinical Psychology

BA

9/86-12/90

University of Southern California
Psychology

CREDENTIALS

Expected June, 2000

School Psychology
Pupil Personnel Services Credential

June 1992

Education/Teaching
Multiple Subject Teaching Credential

AREAS OF PROFESSIONAL INTEREST

Child Abuse and Neglect Prevention/Intervention
Teenage Pregnancy Prevention/Intervention
Risk and Resiliency in Children
Evaluation of School-Based Programs
Community and School Consultation

Bereavement in Children
School/Agency Collaboration
Play Therapy
Ethical Issues in Psychology
Parent Education

CLINICAL EXPERIENCE

10/98-present **Psychology Intern**
 Goleta Valley Junior High School
 Goleta, CA

Duties: Provide psychological assessment to junior high school students who receive both regular and special education services. Responsibilities include: administration and interpretation of cognitive, behavioral, and socio-emotional assessment instruments, report writing, and participation in individualized education planning meetings.

Supervisors: Eve Kelleman, Ph.D. *Hours:* 20
 Michael Furlong, Ph.D. *Estimated hours by 6/99:* 140

9/96-present **Therapist-in-Training**
 Ray E. Hosford Clinic
 American University

Duties : Provide psychological assessment, psychotherapy, and crisis intervention services to culturally and economically diverse community clients in an outpatient setting. Responsibilities include: psychotherapy, intake interviewing, clinical assessment, crisis intervention, treatment planning, and report writing. *Presenting problems include:* depression, anxiety disorders, suicidal ideation, child abuse, social phobia, narcissistic personality disorder, body dysmorphic disorder, relational issues, and substance use.

Supervisors: Richard Faciana, M.D. (1997-Present) *Hours:* 416
 Ron Brooks, Ph.D. (1996-97) *Estimated hours by 6/99:* 496
 Merith Cosden, Ph.D. (1996-97)

10/96-3/97 **Psychology Extern**
 Child Abuse Listening and Mediation
 Adults Molested as Children (AMAC) Program
 Smalltown, CA

Duties: Co-led weekly therapy group for women molested as children. Treatment model included: establishing safety, stability and self care, exploring and integrating the past, and building and repairing relationships.

Supervisor: Debra Holmes, MFCC *Hours:* 104

9/96-3/97 **Career Center Consultant**
Smalltown High School
Smalltown, CA

Duties: Delivered career counseling services at Smalltown High School to ethnically diverse student body. Responsibilities included: administrating student interest/career assessments, college/career searches, and class orientations.

Supervisor: Fred Guillermo

Hours: 67

1/95-6/96 **Psychology Fieldwork Student**
Ellwood Elementary School
Goleta, CA

Duties: Delivered psychological services to ethnically diverse children. Responsibilities included: psychological evaluations, individual and group counseling, consultation to teachers and parents, participation in student study team meetings and individualized educational planning meetings, and assisting children in a severely handicapped (SH) classroom. *Presenting problems included:* Attention Deficit and Hyperactivity Disorder, bereavement, peer relation difficulties, selective mutism, physical disabilities, learning disabilities, externalizing behaviors, family discord, childhood trauma, mental retardation, Down's Syndrome, visual and auditory impairment, and autism.

Supervisors: Cheryl Forssell, MFCC
Michael Furlong, Ph.D.
Gale Morrison, Ph.D.

Hours: 902

1/95-6/95 **Therapist-in-Training**
Ray E. Hosford Clinic
American University

Duties: Provided psychotherapy and crisis intervention services to University students.
Presenting problems included: developmental issues, depression, and relationship issues.

Supervisor: Susan Neufeldt, Ph.D.

Hours: 195

9/94-6/95 **Psychology Fieldwork Student**
McKinley Elementary School
Smalltown, CA

Duties: Provided educational services to elementary school children. Responsibilities included: individual reading and writing instruction, large group instruction, tutoring students in all subject areas, behavior management, and consultation to teachers.

Supervisor: Gale Morrison, Ph.D.
Sharon Corcoran, M.Ed.

Hours: 224

RESEARCH EXPERIENCE

10/97-present **Research Consultant**
Gevirtz Homework Project
Principal Investigators: Merith Cosden, Ph.D.
Gale Morrison, Ph.D.
American University

Provide consultation services to graduate students evaluating the Gevirtz Homework Project. Responsibilities include: assisting in the construction, coding, and scoring of evaluation instruments, providing feedback regarding data entry procedures, and instruction regarding specific computer programs.

9/97-present **Research Assistant**
Healthy Start Program
Principal Investigator: Gale Morrison, Ph.D.
American University

Direct evaluation of Healthy Start grant program funded by the state of California. The evaluation component of the grant includes process and summative evaluation of the effects of the Healthy Start program. Responsibilities include: construction, coordination and administration of both student and teacher survey, collecting and analyzing archival data, communication between involved agencies, attendance at monthly interdisciplinary team meetings, and completion of state reporting requirements.

9/96-Present **Research Assistant**
Teenage Pregnancy Prevention Program
Principal Investigator: Gale Morrison, Ph.D.
American University

Evaluation of teenage pregnancy prevention grant program funded by the state of California. Responsibilities include: staff training, distribution of work duties to other

graduate research assistants, construction, coordination, and administration of student and parent surveys, data collection and analysis, retrieval of archival data and preparation of a final report.

6/96-8/96 **Assistant**
 American University
Coordinators: Michael Furlong, Ph.D.
 Gale Morrison, Ph.D.

Assisted school psychology professors in gaining certification by National Association for School Psychologists (NASP). Responsibilities included: gathering and organizing relevant school psychology program information, and construction, administration, and collection of school psychology program survey.

1/96-6/96 **Research Assistant**
 Smalltown Community Prevention Project
Principal Investigator: Gale Morrison, Ph.D.
 American University

Evaluation of after-school tutoring program. The after-school program is a federally-funded direct service component of a community coalition composed of Healthy Start and Zona Seca, a drug and alcohol treatment agency. Responsibilities included: school site visits, attendance at monthly parent meetings, and administration of student surveys.

1/95-8/95 **Research Consultant**
 Smalltown School District, Smalltown
Supervisor: Theresa Weisglass, M.A.

Involved working with the Healthy Start Coordinator to implement a local evaluation component for the Healthy Start grant program of Smalltown; specifically, helping to gather information and enter and analyze data.

TEACHING and SUPERVISION EXPERIENCE

6/98 - 8/98 **Instructor**
 Chapman University
 Psychology Department
 Smalltown, CA

Taught course for undergraduate students entitled: **Psychology of Learning**. Prepared course syllabus, assigned classwork, assigned and graded term paper, prepared, administered, and graded mid-term and final examinations, evaluated students' progress,

and prepared and delivered weekly lectures. Lecture topics included: operant and classical conditioning, ethical issues in behavioral management, cognitive learning theory, applications of behavioral and cognitive learning theory, language acquisition, memory, and social learning theory.

3/97 - 6/97 **Teaching Assistant**
 American University
 Clinical Psychology Program
Instructor: Gale Morrison, Ph.D.

Teaching assistant for graduate level course entitled: **Consultation**. Collaborated in course design, aided in evaluation of student progress, and prepared and delivered two lectures. Lecture topics included: practical application of consultation skills and consultation with parents.

8/95 - 6/96 **Supervisor**
 American University
 Department of Education

Supervised first year graduate students in the school psychology program. Responsibilities included: direct supervision of first year school psychology students placed in an elementary school setting, collaboration between school psychology program and teacher education program, and evaluation of students' progress.

PREVIOUS EXPERIENCE

9/92-4/94 **Teacher**
 Rainbow School
 Smalltown, CA

Duties: Planned and implemented lessons that fostered and encouraged creativity, and the social and emotional development of young children. Facilitated communication between staff and parents, made decisions regarding curriculum, and provided parent education.

PUBLICATIONS AND PRESENTATIONS

Publications

Morrison G., D'Incau, B., Couto, E. and Antonio, R. (1997). Understanding student pathways to expulsion: Consideration of individual and system indicators.

Presentations

Rebecca Antonio, Gale Morrison and Meri Harding. "Teenage pregnancy prevention: Building resiliency in youth," *49th Annual Convention of the California Association of School Psychologists*, Santa Clara, California, March 1998. Paper Presentation.

Rebecca Antonio. "Predictors of early sexual activity in youth," A presentation of research findings made at The Research Festival, sponsored by the Counseling/Clinical/School Psychology Program, Department of Education, University of California Smalltown, November 1997.

Gale Morrison, Laurel Robertson, Elizabeth Laurie, Rebecca Antonio and Jennifer Kelly. "Consultation in school-linked services: Reforming relationships between schools, agencies and parents of high-risk students," *48th Annual Convention of the California Association of School Psychologists/Annual Convention of the National Association of School Psychologists*, Anaheim, California, April 1997. Paper Presentation.

Gale Morrison, Elizabeth Laurie, Rebecca Antonio and Geoff Smith. "Shall we dance: School psychology meets school-linked services," *47th Annual Convention of the California Association of School Psychologists*, San Diego, California, March 1996. Paper Presentation.

Gale Morrison, Elizabeth Couto, Barbara D'Incau and Rebecca Antonio. "Reducing expulsion nightmares: The role of the school psychologist in blocking pathways to expulsion," *47th Annual Convention of the California Association of School Psychologists*, San Diego, California, March 1996. Paper Presentation.

Rebecca Antonio. "Child abuse reporting in the schools," A workshop presented to the Teacher Training Program at University of California Smalltown, February 1995 and 1996.

PROFESSIONAL MEMBERSHIPS

American Psychological Association, Student Member
California Association of School Psychologists, Student Member
National Association of School Psychologists, Student Member

FELLOWSHIPS and HONORS

Ray E. Hosford Research Award, 1998
Graduate Student Fee Fellowship, 1996-1997

REFERENCES

Merith Cosden, Ph.D.
Director of Training and Professor
Advisor
Clinical Psychology Program
American University
Smalltown, CA 93106
(805) 893-8064

Michael Furlong, Ph.D.
Professor
Clinical Psychology Program
University of California
Smalltown, CA 93106
(805) 893-3383

Gale Morrison, Ph.D.
Professor and Academic
Clinical Psychology Program
American University
Smalltown, CA 93106
(805) 893-4175

Richard Faciana, M.D.
Clinical Supervisor
Clinical Psychology Program
1010 Garden Street
Smalltown, CA 93101
(805) 966-2029

APPENDIX F

Tips from Previous Internship Applicants

- Start preparing for the application process as early as possible (e.g. get info about sites as early as possible, write essays as early as you can, get feedback from peers and faculty members)
- Try not to do much else during the fall semester that you are applying for internship, as the process takes a lot of emotional energy as well as time
- Take things step by step to make them more manageable
- Start your essays as soon as the application comes out and get lots of feedback on them
- Keep thorough records of practicum training
- Choose sites that are a good fit with your training
- Think about what you want from the internship and your particular needs (e.g. location, personal fit, professional goals, type of site, etc.). make a list of what you want if you think that will help you to decide which sites are best for you
- Apply to APA and non-APA sites
- Apply to sites for which you are qualified, interested, and have some experience in the area(s) they specialize in
- Talk to multiple professionals regarding sites you wish to apply to
- There is nothing wrong with sitting out a year to gain more experience and finish CRP
- Know what the sites offer (read materials, web sites, talk to anyone you know at the site) and write directly to what they have to offer. Don't say you want something that they do not offer
- When you are waiting to hear about interview, make a calendar and keep it by the phone
- Try to interview at sites you are not as interested in first, to give you practice before for those interviews that you might be more interested in
- Prepare answers to common questions asked by internship sites and try responses out on peers or into a tape recorder so you can hear what your responses sound like
- When interviewing, it is okay to discuss material already covered in your application materials. Some sites may not have recently read your material or have quite a few applicants whose materials they must read and try to remember
- Have a list of questions ready for each site (don't ask things that are clearly in their information brochures). Sites want to know that you are interested in them and have done your "homework."
- Be respectful and professional with **all** individuals at the site
- Have a contingency plan if you don't get placed
- Get a lot of support and don't take it personally if you don't get placed

APPENDIX G
Most Common Internship Questions

Tell me about yourself, your clinical experience, your assessment experience, etc.

How did you decide on a career in psychology?

Why did you apply to our program?

What are you looking for in a psychology internship?

What are your goals for the internship year?

What are your strengths and weaknesses as a clinician, tester, supervisee, or diagnostician?

What do you plan to do once you have finished your training?

How do you work with and understand individuals with different ethnic or cultural backgrounds?

Case presentation

Present your most challenging case

Present your most successful case

The site will present a case to intern and ask for case conceptualization, diagnosis, or treatment plan

Where are you on your dissertation/ can you tell me a little bit about your dissertation topic?

What do you look for in supervision?

Which of our rotations appeals to you?

What is your theoretical orientation?

What are your specific clinical interests?

Do you have any questions?

APPENDIX H

Reference List of Resources for Intern Applicants

APAGS Internship Listserv

APAGS sponsors a listserv for APAGS members who are preparing for and experiencing the internship application process. The list also serves as a forum for individuals currently on internship to discuss transition and career issues. All listserv subscribers may post questions to the list and contribute to the listserv discussion. APGAS members may subscribe to this list by sending the following message, with a blank subject line and your signature line disabled, to

Listserv@lists.apa.org

Subscribe APAGSINTERNSHIP First-Name Last Name

Example: Subscribe APAGSINTERNSHIP Lisa Watson

A Survival Guide for Ethnic Minority Graduate Students

APAGS members may obtain this publication by contacting APAGS directly or from the APAGS Web site's members-only page. This comprehensive guide is applicable for all students in content and includes sections on mentoring, networking, stress management and balance, impostor syndrome, racism, research, teaching, obtaining funding, comprehensive exams, dissertation management, internship, and professional development.

Constantine, M.G., & Keilin, W.G. (1996). Association of Postdoctoral and Internship Centers' guidelines and the internship selection process: A survey of applicants and academic and internship training directors. *Professional Psychology: Research and Practice*, 27, 308-314

Keilin, W.G. (1998). Internship selection 30 years later: An overview of the APPIC matching program. *Professional Psychology: Research and Practice*, 29, 599-603.

Lopez, S. J., & Draper, P.K. (1997). Recent developments and more internship tips: A comment on Mellott, Arden, and Cho (1997). *Professional Psychology: Research and Practice*, 28, 496-498

Lopez, S. J., Ochler, M. E., & Moberly, R. L. (1996). Selection criteria for American Psychological Association-accredited internship programs: A survey of training directors. *Professional Psychology: Research and Practice*, 27, 518-520

Mellott, R. N., Arden, I. A., & Cho, M. E. (1997). Preparing for internship: Tips for the prospective applicant. *Professional Psychology: Research and Practice*, 28, 190-196.

Mitchell, S. L. (1996). Getting a foot in the door: The written internship application. *Professional Psychology: Research and Practice*, 27, 90-92

Stewart, A. E., & Stewart, E. A. (1996a). A decision-making technique for choosing a psychology internship. *Professional Psychology: Research and Practice, 27*, 521-526.

Stewart, A. E., & Stewart, E. A. (1996b). Personal and practical considerations in selecting a psychology internship. *Professional Psychology: Research and Practice, 27*, 295-303.