

MA Students' Frequently Asked Questions about Clinical Training

What is the difference between a resume and curriculum vitae (CV)?

- A resume should be a short, all-inclusive summary of skills, experience and education.
- A curriculum vitae (CV) should be as long as it needs to be. The CV should be an area-specific summary of *relevant* experience, education, and skills.

What should I include in the resume or CV?

- Education (always first on the CV)
- Professional Experience
- Certifications and Licensure
- Publications and Presentations
- Volunteer Experience
- Honors and Awards
- Professional Affiliations
- Added Qualifications

What should I include in a cover letter?

- Cover letters let the practicum site know what position for which you are applying. They also tell practicum sites both why they should select you for an interview, and how you plan to follow-up. Since you are seeking a clinical training position, it is also important to include your clinical training requirements (i.e. explain that you need 500 hours, weekly supervision, etc). The body of your cover letter should include:
 - First Paragraph - Why you are writing
 - Middle Paragraphs - What you have to offer the practicum site (*be specific*)
 - Final Paragraph - How you will follow-up

I applied to a practicum site but haven't received a response. What should I do?

- Always follow up with an email or phone call.
- If you have made multiple attempts at contacting the site with no response, then notify the Training Coordinator.

Where can I obtain professional liability insurance? (\$1,000,000-\$3,000,000 policy required)

- Liability insurance will be provided by MSP

Are clinical training placements paid?

- Practicum placements typically are not paid.

What if I want to train at a practicum site that is not on the list?

- Clinical training sites that are not on the list must meet MSP's criteria as outlined in the Practicum Handbooks. The proposed site must be approved by Clinical Training *prior* to applying.

What qualifies as direct client contact (face-to-face) time?

- Any direct contact with a client (e.g. intakes, assessments, therapy sessions, shadowing, screenings, crisis intervention, etc.) counts as direct client contact.
- In some situations, other types of communication such as phone calls or web sessions may count as direct client contact, as approved by the DCT.
- Supervision and consultation does not count as direct client contact.

Am I obligated to work at my clinical training site over school breaks and holidays?

- All master's students are encouraged to take a break during the winter and spring holidays.

- Students are not obligated to work, but it is best to let the site know as early as possible whether you plan on working or taking a break.
- Students can only work during a break if they are either enrolled in the Practicum Seminar class or if the site provides supervision by a fully licensed psychologist (LP) and that supervisor is willing to provide an **extra** hour of supervision per week, as your faculty supervisor will not be available.

Am I obligated to work at my clinical training site when the school is closed due to inclement weather?

- Students should make this decision based on the weather in their specific location. If you do not feel comfortable driving due to inclement weather, it is important to notify the site as early as possible.

How do I track my clinical training hours?

- Students are required to log their hours using Time2Track. Instructions can be found in the Practicum Handbook. The Clinical Training Department will email you instructions on how to submit your hours at the end of every semester.

What happens if I do not obtain the minimum amount of clinical training hours?

- If you believe you are in danger of not meeting the minimum amount of clinical training hours required, please immediately notify both your faculty supervisor and the Training Coordinator so that a plan can be created to ensure your hours are met. All students must complete a total of 500 practicum hours (25% direct client contact) in order to be eligible to graduate.

My practicum/internship site isn't quite what I expected. Can I change sites?

- The best option is for you to contact your faculty supervisor to discuss options and try to resolve the situation.
- Students are not allowed to change sites except under extremely rare circumstances and only with the approval of Clinical Training. If you believe you need to change your training site, and attempts by you and your faculty supervisor to resolve the situation have not been successful, contact the Clinical Training Department before taking further action.

What qualifies as an 'organized health care setting'?

- An organized governmental entity, nonprofit organization, or private agency, institute, or organization engaged in the delivery of healthcare services that provides an opportunity for continuous professional interaction and collaboration with other disciplines, an opportunity to utilize a variety of theories, and an opportunity to work with a broad range of populations and techniques.
- Clinical Training must approve all sites to assure they meet the criteria of an organized health care setting.

I'm applying to a site that requires a writing sample. What kind of writing sample should I send?

- It depends on the site; when in doubt, ask if they have a preference.
- For MA students, any academic paper is typically fine.

What are Michigan's licensure requirements?

- Requirements vary depending on the license and may change over time. For specific application instructions and requirements, go to http://www.michigan.gov/documents/lara/Psychology_FAQ_102915_504571_7.pdf

How many hours per week do I have to work at my practicum?

- The MA practicum is 500 total hours, with a minimum of 25% direct client contact
- This equates to about 15 hours per week on site.

What will my weekly practicum schedule be? Will it change?

- Schedules will vary between students and sites. Please arrange a practicum schedule with the site prior to starting in September.

If I meet my minimum hourly requirement before July, can I end early?

- Students are contracted to work at their practicum site until the end of the academic year, so even if you meet the minimum hourly requirement early, you are not permitted to end your practicum earlier than mid-July.
- Students are always encouraged to obtain more than the minimum amount of hours, if possible.

Do my clinical training hours need to be divided evenly between the three semesters?

- It is typical for hours will fluctuate and gradually increase throughout the year. Masters practicum will need *approximately*:
 - 1st semester - 150+ hours (42 direct contact)
 - 2nd semester - 200+ hours (42+ direct contact)
 - 3rd semester - 150+ (42+ direct contact)
- By the end of third semester, students must have a total of 500 practicum hours with 125 of those being direct hours and 72+ hours of supervision