

Practicum Checklist for Clinical Students

Practicum Planning

PSC Practica/Senior Practica

Your first three practica will be general practica at the PSC and your supervisors from the clinical faculty will be assigned to you by the PSC Director. Three senior or specialty practica are required for a total of six. When you have completed your second practicum it would be a good time to see Andrea Labossiere, the PSC Coordinator/Admin Assistant, to discuss your senior practica options. Each year you will also have an opportunity to meet with Dr. Hal Wallbridge, who is the PSC Director as well as the practicum coordinator. He is the instructor on record for all practica and he will be able to help you make more informed choices about how to select specialty/external supervisors based on your interests and experiences. Start planning your senior/specialty practica 6-12 months in advance.

Specialty Practica Supervisors

Your specialty practica (4th and up) will likely be done at external sites and would be supervised by Clinical Associates of the program, although it is possible to do a specialty practica at the PSC. There is a planning practica binder available to view practica that other students have registered for in the past as well as a list of current clinical associates. Please refer to [Eligibility Guidelines for PSC Clinical Associates](#) for eligibility requirements. Clinical Associates are appointed for a two or five year term by Clinical Faculty only if they are a registered psychologist with appropriate experience. Not all C. Psych's are Clinical Associates and not all practitioners are registered C. Psych's. If in doubt, ask the PSC Coordinator/Administrative Assistant. Once you get further along into the planning, we ask that you submit an email to [Dr. Wallbridge](#) and [Andrea Labossiere](#) so the program is informed of upcoming practica and we can ensure that the proposed supervisor is a clinical associate of the program. Include in the email **who**: proposed supervisor(s), **what**: practica number, **where**: practica site and **when**: academic term(s) of the practica.

Practicum Contracts

In-House Practica vs External Practica

There are two contracts for practica. One contract is used to enroll in practica at the Psychological Service Centre and the other is used to enroll in external practica off campus (e.g. WRHA, private practice, etc.). Both forms are flexible enough to accommodate all types of practica, including a secondary supervisor. General PSC contracts are submitted soon after the start of term. Specialty practicum contracts must be submitted at least 4 weeks prior to the intended start date of practicum. Registration for all practica will not be permitted without an approved contract. All practicum contracts are submitted to the PSC Coordinator/Admin Assistant and are approved by the PSC Director. Some external practica contracts must also be signed by an External Site Practica Coordinator. For example CHP/WRHA contracts must be signed by the CHP Practicum Coordinator. Practicum contracts are located on the PSC Jump Site.

Practicum Registration

Registration occurs once your contract has been approved

Once your contract is received and approved, all parties involved will receive an email from the PSC Coordinator/Admin Assistant verifying the start and end dates and details of the practicum. The Psychology Graduate Program Coordinator, Gloria Derksen, will also be copied on the email for the purpose of tracking and for opening up a practicum course number in Aurora so the student can register. You will receive an email from her that will trigger the registration in the course. Note that master's students are only eligible to take PSYC 7930 (3rd practicum) if their master's defense date is scheduled and they have approval from their research advisory committee. Also, students may do more than the 6 required practica (Optional Senior Practicum- PSYC 7954 & PSYC 7956) with DCT approval.

Practicum Evaluation

Student Practicum Evaluation

Evaluation of the student's performance in their practicum is done by the practicum supervisor using the Practicum Competency Evaluation Form (PCE). They are required to fill it out, review it with the student and submit it to the PSC Coordinator at the end of your practicum term. The student will be given an opportunity to make comments about the evaluation on the form and will be required to sign it before it is submitted. Also, the student is required to submit a de-identified one page summary of their practicum cases along with the PCE.

Supervisor Evaluation

Supervisor evaluation is done by the student filling out the appropriate Evaluation of Practicum Supervisor Form and submitting it to the PSC Coordinator/Administrative Assistant. For PSC practica please use the Evaluation of PSC Practicum Supervisor Form (which is anonymous according to UMFA rules). For external specialty practica use the Evaluation of External Practicum Supervisor Form (which is signed and can be shared with your external supervisor upon request). The evaluation forms are available on the PSC Jump Site.

Tracking Clinical Hours

MyPsychTrack

You are required to track your practicum hours in MyPsychTrack for two important reasons. First, to demonstrate fulfillment of the practicum contract and thereby achieve a passing grade. Second, because you will need it for your internship application. MyPsychTrack will organize and structure your data into a format acceptable for your APPIC application in one report.