CUPIP

CONCORDIA UNIVERSITY
PSYCHOLOGY INTERNSHIP PROGRAM

HANDBOOK

Revised November, 2018
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GUIDE TO THE HANDBOOK

Information in RED, CAPS, BOLD refers to forms that the intern will regularly use, including CUPIP Clinical Training Experience Documentation. These forms are located at the end of the manual.

Information in BROWN, CAPS, BOLD refers to publically available material that the intern must become familiar with as it is essential for their clinical training, including Clinical Practice Guidelines, Ethical Principles for Psychologists, and Code of Ethics.

CANADIAN PSYCHOLOGICAL ASSOCIATION ACCREDITATION

The Concordia University Psychology Internship Programme (CUPIP) is accredited by the Canadian Psychological Association (CPA) as an internship training programme in professional psychology, since 2008. For further information about CPA accreditation standards, contact the CPA Accreditation Office, 141 Laurier Ave West, Ottawa, Ontario K1P5J3, (614) 237-2144, accreditation@cpa.ca

ACKNOWLEDGEMENTS

This handbook was extensively revised by several members of the CUPIP Training Committee: Drs. Jennifer McGrath, Michel Dugas, Lucie Bonneville, and Nicolina Ratto in August 2011 to reflect updates in accordance with CPA Standards for Accreditation of Internship Training Programmes in Professional Psychology. Many changes aim to improve clarity, enhance understanding and use of CPA Standards, streamline paperwork, and ultimately strengthen clinical training. Thanks to current (Drs. Yves Beaulieu, Pasqualina Di Dio, Marie-Andrée Lahaie, Jennifer Russell, Viviane Sziklas) and past (Drs. Ann Gamsa, Lana Pratt, Marie-Josée Rivard) CUPIP Rotation Group Directors and all clinical supervisors for their continued commitment to CUPIP training excellence. The programme continues to be updated annually. Special acknowledgement goes to Dr. Anna Beth Doyle, for without her vision and dedication, CUPIP would not exist.
PHILOSOPHY AND MISSION
The Concordia University Psychology Internship Programme (CUPIP) is dedicated to the provision of high quality training in the delivery of psychological services to students from the Clinical Psychology programme at Concordia University¹. CUPIP is exclusively affiliated with the doctoral training programme in clinical psychology at Concordia University. CUPIP is administered by the CUPIP Training Committee, which is headed by the Director of Practica and CUPIP (DPaC) and includes members of the Concordia Clinical Faculty, an intern representative, and the McGill University Health Centre (MUHC) Rotation Group Directors, in conjunction with the Rotation Group Training Committees (including Professional Practice Leaders and Chief Psychologists). CUPIP is open only to students enrolled in the Ph.D. Programme in Psychology (Research and Clinical Training Option).

CUPIP provides a breadth of clinical training opportunities from child to adult to geriatric services; individual, couple, and group therapy; and a range of techniques and theoretical orientations including cognitive-behavioural and psychodynamic therapy, and neuropsychological assessment. Training follows the scientist-practitioner model, where science informs practice and practice informs science. Whereas the training in CUPIP is primarily in empirically-supported practice, research and empirically-supported theories are an integral part of the training. The overall objective of the internship programme is that a graduate be “capable of functioning as ... a practitioner ... consistent with the highest standards in psychology” (Belar & Perry, 1994, p. 72). This objective includes suitable breadth and depth of competency in psychological assessment and intervention, in working collaboratively with other health care disciplines, in the application of ethical and professional principles, in the integration of science into practice, and in working with people of diverse individual and cultural backgrounds. Consistent with the philosophy and mission of the doctoral programme at Concordia, the graduate of CUPIP is expected to have the values, knowledge, and skills necessary to function at the highest level of practice and/or science in clinical psychology.

CUPIP interns play an integral role in the CUPIP philosophy and mission. In their fundamental role as trainees, their training needs are largely met through applied provision of professional service. However, the service demands do not erode training goals. As such, interns do not spend more than two-thirds of their time commitment providing direct service to clients. Instead, other applied training activities include providing consultation to other service providers, functioning within an inter-disciplinary team, and carrying out programme and treatment evaluation.

STRUCTURE AND GOALS
Internship training is offered in an organized and coherent sequence of experience and activities providing exposure to a variety of problems and patient populations. Each successive experience increases in complexity; is commensurate with the increasing knowledge and skill, and readiness for autonomy of interns as they progress throughout the internship; and facilitates the interns’ integration and synthesis of their training experiences. CUPIP provides interns with the administrative, educational, and supervisory support necessary to allow them to assume increasing and substantial responsibility for their professional practice over the course of the internship year.

Training Excellence
CUPIP rotations provide the intern with the opportunity to take substantial responsibility for carrying out major professional functions in the context of appropriate supervisory support,

¹ PhD in Psychology (Research and Clinical Training Option)
professional role modeling, and awareness of administrative structures. Students in each rotation (regardless of orientation or population) are exposed to the following training experiences: assessment, interviewing, establishing treatment goals, emergency procedures, ethical issues related to the delivery of psychological services, report writing, and proper maintenance of patient files (e.g., progress notes, termination summary). Training includes guidance in the delivery of services to individuals of diverse backgrounds.

By the end of the internship year, interns have sufficient knowledge and skill in the following areas to render them eligible for registration in any jurisdiction in Canada: psychological assessment; intervention (i.e., planning, techniques, and evaluation); consultation; and programme development and evaluation. Training encompasses a range of assessment and intervention procedures. Interns need to become familiar with the diversity of major assessment and intervention techniques in common use and their theoretical bases. CUPIP includes training in empirically-supported interventions and provides training in more than one therapeutic modality (e.g., individual, couple, family, group). CUPIP strongly advocates that psychology is informed by science. Given the integration of science and practice, interns are afforded research opportunities during the internship year.

**Internship Timeline**
CUPIP is either a full-time experience for one calendar year (12 months, full-time), or a half-time experience for two consecutive calendar years (24 months, half-time). The minimum number of clinical hours for the internship is 1600 (as per CPA guidelines) in addition to lunch, 12 statutory holidays, a week for dissertation/non-internship research work, and four weeks of vacation (typically 2 weeks at the Winter Holiday season and 2 weeks at other times). Any additional time away from the internship needs to be discussed in advance with the intern's primary supervisor(s). The timing of vacation may be subject certain restrictions. Interns should expect to complete approximately 2000 total internship hours.

**Breadth Requirements**
It is the policy of CUPIP that students receive a range of advanced clinical experiences during their internship. Thus, students are involved in a number of different rotations, either consecutively or concurrently. Students may not conduct their internship in rotations in which they conducted their Extramural Practica.

**ROTATION GROUPS**
There are currently five rotation groups in the CUPIP programme. These rotation groups are physically located within the McGill University Health Centre at the Glen Site (includes The Montréal Children’s Hospital and the Psychosocial Oncology Unit), the Allan Memorial Institute, the Montreal General Hospital (includes the Alan Edwards Pain Management Unit), and the Montreal Neurological Institute; all primary teaching hospitals. These rotation groups are committed to providing high quality internship training which meet or exceed the CPA Standards for Accreditation of Internship Training Programmes in Professional Psychology. Additional rotation groups within the MUHC that contribute to meeting the requirements of internship accreditation as outlined by CPA may be considered for inclusion in the CUPIP training programme.

**Montreal Children’s Hospital Rotation Group**
The MUHC Montreal Children’s Hospital rotation group provides specialized tertiary-care, pediatric health care, and allied health services to children and adolescents and their families. The
Department of Psychology (Pediatric) is an autonomous unit of the hospital whose staff provide services in a broad range of multidisciplinary teams and clinics. The Rotation Group Director is Dr. Yves Beaulieu. There are four rotations, including: Pediatric Psychology, Mental Health, Preschool Pediatric Psychology, and Neuropsychology. Internships are available either full-time or half-time.

- **Pediatric Psychology** is a 12-month in-patient and out-patient rotation involving assessment and interventions in pediatric behavioural medicine, often as part of multidisciplinary teams. Assessment includes the cognitive and emotional sequelae of traumatic brain injuries, chemotherapy and radiation, epilepsy, neurofibromatosis and other neuropsychological conditions. Interventions include helping children and adolescents and their families coping with disability in catastrophic and chronic illness, acute care, adherence to medical regimens, somatoform disorders, eating disorders, and factitious disorders.

- **Mental Health** is a six-month rotation with latency-age children and adolescents in the psychiatry inpatient services and day hospitals, the outpatient child psychiatry services, and the Cognitive Behaviour therapy Clinic. Inpatient and day hospital services involve services for those with severe and complex mental health needs. Outpatient services include assessment and treatment of individuals, parents and families for a wide variety of disorders that have not responded to interventions at the school or community level. The CBT clinic offers treatment for depressive, anxiety and externalizing problems.

- **Preschool Pediatric Psychology** is typically a six-month part-time rotation with inpatient and outpatient preschool children who have complex physical and medical conditions and associated developmental, behavioural and psychosocial needs. The four constituent programs are the Autism Spectrum Disorders Program, the Back on Track Clinic, the Diagnostic Services Unit, and the Failure to Thrive and Feeding Disorders Clinic.

- Interns with suitable background training can also participate in a half-time Neuropsychology rotation, addressing neuropsychological assessment of preschoolers and children suffering from physical trauma, attention-deficit hyperactivity and/or learning difficulties.

**McGill University Health Centre Adult Psychology Rotation Group**

The MUHC includes major teaching hospitals that provide a variety of tertiary health care to adults. Rotations are physically located at the Glen Site, the Allan Memorial Institute and the Montreal General Hospital. Services are offered to inpatients and outpatients in psychology, psychiatry, and other medical and surgical services. The Rotation Group Director is Dr. Jennifer Russell; the Psychologist-In-Chief is Dr. Alain Ptito. There are three major rotations, including: Cognitive Behaviour Therapy Service (CBTS), Neuropsychology, and Sex and Couple Therapy Service. Internships are available either full-time or half-time.

- **Cognitive Behaviour Therapy Service** provides behaviour and cognitive-behaviour therapy to inpatient and outpatient adults with a variety of problems including anxiety, depression, obsessive-compulsive behaviour, agoraphobia, addictive behaviour, delusions/hallucinations, and attention-deficit hyperactivity. The Obsessive Compulsive Disorder Clinic is an internationally renowned centre for the assessment, treatment, and research of individuals with OCD of all ages (children to seniors). Interns gain experience with specialized assessment and cognitive behavior therapy of patients with heterogeneous psychopathology, and also have the optional opportunity to collaborate in a small clinical research project and/or clinical program development.

- **Neuropsychology** offers neuropsychological evaluation of a range of neurological problems such as degenerative disease, trauma, psychiatric disorders, stroke and systemic disease. Neuropsychological assessment includes clinical interview and objective examination of intellectual function, memory, attention, language, executive function as well as functional
capacity, personality structure, and emotional status in order to inform differential diagnosis, treatment planning, and education of family members or caretakers. Interns learn interview techniques, test selection, and interpretation. Interns learn how to conduct a medical/psychiatric chart review, and how to work in the context of a multidisciplinary team. Interns will prepare written reports based on the assessments and will provide feedback to patients, families, and treatment teams.

**Sex and Couple Therapy Service** offers assessment, treatment, and consultation services to individuals, couples, and groups in the area of human sexuality. Problems addressed include sexual dysfunctions, sexual phobias and aversions, sexual orientation and identity issues, sexual abuse, sexual enhancement, and gender identity. The service also sees individuals and couples seeking to re-evaluate and/or improve their relationship by exploring issues involving communication, power sharing and negotiation, jealousy, commitment, and intimacy. The service offers educational group programs for the general public on enhancing the couple relationship or sexual satisfaction. This rotation is only available half-time.

**Alan Edwards Pain Management Unit Rotation Group**
The Alan Edwards Pain Management Unit is a multidisciplinary facility for the treatment of patients with chronic pain. It is physically located at the Montreal General Hospital. The clinical staff includes physicians, psychologists, nurses, and physiotherapists, working collaboratively in the treatment of patients’ pain and suffering. The patient population comprises adult outpatients with chronic pain as well as in-patients with acute pain superimposed on chronic pain problems. Interns participate in detailed assessment, formulating the patient’s overall treatment plan, conducting short-term psychotherapy, and conducting Cognitive-Behavioural group therapy. The Centre is also mandated to teach and to conduct research. The Rotation Group Director is Dr. Marie-Andrée Lahaie. Internships are only available half-time. Breadth requirements necessitate that interns complete their other half of their internship hours in another rotation group.

**Montreal Neurological Institute Rotation Group**
The MUHC Montreal Neurological Institute rotation group is a neurological treatment and research centre and a teaching hospital. The training program is part of the Neuropsychology/Cognitive Neuroscience Unit, housed in the Department of Neurology and Neurosurgery. The Rotation Group Director is Dr. Viviane Sziklas. The unit consists of inpatient and outpatient services, including epilepsy and other elective surgery, movement disorder, and general neurological populations. Training is primarily in the comprehensive neuropsychological assessment of patients. The intern works closely with the Service’s multidisciplinary team. Internships are available half- or full-time.

**Psychosocial Oncology Rotation Group**
The MUHC Psychosocial Oncology program, located at the Glen Site, offers psychological support to adults who are coping with cancer across different disease trajectories (i.e., diagnosis, survivorship, illness-recurrence and palliative) as well as their family members. Interns receive training in conducting in-depth psychological assessments and to conceptualize and formulate a treatment plan to conduct individual psychotherapy. The internship training includes both cognitive behavioural and brief psychodynamic approaches. Issues addressed include a wide range of emotional and behavioural problems such as anxiety, depression, pain, fatigue, sleep problems, panic, coping with uncertainty, body image, confronting death and dying, and bereavement (families). The Rotation Group Director is Dr. Pasqualina Di Dio; the Professional Practice Leader is Dr. Marc Hamel. The program is composed of a multidisciplinary team comprised of clinical psychologists, a couple and family therapist, psychiatrist and clinical nurse specialists. The team
members also work with other professionals within the oncology settings including physicians (oncologists), nurses and social workers. Internships are only available half-time. Breadth requirements necessitate that interns complete the other half of their internship hours in another rotation group.

**APPLICATION PROCEDURE**

**Eligibility**

Students who are eligible for internship placement as part of CUPIP must be enrolled in the doctoral training programme in clinical psychology at Concordia University (Ph.D. in Psychology: Research and Clinical Training Option). CUPIP is a captive internship program only available to students within the Concordia University Doctoral Programme in Clinical Psychology. Prior to the CUPIP application deadline (December 5), the Concordia University Director of Clinical Training will review intern readiness for internship, including with respect to thesis progress promising timely completion. Eligible students must have completed all clinical program coursework including their comprehensive examinations, should have collected the data for their Ph.D. thesis, and must demonstrate to the satisfaction of their research supervisor and the Director of Clinical Training (DCT) a very high probability that they will have defended their doctoral thesis by the completion of their internship. Students applying for a full-time internship must demonstrate evidence that they will submit a complete draft of their thesis to their committee prior to the beginning of the internship. This timeline must be clearly indicated in the thesis supervisor’s letter of support to the DCT. Students applying for a half-time internship over two years must demonstrate progress on their thesis and a projected timetable indicating that they will defend before the completion of the internship. All students must receive the permission of the Director of Clinical Training to apply.

**Application Materials**

Students apply through the APPIC Online Match to the Chair of the CUPIP Training Committee (DPaC). Do NOT send materials directly to CUPIP Training Sites. To submit an application, students must register with the National Matching Service (NMS; https://natmatch.com/psychint/applicants/index.html). Please follow all NMS instructions regarding application submission procedures and fees. **Applications are due December 5.** Following the APPIC Online submissions, applications are forwarded to the Rotation Group Directors of the internship rotations in which applicants are interested. All eligible Concordia students in Ph.D. II or later are invited to apply. Applicants must submit the standard APPIC application which includes a Cover Letter; Curriculum Vitae; Official Graduate Transcripts; Three Letters of Recommendation; the AAPI Application, and a Letter of Eligibility and Readiness for Training (written by the DCT). In the cover letter, students should list (1) any languages, other than English, that they are sufficiently fluent to conduct therapy or assessments, (2) whether they are applying for a full-time (one year) or part-time (two year) internship, and (3) which of the following CUPIP Rotation Groups they wish to be considered for: Montreal Children’s Hospital Rotation Group, McGill University Health Centre Adult Psychology Rotation Group, Alan Edwards Pain Management Unit Rotation Group, Montreal Neurological Institute Rotation Group, or Psychosocial Oncology Rotation Group. More than one Rotation Group may be indicated. If applying for the MUHC Adult Psychology Rotation Group, applicants may wish to indicate the specific rotations that they are interested in. CUPIP adheres to all APPIC and NMS policies and deadlines for internship offers and acceptances.

**Selection Process**

Applications are reviewed by the CUPIP Training Committee and the Rotation Group Directors, along with the Training Committees within the rotational groups, who interview selected interns.
and nominate them on the basis of qualifications and fit with the training offered by the setting. These nominations are then communicated to the CUPIP Training Committee. In circumstances when the number of applicants exceeds the number of funded intern positions, the Concordia University members of the CUPIP Training Committee rank the nominated applicants based on level of preparedness, clinical experience, scholarly achievements, overall competitiveness, and fit with the CUPIP internship programme. Each year, CUPIP offers up to four funded full-time internship positions or equivalent half-time internship positions. CUPIP participates in the APPIC Online Match Procedure, and follows all requirements and deadlines stipulated by APPIC. Thus, students are permitted to rank CUPIP among other internship sites in the rankings they submit to APPIC. Due to the legally binding nature of APPIC match procedures, students are entering into an ethically binding professional commitment by submitting rankings, which is not taken lightly or reneged upon. Any CUPIP applicant not receiving an internship offer may speak to the Concordia Director of Clinical Training for assistance and advice.

**Financial Renumeration**
CUPIP is committed to the principle of internship stipends and offers stipends of a minimum of $25,000 for a full-time one-year internship, or $12,500 per year for two years during a half-time internship. CUPIP has a standing commitment for financial support from the Concordia Office of the Vice-President Research and Graduate Studies. Additional funding comes from, whenever possible, the hospital training sites. All CUPIP interns hold equivalent funding; as such the financial support from these sources is equitably distributed.

**CUPIP TRAINING COMMITTEE (2018-2019)**

**Director of Practica and CUPIP (DPaC) – Dr. Roisin O’Connor**
Room PY 170-16; 514-848-2424 ext. 2248; Roisin.OConnor@Concordia.ca
The Director of Practica and CUPIP oversees the Concordia University Psychology Internship Program (CUPIP), a CPA-accredited internship programme. DPaC serves as the Chair of the CUPIP Training Committee. DPaC coordinates the administration of CUPIP including maintaining established support from the host institutions (Concordia University and McGill University Health Centre), ensuring successful operation of CUPIP, organizing clinical and educational activities with the Rotation Group Directors, managing the application process, overseeing accreditation policies and procedures, and establishing regular meetings and yearly workshops. Should questions or problems arise concerning CUPIP policy and procedures, or otherwise, please bring them to the attention of DPaC. Only by expressing concerns or questions through the CUPIP personnel will CUPIP be able to respond or change.

**Director of Clinical Training (DCT) – Dr. Adam Radomsky**
Room PY 101-4; 514-848-2424 ext. 2202; Adam.Radomsky@Concordia.ca
The Director of Clinical Training oversees the clinical training program of Concordia University. The DCT, as the Chair of the Clinical Steering Committee, works to ensure that program training goals are met, that professional competence is attained by all students, and that the clinical program continues to meet or exceed accreditation standards.

**APC Director (DAPC) – Dr. Dina Giannopoulos**
Room PY 111-4; 514-848-2424 ext. 7537; Dina.Giannopoulos@Concordia.ca
The Director of the Applied Psychology Centre (DAPC) has overall responsibility for the functioning of the Centre and the training of graduate students within the Centre. The DAPC is responsible to and works in close association with the Director of Clinical Training (DCT) and the Director of Practica and CUPIP (DPaC).
Intern Representative – Kierla Ireland, M.A.

An intern serves as a representative on the CUPIP training committee. Interns have the formal opportunity to contribute to CUPIP programme planning and development. Likewise, CUPIP has the opportunity to benefit from interns’ contributions. One intern is selected each year.

Rotation Group Directors

Montreal Children's Hospital Site – Dr. Yves Beaulieu
McGill University Health Centre Adult Psychology Site – Dr. Jennifer Russell
Alan Edwards Pain Management Site – Dr. Marie-Andrée Lahaie
Montreal Neurological Institute Site – Dr. Viviane Sziklas
Psychosocial Oncology Site – Dr. Pasqualina Di Dio

CUPIP POLICIES AND PROCEDURES

Individualized Training Plan

A written, Individualized Training Plan is completed by the Rotation Group Director and the intern at the beginning of the training year and/or rotation, and then a second time roughly in the middle of training (typically February)/or beginning of a new rotation. The training plan focuses on the targeted skills (psychological assessment, intervention, consultation, programme development, training in empirically supported interventions, exposure to multiple therapeutic modalities), details general and individualized training goals and objectives (e.g., which rotation, which client populations, what type of assessment and intervention), and indicates caseload expectations (e.g., 10 intellectual assessments, one group psychotherapy experience).

Clinical Supervision

Regularly scheduled, individual supervision is provided to the intern by qualified and experienced supervisors at the minimum rate of four hours per week for full-time internship positions. Whenever possible, interns are offered training and experience in the provision of supervision. This experience is typically limited to the provision of supervision to junior graduate students. Any supervision provided by an intern is itself supervised by the clinical supervisor.

Evaluation

Rotations provide feedback to their intern(s) on an ongoing basis, as well as provide the intern with the opportunity to provide their own feedback to the rotation. Evaluation is primarily to provide constructive feedback, as well as to guarantee the provision of quality psychological service and training. CUPIP rotations complete the mid-year and final Supervisor Evaluation Form from the Clinical Psychology Program at Concordia University for each of their CUPIP interns, review these evaluations with the intern, and forward these to the Chair of the CUPIP Training Committee (DPaC). The minimum standard for completion of the internship requirements is a summary rating of “very good” or better.

CUPIP assesses intern performance with respect to competence in 7 areas:
1. Assessment and diagnosis, including interviewing, test administration, test interpretation and report writing;
2. Psychological interventions, preferably in more than one modality;
3. Functioning in a multidisciplinary health-care setting, including communication, collaboration and consultation;
4. Ability to profit from supervision, and, where possible, to supervise;
5) Ability to integrate science and clinical service, including effective use of the scientific literature in practice, and program evaluation;
6) Sensitivity, knowledge and skills with respect to cultural and individual differences.

Interns cumulatively track their internship experiences using the **Clinical Case Logsheet** and **Clinical Hours Summary**. The Clinical Hours Summary is submitted by the intern to the Chair of the CUPIP Training Committee (DPaC) at mid-year and at the end of the internship year. In addition, at the end of the internship year, students must complete the **Feedback Form** and **Internship Addendum** from the Clinical Psychology Program at Concordia University in which they have the opportunity to provide feedback to CUPIP on their experience. This information is important for statistics for the clinical program and for accreditation purposes. Submission of this form is a requirement for completion of the internship course PSYC 885.

**Certificate of Completion**
Upon successful completion of their internship, interns are awarded a Certificate of Internship Completion.

**ETHICAL CONDUCT**

**Ethics and Professional Practice Guidelines**
Interns must adhere to the Canadian Psychological Association (CPA) Code of Ethics for Psychologists (3rd ed.), the CPA Practice Guidelines for Providers of Psychological Service, and the Ordre des Psychologues du Québec (OPQ) Code of Ethics. Interns must also follow any procedures for record keeping specifically required in their rotations.

- Canadian Psychological Assoc. **Code of Ethics for Psychologists** (3rd ed.)
- Canadian Psychological Assoc. (2001) **Practice Guidelines for Providers Psychological Service**
- Ordre des Psychologues du Québec. (2006) **Code of Ethics**

**Procedures for Inadequacies and Grievances**
Interns who are experiencing problems in their rotations should first approach their individual supervisor or the Rotation Group Director or Chief Psychologist. If the intern feels that they cannot approach these individuals, or that the situation has not been resolved, they should then discuss the issue with the Chair of the CUPIP Training Committee (DPaC). All discussions with DPaC will be held in strict confidence. Complete details for these procedures can be found in **Appendix A**.

**CUPIP INTERN DOCUMENTATION**

There are a number of predoctoral internship program documents which need to completed in accordance with CPA Program Accreditation and Licensure Requirements. The following is a summary of these forms. These forms constitute a formal record of your internship training experience and become part of your intern record. You should keep a copy of all documentation for your personal records, as these will be essential when applying for licensure, and jobs. All of the forms below are requirements of the Concordia University Psychology Internship Program. All forms are also available as fillable PDFs located on the CUPIP website. Hardcopies can be printed and completed by hand. Submit hardcopy only.
<table>
<thead>
<tr>
<th>FORM</th>
<th>WHO</th>
<th>WHEN</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Position Confirmation (NO FORM)</td>
<td>Intern</td>
<td>Match Day</td>
<td>• Individual who agree to an internship offer should provide a written letter of acceptance to DPaC</td>
</tr>
</tbody>
</table>
| CSST Form                                 | Intern                     | August (start)    | • Complete this form for accident insurance  
• CSST insurance does not replace malpractice insurance  
• Submit to DPaC                                                                                     |
| Individualized Training Plan              | Intern Rotation Group Director | September (start) & February (mid) | • Detail general and individualized training goals  
• Outline caseload expectations  
• Submit to DPaC                                                                                     |
| Clinical Case Logsheet                    | Intern                     | Weekly            | • Complete for every case  
• Use to facilitate completion of Clinical Hours Summary                                                                                   |
| Clinical Hours Summary                    | Intern                     | February (mid) & August (final) | • Cumulative summary of hours  
• Supervisor should review and sign  
• Record observed cases too (enter 0 for direct hours)  
• Submit to Rotation Group Director and DPaC                                                              |
| Supervisor Evaluation Form                | Intern (Part 1) Supervisor (Part 2) | February (mid) & August (final) | • Supervisor should review and sign  
• Submit to Rotation Group Director and DPaC                                                                                              |
| Feedback Form                             | Intern                     | August (final)    | • Complete second page for every major supervisor  
• Submit to DPaC  
• Need to submit for internship completion                                                              |
| Internship Addendum                       | Intern (Part 1 & 3) Rotation Group Director (Part 2) | August (final)    | • Complete this form IN ADDITION to forms above  
• Submit to DPaC                                                                                     |
WHEN SAVING AS PDF, THIS PAGE MUST BE DELETED AND ALL FORMS (IN THE ORDER OUTLINED ABOVE) AND APPENDIX A MUST BE APPENDED