

### **EXTERNSHIP GUIDELINES for 2012-13**

THE FOLLOWING SET OF GUIDELINES WERE APPROVED BY MEMBERS OF PSIDNYS (Psychology Internship Directors of NYS) and NYNJADOT (New York New Jersey Association of Directors of Training) at their fall 2011 bi-annual meetings. There are several significant changes from the 2011-12 guidelines. Program Directors and Externship Directors have agreed to monitor this process and to validate its integrity.

1. **Applications for externship may not be submitted prior to Tuesday, January 17, 2012 at 9:00 am.** Applications may be submitted via email or regular mail; but may not be postmarked or time-stamped prior to 9:00 am on Tuesday January 17, 2012. Sites can begin interviewing at any time after January 17.

2. **Externship offers to students may not be made until 9:00 am on March 5, 2012. Offers must be made during business hours (between 9:00 am and 5:00 pm Monday to Friday).** This date permits sites to review documents and to conduct interviews over a seven-week period. It is also ten days after MATCH 1. This date also gives Program Directors time to work with students who may not have matched. This change provides additional time that should relieve some of the stress that accompanies review and scheduling of interviews.

2a. A student must inform their DCT if a site makes them an offer prior to March 5, 2012. The DCT will contact the site to discuss the guidelines.

3a. Regardless of the time of day that a student receives an offer, they have until 12 noon on the third business day (including the day of the offer) to accept or reject the offer. For example, if a student receives only one offer on Monday, March 5<sup>th</sup>, the student has until 12 noon on March 7<sup>th</sup> to accept or decline the offer.

3b. IF A STUDENT DOES NOT NOTIFY THE SITE (by email with a cc to their DCT) BY 12 NOON OF THE THIRD BUSINESS DAY THAT THEY ACCEPTED THE OFFER, **THE OFFER WILL BE AUTOMATICALLY WITHDRAWN.** THAT IS, THE STUDENT LOSES THE OFFER.

A site has the prerogative to re-issue an offer.

3c. ALL EXTERNSHIP OFFERS MUST BE MADE VIA EMAIL. VERBAL OFFERS ARE NOT CONSIDERED VALID UNLESS THEY ARE SUPPORTED BY A WRITTEN OFFER – VIA EMAIL.

3d. ALL OFFERS MUST BE CC-ED TO THE STUDENT'S PROGRAM DIRECTOR/DCT/EXTERNSHIP DIRECTOR. SIMILARLY STUDENTS NEED TO CC THEIR DCT ON ALL ACCEPTED AND DECLINED EXTERNSHIP OFFERS.

3e. If a student receives additional offers, they have until 12 noon on the next business day to relinquish all but one of the offers. The remaining offer can be held until 12pm on the third business day. For example, if a student receives three offers on March 5, the student must relinquish two of those offers by 12 noon on March 6 and needs to inform the site that they are accepting or rejecting the remaining offer by Wednesday, March 7, at 12. If they do not inform

the site of acceptance by 12 noon on the third business day, the offer will be considered withdrawn. The above rules apply to all offers, including those received on a rolling basis.

(GUIDELINE 3a-3e will be monitored by DCTs and Externship Directors. Students need to remember that non-compliance with these regulations will be noted by their DCTs and by other professionals who review internship applications.) The information in parentheses will not be included in the guidelines but should be discussed with students.

4. Once a student accepts an offer she/he must email all other sites they applied to and withdraw their applications.

5. Students and sites should try to accommodate their interview schedules so they recognize their mutual exigencies. Given the extended six-week period for application review and interviews this should not be an issue.

6. A list of DCT's email addresses will be distributed to externship sites. **It is highly recommended that the DCT's name, email address and phone number be included in the Education section of the student's cv.**

*DCT email addresses and phone numbers will also be available on the FDU WIKI site and the NYSPA site*

7. All eligibility letters should state the number of hours that a student will be permitted to be on externship. The eligibility letters will also state the DCT's email address and phone number.

8. All sites should update their requirements and externship information no later than Nov. 13. This date coincides with this year's Externship Fair. Similarly, sites should update their FDU wiki information and information on the NYSPA sites.