

The Clinical Psychology Internship Guide

*The Primary Resource for Obtaining Your
First Choice*



Donna B. Pincus, Ph.D.
Associate Professor, Boston University

John D. Otis, Ph.D.
VA Boston Healthcare System
Assistant Professor, Boston University

TABLE OF CONTENTS

<u>Chapter</u>	<u>Title</u>	<u>Page #</u>
1	Introduction.....	3
2	Where to Begin?.....	4
3	Establishing Your Personal Priorities: Where to Apply?.....	7
4	Writing a <i>Killer Vitae</i>	9
5	How to prepare Your APPIC Application: Calculating Hours.....	11
6	How to prepare Your APPIC Application: Writing the APPI essays.....	13
7	Addendum to the APPIC Application: Letters of Reference and Transcripts.....	15
8	Preparing and Mailing Applications.....	16
9	Scheduling Interviews: Helpful suggestions you don't want to miss.....	17
10	Travel tips: Advice from an Expert.....	19
11	Interviews: How to prepare, what to wear, what to ask while you're there.....	21
12	The "End Game": Thank you notes and phone calls.....	23
13	Ranking your sites.....	24
14	The Computer Match Process: Relevant data from 2001-2002....	27
15	The Day You Have Been Waiting For: Match Day!.....	28
16	Closing Remarks.....	30
17	References.....	31
18	Appendix A: Letter Requesting Materials	32
19	Appendix B: Practicum Assessment Training Log.....	33
	Practicum Therapy Training Log.....	34
20	Appendix C: Helpful Travel Phone Numbers.....	35
21	Appendix D: Sample Cover Letter.....	36
22	Appendix E: Sample Interview Questions.....	37
23	Appendix F: Sample Thank You Letter.....	39
	About the Authors.....	40

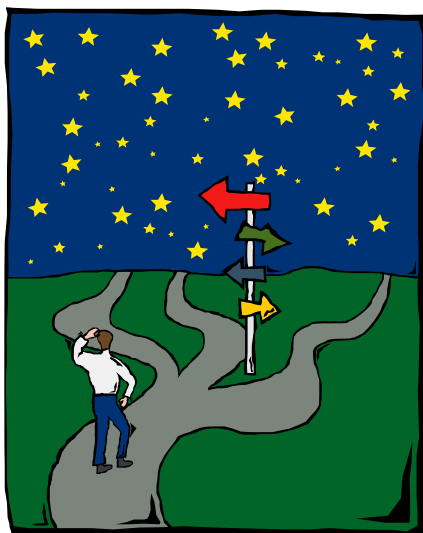
Chapter 1

Introduction

The purpose of this internship manual is to provide a comprehensive guide for graduate students in clinical psychology who are beginning the process of applying for internship. As we, the authors of this manual, completed (and survived) the internship application process, we noted the relative lack of up-to-date, complete, and user-friendly guides to assist students in this arduous task. Recognizing this, we decided to create a resource for all graduate students that would serve to provide a “step-by-step” guide for applying to internship. In this manual you will find everything you need to know to obtain your first choice psychology internship, including how to request application materials, how to stand out on interviews, how to avoid travel nightmares, essential information for playing the “end game”, and useful techniques for ranking sites.

This manual is based on information compiled from numerous sources, including various articles published on the internship application process, suggestions from training directors, and helpful advice from other graduate students who have survived the process. We have attempted to synthesize this information here in one manuscript. However, throughout the manual, we have provided additional sources to consult for further information on a particular topic. For your convenience, we have included these sources in a handy reference and information list at the end of the manual. To the proverb which says, “a journey of a thousand miles begins with a single step”, we are here to provide you with a road map.

We hope this manual is extremely helpful for you...GOOD LUCK!



Chapter 2

Where to Begin

Almost everyone who is applying to internship wonders where to begin. Well, we think you have already taken the first step. You have this manual, so you must have at least begun to think about how to tackle this project. You are not alone if you have begun to ask yourself some of these common questions... “When should I start requesting information?” “How will I know which sites are accredited?” “How do I request information from an internship site?” “Are all of my classmates already way ahead of me?” A mild level of paranoid anxiety is normal at this time. The following steps should help you get started in the right direction.

In July:

- ___ 1) Begin by asking yourself some tough questions. Is it realistic that you can leave this year? Will you have much (or all) of your dissertation data collected? How would you feel if you had to return to your graduate program after internship to propose or collect dissertation data? Keep in mind that internships seem to favor applicants whose dissertations have at least been proposed or are in progress. Although you may feel desperate to get out of graduate school, remember that internship will bring on a whole new load of responsibilities. Even with the best intentions (“I’ll work at night on my dissertation!”), there are many interns who report that their dissertation data never left their closet during internship. Other students have reported that their box of dissertation data became a useful makeshift coffee table. We recommend that you think about whether you are truly ready for internship before investing all of your time, money, and energy in this process.

- ___ 2) Start to think about your personal and professional priorities. Are there any factors that stand out as especially important to you? For example, what kinds of training opportunities do you want to have on internship? (e.g., opportunities to work with children, minorities, or specific types of disorders). Which area of the country do you prefer? Chapter 3 will delve into this area in more detail, but thinking about priorities will help you know which sites to include on your “master” list for getting internship information.

- ___ 3) Consult the APPIC (Association of Psychology Postdoctoral and Internship Centers) Directory On-Line (DOL) (www.appic.org) and begin making a list of all the sites and addresses of sites which interest you. All students who participate in the APPIC Match will be required to pay a fee for the DOL. This fee is slightly lower for students from doctoral programs that are APPIC subscribers or members of CCPPP (Canadian Council of Professional Psychology Programs) and slightly higher for students from non-subscriber programs. This fee will be collected at the time of registration for the APPIC Match (in the Fall). The DOL contains more extensive information about internships and post-doctoral programs than the printed APPIC directory. Applicants can search for internship sites using the DOL based on certain

criteria, such as geographical location, specialty areas, etc. No restrictions or additional fees will be charged to conduct searches.

In July and August:

- ___ 4) Begin to explore the internship programs' websites that are linked to information in the DOL.
- ___ 5) We suggest that you make a "master mailing list" of sites from which you'll request information. Then, buy address labels for your printer so that you can print out addresses as needed without continually re-typing them (you'll thank yourself for this later, as you will have frequent correspondence with internship sites).
- ___ 6) Almost all internship sites have websites and training brochures can be downloaded and saved on your hard drive. However, some sites will still send out materials by mail. Print out internship materials from websites so that you have a hard copy. Create a file for each site you are seriously considering. We suggest purchasing a portable file box and using labeled file folders so that all of your internship brochures are organized from the start.
- ___ 7) Start working on your vitae now! (See Chapter 4)
- ___ 8) **NUMBER OF APPLICATIONS TO SUBMIT:** Your personal priorities will likely affect the number of sites to which you'll apply. However, we suggest applying to a minimum of 6 to a maximum of 15 sites. Remember, if you apply to too many programs the quality of each of your applications may fade. Also, think about what would happen if you were called to interview at every site to which you've applied. Could you go to all the interviews? If not, which ones would you turn down? Alternatively, if you apply to too few sites, you may be limiting your options.

When debating about the number of internship sites to which you should apply, consider the results obtained from the 1999 survey of 500 internship applicants conducted by APPIC. Their results suggest that although applying to more than 5 sites will increase your chances of being matched, there is a point at which applying to more sites will not significantly improve your odds. In fact, applying to more than 25 sites may actually decrease your chances of being matched. Alternatively, the data may simply reflect the possibility that poorer candidates applied to a higher number of sites.

Match Rate	Number of Applications
70%	1 to 5
82%	6 to 10
90%	11 to 15
93%	16 to 20
93%	21 to 25
83%	26 or more

- ___ 9) We highly recommend consulting with the students who are just starting internship or are just about to go on internship. They are a valuable resource for you, especially if someone applied to a site you are considering. Call them up if you can. Ask them questions about their best experiences, worst experiences, favorite rotations, etc. Would they attend that internship if they had the chance to choose again?
- ___ 10) Ask faculty at your university whether they know any colleagues that are on faculty at any of the internship sites you are considering. Remember that connections can be incredibly important and useful.
- ___ 11) Most graduate programs in clinical psychology keep a record of alumni and their internship placements. You may find it helpful to use this list to locate and call alumni from your program who have attended internship sites you are considering. Ask them to give you the “straight scoop” on the place!

In August:

- ___ 12) To register for the Match, you must download an Applicant Agreement form. You must then return the signed Applicant Agreement, and a non-refundable fee in order to be assigned a "Match ID Number". This ID number will be placed on each APPI you complete. While it is preferable to have your Match ID Number on the APPI, it is not required. Applicants will have the opportunity to provide their code numbers to sites at a later date. To register, go to natmatch.com and follow the link for psychology internships.
- ___ 13) APPIC has a web page and sponsors a free e-mail service called Match-News that provides on-going news and information about the match. They also post questions and answers about completing the application that are sometimes useful. For more information visit www.appic.org and follow the “Match-News E-Mail List” link.

Chapter 3

Establishing Your Personal Priorities: Where to Apply?

By far, one of the most difficult tasks in the entire internship application process is deciding where to apply. Most of us read through the DOL, read over online brochures, and then must deal with trying to narrow down the list. Browsing through the information, it is easy to see why this task is difficult. Some sites allow for protected research time, others have “general” and “specialty” training, while others have one or two rotations that sound so incredibly cool that you are convinced that you might actually *enjoy* being an intern. And what about that site that allows you to leave by 4:30 each day? Or the site that pays the most money? Or the site that is closest to your family? Just as all these images are flooding your mind, you suddenly find your thoughts drifting to that distant site that happens to be in a cool city near the ocean. For a moment, you imagine yourself sipping a cold pina colada after work at the beach with a warm breeze in your hair...and suddenly, you are not sure whether that ultra cool rotation at that site up north is really all that important to you anymore.

The fact is, all of us have our own professional and personal priorities that will affect our final list of where to apply. In our opinion, Stewart and Stewart (1996a) provide an excellent discussion of the various “personal” and “practical” considerations that may affect your evaluation of various internship sites. For example, variables such as geographic location, number of training experiences offered, internship training philosophy, proximity to family or loved ones, salary, or availability of research opportunities are all factors which may weigh differently for many of us.

Here are a list of suggestions we have for making this decision making process easier:

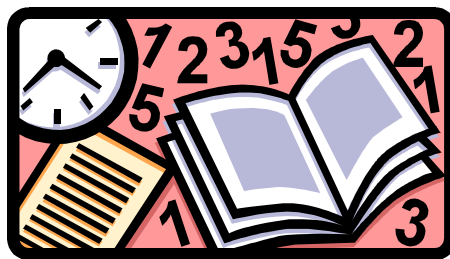
- 1) Read Stewart and Stewart (1996a) and make a list of the top 10 personal and practical variables that are important to you.
- 2) Take time to think to yourself and consult with others, including family members, your spouse, etc. if you need assistance with either assessing your priorities or with narrowing down the list of sites to which you’ll apply.
- 3) Think about your goals for next year. What is it you would like to accomplish during your internship year? Any professional goals? Personal goals? Will the internship sites you are considering help you to meet these goals?
- 4) Similar to graduate programs, internship sites have varied training philosophies and prevailing theoretical orientations. Think about your theoretical orientation and how well you would fit in at a particular site (For example, if you are a behaviorist you may not appreciate being asked to use the Rorschach to assess previous substance abuse history). This type of information is typically found in the first few pages of internship site brochures.

- 5) Keep this data in mind when making application decisions: The top reasons for non-placement in the 2002 Match were: 1) geographic restrictions 2) applying to all highly competitive programs and 3) applying to too few programs.
- 6) If an internship site is in a geographic location in which you would absolutely refuse to live, then you might consider not even applying to that site. However, think about the pros and cons of each site. Remember that even though a site may not be in an ideal location, it may be worth it to apply if it would provide you with a year of great experience. Remember, internship is only for one year, and after that, you can always move!

Try this exercise.

How important are the following factors to you in selecting an internship site?

- ___ Geographic Location
- ___ A Prestigious Name
- ___ Specialty Rotations
- ___ Theoretical Orientation
- ___ Diversity of Population
- ___ Work Hours per Day
- ___ Post-doctoral Opportunities
- ___ Supervision Hours
- ___ Income
- ___ Number of Fellow Interns
- ___ Research/Publishing Opportunities



Chapter 4

Writing a *Killer Vitae*

Writing a thorough curriculum vitae is an extremely important part of the internship application process. Your vitae will give you the opportunity to display all of your experience, including research work, employment history, education, and other facts about yourself that internship sites would like to know about. It also gives you a chance to highlight special skills or awards you have received, such as fellowships or grants, or special skills you may have in speaking foreign languages, or in using particular statistical software programs. It is highly recommended that you devote a good deal of time making your vitae an accurate, thorough representation of yourself. Think about your strengths, your skills, and your unique experiences, and try to capture these throughout your vitae.

We suggest that you ask your peers and other faculty members for copies of their vitae so that you can get an idea about the numerous options for format, content, style, and length. For applying to internship, we highly recommend including the following sections in your curriculum vitae:

- 1) Education section - highlight bachelor's work, master's work, and doctoral work. Include the topic (or title) of your dissertation. Areas of "specialty" can also be included (e.g., could list qualifying exam specialty topics).
- 2) We highly recommend designating separate sections for "clinical experience" and "research experience". In the clinical section, you should include practicum sites or jobs that required clinical duties. Provide a description of your particular roles/duties at each site. In the research section, you should include grants, research projects you have conducted or worked on as a research assistant, and any other research focused employment or experience. For each of the employment sites listed, we have found it helpful to list the supervisor's name.
- 3) Include a section on presentations, including posters and papers presented at conferences. You may also want to include a different section on community presentations given (e.g., talking to a local parents group on child development, or presentations on stress management to elderly patients, etc.).
- 4) One of the most important sections to include in your vitae is a section on publications. Don't worry if you do not have any "official" publications at this time, you might include a "works in progress" section. This section should only include works that are truly in progress, not simply something you thought about for awhile over breakfast. Be prepared to answer questions about anything you include on your vitae, including the status of various projects.
- 5) Be sure to include in your vitae any special awards, honors, or grants that you received thus far in your career. Anything that helps show off the unique contributions you have made is great to include. In addition, include memberships in professional organizations, such as

APA, ABCT, or Society for Pediatric Psychology. If you have been an ad hoc journal reviewer for a particular journal, this should also be listed in your vitae.

- 6) References section: Be sure to include at the end of your curriculum vitae the phone numbers, postal addresses, and email addresses of 3-4 persons who will be writing your letters of recommendation. These may be faculty supervisors, practicum supervisors, clinical supervisors, professors, etc. Include faculty who know you well and would speak highly of you if contacted. You might consider including faculty who can speak about your skills in more than one domain (e.g., your impressive clinical skills as well as your statistical prowess).
- 7) The most important piece of advice we have for writing your vitae is to be sure that it looks neat and professional. Do a spell check, and have friends look over your vitae to ensure that you have not made any glaring or embarrassing errors. This is the time to bring on a little OCD in yourself, as your vitae will be your first chance to present yourself to internship sites.
- 8) Make sure your name and addresses (work and home), phone numbers and email addresses are presented clearly on your vitae. Make it easy for the internship sites to contact you to tell you they would like for you to come for an interview.
- 9) Do not put your social security number on your vitae. If your vitae ever did fall into the wrong hands, someone could claim your identity, take credit cards out under your name, ruin your credit rating, etc. Save yourself a big headache by eliminating it from your vitae in the first place.

Chapter 5

How to Prepare Your APPIC Application: Calculating Hours

The APPIC Application

The APPI is the standardized application for psychology internship used by most internship programs participating in the match process. To apply for internship, an applicant typically submits the APPI, current vitae, and a personal statement. However, you may encounter some internship programs that require supplemental information and essays. You can download your copy of the application from the APPIC web site (www.appic.org) and complete it using your home or office computer. The AAPI is available in several different formats in order to accommodate a variety of word processing programs.

Most of the sections of the APPI are relatively straightforward and simply require thought and patience to complete. One of the more complex sections is Section 3, Doctoral Practicum Documentation. Among other things, this section requires applicants to report hours spent engaged in face-to-face patient contact and support activities. Hopefully, the Director of Training of your program has required you to log all of the assessment and therapy cases you have seen while on practicum. This will be particularly useful if you have seen a large number of therapy cases. For your convenience, we have included in Appendix B templates for keeping track of your therapy and assessment experiences. Or, if you'd prefer, we also have free downloadable templates for logging assessment and therapy hours available at www.psychzone.com. These logs should ideally be kept throughout your graduate career. The most important thing is to keep organized! Here are some tips for completing some of the subsections.

1. Intervention and Assessment Experience

Intervention (Therapy) Experience: The APPI requires that you report “face-to-face” therapy hours and the number of cases seen in the listed categories (e.g., Individual, Group, Couples, etc). Review your therapy logs, assign a category to each case (only one category) and then count the number of cases and face-to-face hours in each category (Remember: A therapy hour is considered 1 forty-five minute session). In sections 1 to 4, you only want to consider practicum hours for which you were supervised and received credit. Section 5 provides you with an opportunity to describe other clinical work experiences.

Assessment Experience: Assessment hours are more complex to estimate since the amount of time spent performing the assessment and providing feedback will likely vary depending on the type of evaluation. For example, an assessment for a learning disability with a 8 year old child may require several hours of testing while a chronic pain evaluation may require less time. If you have documented the actual amount of time spent in this activity that's great. If you have not, you will need to make an estimate.

A tip for estimating face-to-face assessment hours for large caseloads: One way to make an estimate is to sort your assessment cases into categories based on the type of assessment conducted (e.g., child evaluation, neuropsychological evaluation, medical inpatient consult). For each category, estimate the amount of time it typically takes to perform a face-to-face assessment and provide feedback. Multiply this number by the number of cases in each category.

Example:

Your estimate: Child ADHD evaluation = 4 hour assessment + 30 minute feedback

From your practicum logs you determine that you completed 10 child ADHD evaluations

10 Child ADHD evaluations x (4.5 Hours) = 40.5 face-to-face hours

2. Support Activities:

This may be more difficult to calculate, since it is likely that you did not document support hours throughout graduate school in your clinical logs.

Related to Intervention

Look at your therapy notes and estimate the amount of time spent on the phone with parents, teachers, or with medical staff discussing each of your cases. Perhaps you spent time prior to a session preparing a behavioral plan or creating a log sheet on your computer for a patient. If so, include that time in support activities. Hours spent in didactic training, grand rounds, and seminars are included here as well.

Related to Assessment

Time spent scoring questionnaires and report writing should also be included in this section. If you have not documented this time in your clinical logs you will need to make an estimate. Don't exaggerate, but don't be afraid to give yourself credit for the things you have done.

A tip for estimating scoring and report writing hours for large caseloads: Using the categories you created for estimating your face-to-face assessment hours (e.g., child evaluation, neuropsychological evaluation, medical inpatient consult), estimate the amount of time it takes to score and write a report for each category. Multiply this number by the number of cases in each category.

Example:

Heart transplant evaluation = 15 minutes scoring assessment + 1 hour report writing

5 Heart transplant evaluations x (1.25 hours) = 6.25 support hours

Chapter 6

How to Prepare Your APPIC Application: Writing the APPI Essays

After several years of reading students' internship applications and essays, it is clear that the best essays are not only organized and well written, but are effective in helping the reader gain a good sense of the applicant's experience, goals, and the reasons why he or she would be a good match for the internship site. From our experience, the best essays are written and revised several times. Further, the best essays seem to tell the reader a lot more about the applicant than would be gained simply by reading a curriculum vitae. So, perhaps your hardest task in the entire application process is writing essays that capture who you are, what you have done, your strengths and positive qualities, and the reasons why you are applying to a particular internship site.

In this section, we provide you with a list of the APPI essay questions from this year and we also give you some ideas to spark thoughts about what to include or write about in your essays. Even if the essays change each year, you will likely be asked to write about your internship goals and about related experiences.

How to start to write your essays:

- 1) Begin by setting aside a blank piece of paper for brainstorming each essay. Simply write down whatever comes to mind when you read the question. Don't judge or erase anything yet, this is simply your drawing board, or your brainstorming page.
- 2) Take a few hours of uninterrupted time and set goals to work on one essay at a time. Keep focused on the questions and try to make your answers meaningful. Don't worry too much about the length of essays at this point, simply work on producing a first draft.
- 3) Sometimes it is helpful to put your essays away for a few days so that you can get a fresh perspective when you come back to them again. It is often helpful to switch to work on a different essay when you feel yourself becoming too burned out.
- 4) Ask a colleague, peer, or faculty member to read your essays before you send your applications out. You can always choose whether or not to include their suggestions, but at least someone else has read your essays and has given them the "stamp" of approval.

IDEAS FOR WRITING SAMPLE APPI ESSAYS

Essay #1: Autobiographical Statement

- 1) Answer this question as if someone has asked you, "Tell me something about yourself." There is certainly more than one correct format for answering this question.
- 2) Write about your development as a clinical psychologist---how have your interests evolved?
- 3) Add a personal "touch" to your autobiographical essay without becoming too personal.

- 4) How did you first become interested in the processes of behavior change, therapy, clinical research, etc.?

Essay #2: Your theoretical orientation, approach to case conceptualization, and how this is linked to assessment and treatment.

- 1) No matter what your theoretical orientation, your approach to case conceptualization, assessment and treatment should follow some logical reasoning. In this essay, you might start by describing your theoretical orientation, and how this in turn influences the way you assess and treat patients.
- 2) Case conceptualization should be based on a theoretical framework that guides your assessment and treatment of patients. For example, a behaviorist might conduct an assessment that includes a functional analysis of a patient's problems, to determine the particular antecedents and consequences that serve to maintain the behavior. In turn, behavioral treatment might focus on helping patients change certain maladaptive behaviors and to implement more positive, healthy behavioral coping strategies.

Essay #3: Your experience working with diverse populations

- 1) You can think of diversity in many ways. List on a piece of paper all the types of diversity you can think of. Then write down experiences you have had that illustrate the ways you have worked with diverse populations. Some suggestions: have you worked with persons of differing gender, race, class, sexual orientation, religion, cultures, languages, disabilities, etc. Talk about meaningful experiences in several of these areas.
- 2) Think about how your experiences working with diverse populations have affected the way you conduct assessments or think about the process of assessment. How has your diversity experience affected the way you interpret assessment data on patients?
- 3) How have your experiences working with diverse populations affected the way you conduct therapy or conceptualize cases? Highlight experiences you have had working with diverse populations. Provide concrete examples if you want. How have your diversity experiences affected the types of treatments you might conduct?

Essay #4: Your dissertation/research interests

- 1) What are your research interests?
- 2) How did these interests begin and how did they evolve?
- 3) What is your dissertation research area?
- 4) What areas of research do you wish to continue developing?
- 5) How would this internship site help you in your professional research development?

Essay #5: Your internship training goals and your "match" with the internship site

- 1) What are your internship goals? How do they relate to your career goals?
- 2) State your strengths while highlighting your training needs (or areas for future development).
- 3) What rotations are you interested in?
- 4) What is the training philosophy of the internship? Is that what you are looking for?
- 5) Mention faculty at the internship site with whom you'd like to work.
- 6) Why would you be a good match for this internship site?

Chapter 7

Addendum to the APPIC Application: Letters of Reference and Transcripts

Letters of Recommendation

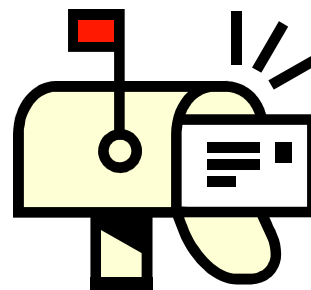
- 1) Unless the application instructions indicate that letters of recommendation must be sent directly by the writers, you could request that the writers send sealed letters to you so that you can include them in your application. This will eliminate the anxiety of not knowing whether all the writers have completed your letters.
- 2) Always request letters of recommendation EARLY!!! That is, during the summer prior to applying to internship, begin to approach faculty to see whether they would be willing to write you a good recommendation letter. Try to choose faculty who know you well, and who can speak about your abilities in more than one domain (e.g., research abilities, clinical abilities, etc.). It is usually a good idea to ask your main faculty mentor, as well as other faculty who also know you well. You may also ask clinical supervisors to write you letters of recommendation.
- 3) We recommend sending the exact number of recommendation letters that are requested by the internship site. Some students have asked whether it is a good idea to send in an extra recommendation if they have one. It is ultimately up to you, but the site may only judge you on three recommendations, and typically the first three that arrive at their office. Send only the letters that you think will best represent you and your stellar qualities.
- 4) The most important advice we can give is to make sure that all of your recommendations have arrived, and that they are in your file. Follow up with faculty to be sure the letters were sent. There have been numerous stories of letters of recommendation being lost in the mail, lost on a secretary's desk, etc. Take as much control as you can of your fate by following through.

Transcripts

- 1) Things to bring with you to the transcript office: 1) a list of the addresses to which transcripts must be sent, and 2) the number of transcripts to be sent to each site. Some sites require that you send several transcripts to different locations. This is where your "master" list of internship site addresses will come in handy.
- 2) Typically, transcript offices are busy. In order to expedite the processing of your transcript requests, ask the transcript office what is the most efficient way of ordering transcripts. Be sure to request them in plenty of time for them to be processed (processing time varies widely with different schools).
- 3) Send transcripts from all institutions in which you have completed graduate level coursework.

Chapter 8

Preparing and Mailing Applications



You did it! Congratulations! You completed your applications, and you are now off to the post office. Here are a list of suggestions we have for you about mailing your applications:

- 1) In order to put a nice finishing touch on your application, we suggest preparing a cover letter that you can include with your application packet. This letter is your first contact with the internship site, and allows you to introduce yourself, describe your interests, and makes your application look extremely thorough. It is not necessary to include a cover letter, but we feel it provides an additional chance to emphasize the ideal match between you and the internship program. See Appendix D for a sample cover letter.
- 2) You do NOT want to send applications late. So, even if you have always been that “last minute type”, you must change your ways for the next month. We highly suggest taking whatever measures you need to take in order to make sure your application arrives on time.
- 3) You may want to send your applications by certified mail so that you get a confirmation slip that the package has been received.
- 4) If you did not finish your application until the day before it is due, you must rush to your local Federal Express office or to the post office to overnight mail your application. However, after a certain time, the post office is not always able to accommodate overnight deliveries to all zip codes. It is generally a good idea to get your application to the post office before 12 noon.
- 5) We suggest putting a stamped, self-addressed postcard in your application so that the internship site can notify you when the application is complete and when it is received. It feels great to get those little postcards back.
- 6) Call internship sites and check to be sure that your applications have been received. Also, it is helpful to check to see whether your recommendation letters have been received.
- 7) Many of us have found it VERY helpful to photocopy your application materials before you send them out so that you have a copy to glance at before your interview. If you have applied to several sites it is amazing how they can sometimes blend together.

Chapter 9

Scheduling Interviews: Helpful suggestions you don't want to miss

Scheduling your interviews



One day in mid-November, you will hear through the grapevine that one of the members of your graduate class got a call from an internship site for an interview. Suddenly, everyone begins to panic. “What if I don’t get a call?” “Will I be the only one in the whole class that does not get an interview? If Michael got a call, then where are my calls?” You begin to wonder if you are developing obsessive qualities, as you become glued to your e-mail account and call home

every half-hour to check messages. You decide that this internship application thing is disrupting your mental health. The truth is, you will hear from internship sites, and you will get calls inviting you to come interview. And when you get your first call, you’ll feel like a million bucks. It feels great to feel wanted. The courting process has begun.

What follows is important information about scheduling interviews. If you read these tips prior to scheduling your interviews, you could save yourself a big headache.

- 1) APPIC recently adopted the policy to require that internship training directors notify all applicants who submit a complete set of application materials as to their interview status. Each site’s interview notification deadline is listed in the APPIC directory. APPIC recommends that each site notify applicants by December 15th.
- 2) Get a big calendar so when you begin receiving calls for interviews, you can easily see when you are free.
- 3) If you have been offered an interview at a site and have applied to another site in that geographical area (and you haven’t heard from the other site) it is acceptable to call to find out when their interview dates will be so that you can leave those dates open. It is also acceptable to call (if it is already early January) to ask the department secretary whether decisions have been made about interview offers, and whether you are on the list.
- 4) **IMPORTANT ADVICE:** When places first start calling, if they give you any option at all of when to interview, try to leave your Fridays and Mondays open...you’ll need them. Many places only interview on the four Fridays or Mondays in January. So, if you have a choice, schedule your interview for another day during the week.
- 5) Plan out your interview schedule so that you are not flying to a particular city several different times. Try to interview at all sites in a particular geographic area in the same week, if at all possible. However, some repeat trips may be unavoidable.

- 6) For your convenience, we have included in Appendix C a list of automobile rental agencies, airlines, and major hotel chains and their phone numbers to assist you in making your travel plans. Travel discounts are available on the APPIC web site under the “Training Resources” link.
- 7) Make sure that your e-mail account is working well. Some internship programs will attempt to contact you using your e-mail address to invite you for an interview.

Chapter 10

Travel tips: Advice from an Expert

“After all of my hard work and preparation, I was on my way to my first internship interview. I had thought of everything...I had an extra pair of shoes, a couple of sweaters, gym clothes for working out to clear my head before interviews (yeah, right), and every travel accessory known to man. After boarding the plane, I realized I had over-stuffed my garment bag and as a result it would not fit in the overhead compartment. The flight attendant checked my bag at the gate and assured me it would be fine. After a brief layover in Memphis, I arrived in Seattle, Washington at 11:30 p.m. wearing jeans and a beer T-shirt. I stood at the baggage claim location for over a half-hour, watching, passively, as the beads of sweat formed on my forehead and fewer and fewer bags made the loop. Where was my luggage? As an applicant I had heard the horror stories of lost luggage in previous years but I never imagined that it would happen to me. Unfortunately, I had left the Florida airport that night with my winter jacket packed securely in my bag. There I was, alone in Seattle, with no luggage, no power suit, and an interview scheduled for 8 a.m. the next morning. I suppose my coping skills were being tested right from the start. The next morning, I called a cab at 6 a.m. and asked the cabdriver to take me to the nearest open store. As the cab pulled in to Wal-Mart, I knew I was in trouble. I grabbed a white shirt, pants, and frantically searched the racks for the least offensive tie they carried. The cabdriver took me to get my rental car, and I got dressed for the interview in their restroom. Although I made it on time to my first interview, I was wearing an outfit adorned with pinholes and creases, and with a fit reminiscent of clothes worn by “Prince”. Although this experience made for a good story during interviews, it was not the first impression I had intended to make”.



Believe it or not, this is a true story. Do not let this happen to you. What follows is a list of suggestions to help make your interview travels a smooth process.

- 1) If you are taking a flight in which a layover is required, use a travel bag that will fit in an overhead compartment rather than checking your luggage. Do not overstuff your bags because they may not fit overhead. Also, bags with wheels will come in handy when running through airports and city streets.
- 2) Be conservative when packing. No one will know that you have been wearing the same pair of shoes or sweater all week. You will appreciate the difference 5 pounds can make when you have to carry your bag through numerous airports for a few days.
- 3) Consider carrying a backpack in which you can place snacks, notes, and internship program brochures to review on the plane. Don't rely solely on the airline or airport food. Remember, you have to keep up your energy so that you can withstand the stress of interviews while remaining healthy. Snacks that travel well include high protein bars,

granola bars, and juice boxes. You can place your backpack right under the seat in front of you on the airplane for easy access.

- 4) When requesting seating on the plane remember that the exit row has more legroom, which means more room to stretch out and relax. However, inside exit row seats sometimes do not recline. Also, United Airlines has more legroom than other airlines.
- 5) Cabs are convenient but expensive. For short distances from the airport to your hotel, call the hotel to see if they have a courtesy van. They can also take you to your interviews in the morning for free. For longer distances, call the airport that you will be flying into in advance to see if they have ground transportation such as shuttle services available. For example, many cities have limousine services that will take you almost anywhere for much less than what you would pay for a cab.
- 6) Many students have found it helpful to book flights through student discount travel agencies, such as Council Travel or STA Travel Agency. These travel agencies often have discounts that are better than those that can be found through APPIC or through other travel agencies. Check out these agencies either on the web or by phone prior to booking your tickets, as cheap tickets may be available.

Chapter 11

Interviews: How to prepare, what to wear, what to ask while you're there

- 1) Practice out loud answering questions that might be asked on an interview. Practice in front of your mirror and with friends. This will help you get rid of “like”, “ums” and “ahs” (See Appendix E for questions you may be asked on interviews). Keep practicing until you feel you can answer each question smoothly.
- 2) Do background research on the people you most want to impress, and check out their most recent publications. Impress them with your vast knowledge. However, do not go overboard. You don't want to come across as annoying.
- 3) Buy a “power” interview suit, new shoes, or anything else you need to feel confident and to look and feel neat and presentable. Dress should be very professional and conservative. Always, and we mean ALWAYS, bring extra clothes. There have been many stories of missing shoes, belts, dresses, etc.

What to bring with you on interviews

- 1) Extra copies of your vitae (bring enough copies to hand one to each interviewer)
- 2) Bring precise directions to your hotel and interview site (see mapquest.com)
- 3) Arrive Early! Even if you plan to arrive at the interview site on time, finding the right little office in a huge medical complex can be quite a task.
- 4) Money--\$\$ Remember what your parents told you...never leave the house without some cash. Don't miss out on having lunch with the current interns or training director because you have to run to find a cash machine. Also, have change for subways or buses. Some internship sites will have you traveling to different rotation sites in the city on your application day. You must be prepared!
- 5) Bring copies of all of your application materials, and read them over prior to the interview. This will help you to remember which rotations you asked for, who you'd like to do research with, etc.
- 6) Have a list of questions in your head that you can ask about the internship site. The night before your interview, look over the internship brochure and think of questions you can ask (See Appendix E).
- 7) Have a professional looking note pad and pen with you at all times, particularly at lunch. You will be writing down interns' e-mail addresses and phone numbers, as well as information about rotations. Write down information, even if you think you will remember

it later. After going to many interviews, you may forget many of the details about a particular internship.

Things to pay attention to during interviews

- 1) Do the interns look happy with the choice they made?
- 2) How do interns feel they are treated?
- 3) What do the intern facilities look like?
- 4) Does the facility emphasize service or training?
- 5) How many hours do interns work per week?
- 6) Are there any obvious tensions among faculty?
- 7) Are there any pending changes in the internship program?
- 8) Are any of the professors leaving or planning a sabbatical next year?
- 9) Does the internship interview day appear well organized?
- 10) Is the area surrounding the internship site a safe place? Is there a safe place to park? Will you need a can of mace just to get to your car at night?
- 11) Are faculty members friendly? Can you picture yourself working with them for an entire year? (or longer if you stay for a postdoctoral position).
- 12) How are the computer facilities? Will you be provided with computer access, an e-mail account, printer access, etc.?
- 13) Will you be required to carry a pager? How often will you be on call?

Chapter 12

The “End Game”: Thank you notes and phone calls

One of the most important parts of applying to internship is playing the “end game” correctly. Sure, the implementation of the computer match process has greatly reduced the need for intern applicants to play an end game. However, as with application to any type of employment position, it does not hurt (and can help) to let your favorite internship sites know how much you liked them, and to thank all internship sites for inviting you to interview. Remember, even if you decide not to attend internship at a particular site, you may still desire to get a job there one day. The persons with whom you interview may be your future colleagues somewhere down the road. So be prepared to take the following steps to ensure that you play your cards right.

The following suggestions will assist you in letting sites know that you enjoyed the interview and that you have an interest in being there. However, students should never violate any of the APPIC rules. Remember, it is absolutely inappropriate to reveal ranking information to any site. It is also a violation to try to make “under the table” deals with internships. Further, if any internship site tries to obtain ranking information from you, you should not provide this information, and you should notify your graduate training director immediately.

- 1) After each interview is completed, we highly recommend sending thank you letters to the internship training director and to faculty members of your choice with whom you have interviewed. A sample thank you letter is provided in the Appendix F of this manual. Essentially, you want internships to recognize that you enjoyed your visit. Be specific whenever possible about what you enjoyed about your interview, what you like about the internship, what rotations you are interested in, etc. This letter will become part of your file at that site and may be read by any selection committee members. This applies to email as well. So choose your words carefully and do a spell check before you click the send button. Thank you letters can be either mailed or emailed. However, if mailing the letter, print it out on professional letterhead from your university, or on plain paper (cute Hallmark thank-yous with little characters on them are not appropriate).
- 2) You might consider calling a particular faculty member at a training site if you have further questions or if you want to inquire about the possibility of working with him or her. Let the faculty member know that you enjoyed your interview day and that you can picture yourself working there next year. You might ask a question about a rotation, project, etc. to gain further clarification about the internship. These calls can be excellent ways to make contact with the site and to let the site know you are seriously interested in them.
- 3) Just as you may want to contact internship sites to express your interest, internship sites may also contact you to express their interest. If a training director or faculty member at an internship site calls you, you may express your interest in them (but do not reveal ranking information). Take this opportunity to ask follow-up questions and to discuss any aspects of the internship. Even if you are not especially interested in the internship, always act polite and express appreciation for their call. Remember, you never want to burn your bridges!

Chapter 13

Ranking your sites

How the Ranking System Works

The best strategy for ranking internship sites is to rank them based on your preference without considering how you believe the site will rank you. Here's a simplified example. Lets suppose you were applying to four internship sites and that this was your rank order.

- 1) Writers Cramp Hospital
- 2) MTV Medical Center
- 3) Survivor University
- 4) Jurassic VA

After completing interviews, you decide that Writers Cramp Hospital would provide you with the best rotations, location, and research opportunities. Thus, you consider ranking them first. However, you are aware of competition for the available slots at Writers Cramp, as it is one of the top internships in the country. Although you feel your interview at Writers Cramp went well, you do not feel you received sufficient feedback to tell how they felt about you. Did they like you enough to rank you near the top of their list? You are unsure. You are left with the question of whether these issues should influence your ranking Writers Cramp as your #1 site.

Based on the way the matching system works, if you really want to go to a particular site, rank that site as your first choice, regardless of how competitive you think the site is, or whether or not you perceived they liked you. If for some reason you don't match on you first choice, the computer will move to your second choice without penalizing you. Now let's assume that Survivor University, your third choice internship, has called you after the interview to "see if you have any more questions" (see our chapter on playing the end game), and they have made it clear to you that they feel you are a top candidate. Should you rank them higher on your list because you feel you have a good chance of getting a position there? The answer is No. After spending all the time and effort on interviews why not go for the site that you want the most? Although it feels nice to be wanted, don't let it influence your decision process. Let the computer attempt to place you at your highest ranked sites and if for some reason you don't match on them you still will have the chance to be matched at Survivor University. The bottom line is to rank your sites based on where you want to go.

Formal Steps for Ranking your Internship Sites

You have completed interviews and you are struggling to rank your sites. After careful deliberation and many sleepless nights, you are still finding it very difficult to weigh which of the sites would be your best match. In this section, we will provide you with two formal, more systematic techniques to assist you ranking your sites.

First, take out the notes you wrote down after each interview and review the strengths and weaknesses of each program. There are a number of ways in which this can be accomplished. The first thing to do is to create a list of criteria that you feel are important for you to consider

when making your rankings. For example, one criterion might be an internship site's "Match with Interests", while another could be "Research Opportunities". You might also consider more personal criteria including "Quality of Life" and "Internship Location". Next you will need to create a decision making table. In the columns, place the criteria you have selected, and in the rows place the names of the programs you are ranking. Once you have made your list there are two common methods available for ranking your internship sites.

1. The Decision Grid Technique

This method, described first by Jacob (1987) and later by Stewart and Stewart (1996b), requires that you assign a weight to each criteria representing its importance in your decision making process. Start by writing each criterion on a separate note card and placing the cards in front of you on a desk or floor. Use a weight scale ranging from 0 to 10 (10 = most important factor imaginable, and 0 = least important factor imaginable) and assign each criterion a weight. For example, if you considered "Match with Interests" to be an important criterion, you would assign it a high value such as "8". Write this number on the index card and move on to your next criterion until all criteria have been assigned a weight. Now make paired comparisons between the criteria and the weights you have given them. For example, compare your "Match with Interests" (weight=8) with "Research Opportunities" (weight=4). Do these weights accurately reflect the importance of these criteria? Making paired comparisons gives you the chance to think more clearly about your priorities and gives you the opportunity to "fine tune" your weights. As you conduct your paired comparisons, make adjustments to the weights as necessary. When you are satisfied with the weights write them below the each criterion in the table you created. Next you will rate each internship site on the degree to which it meets the criterion you have selected. This can be completed using a 0 to 10 scale (10 = completely fulfills criteria, and 0 = does not fulfill criteria). Look over the program brochures and any notes you wrote after the interviews to refresh your memory and help you with this decision. Place this number in the upper left-hand quadrant of the cell corresponding to the internship site and criterion. Once each internship site has been rated, multiply the number in the upper left-hand quadrant by the weight assigned to the criterion. Place this number in the lower right hand quadrant of the cell. Complete this step for each internship site. Now add the numbers in the lower right quadrant of each cell for each internship site. A higher total should signify a closer match.

2. Paired Comparison Technique

The second method for ranking your sites is based on the model proposed by Stewart and Stewart (1996b). Begin by writing each selection criterion on a separate note card and ranking the criteria in order from most to least important (10 = most important factor imaginable, and 0 = least important factor imaginable). Write the names of each of your internship sites on separate cards. Place the card with the most important selection criterion on a table in front of you. Then place the cards with site #1 and #2 in front of you. Make a decision as to which of the sites best meets the criterion and place a hash mark in the cell under the criterion next to the site chosen. Now compare sites #1 and #3, #1 and #4, and so on. After all sites have been compared to site #1 on the criterion, begin comparing all sites to site #2 (i.e., #2 and #3, #2 and #4, etc). Repeat this until all sites have been compared on the first criteria, and then move on to the next criterion on

your list. After you are finished, add up the hash marks in the rows for each site. A higher number of hash marks should indicate a closer match. Although this technique takes longer to complete it is thought to be the stronger of the two due to the larger number of comparisons you will be making.

Although both the decision grid and paired comparisons techniques may be used to assist you in ranking your sites, the final ranking is yours to make. Trust your instincts. The bottom line is that the choices you make will decide the place you will be living for the next year and perhaps longer if you decide to stay for a post-doctoral position.

Ranking Tips

- 1) Before taking a site off your ranking list, consider if you would you rather remain unmatched and have to use the Internship Clearinghouse or attend that site.
- 2) Remember that the same internship site can have multiple match numbers representing different programs of study (e.g., Pediatric developmental vs. Pediatric neuropsychology). The APPIC website contains a list of match numbers for each program. Check to be sure you rank the proper site and program.
- 3) Review your ranking list several times before submitting it. Have a friend review your site rankings and the match numbers that you've written beside them to be sure that they match each other.
- 4) You will have an opportunity to review your rank order list to be sure that it has been properly entered at NMS. Your confidential personal identifier will be required to access this information on their website.
- 5) Don't wait to the last minute to submit your rankings. You never know when your hard drive will crash, or the university server will go down.

Chapter 14

The Computer Match Process: Relevant data from 2001-2002

Prior to the implementation of the match procedure, the internship selection process was criticized for being stressful for applicants because of coercion by internship sites for applicants to reveal ranking information, and pressure to accept or reject offers immediately on call day. The computer match was designed to relieve some of this stress and was first used for the 1998-99 selection year. Under the new system, upon completing interviews, applicants create a rank-ordered list of their desired programs, while internship sites create their lists of desired applicants. Both lists are submitted to the National Matching Service (NMS), which uses a computer program to create the closest match for both parties. There is no limit to the number of sites an applicant can rank and there are options available for couples that want to be placed in the same area. The results of the match process are absolutely binding upon all parties. Participants must agree to accept the site with which they are matched. Similarly, internship sites are obligated to accept an applicant with whom they are matched.

The matching process is conducted by the NMS, which specializes in the development and operation of Matching Programs for the competitive recruitment of positions in a variety of professions and competitive recruitment situations, including medicine, law, dentistry, accounting, pharmacy, and podiatry.

According to 2008 internship match data obtained from the NMS, a total of 3,492 applicants participated in the match process. Of these individuals, 2,749 students (79%) were matched to a clinical psychology internship. Approximately 48% of applicants received their first choice and 21% received their second choice. However, 743 applicants (21%) were not matched. The following data from the 2008 match reflects the competitive nature of this application process. Note that the majority of applicants received their first or second choice internships.

Standardized Rank	Number of Applicants Matched
1	1,306 (48%)
2	583 (21%)
3	333 (12%)
4	200 (9%)
5	121 (5%)
6	85 (3%)
7	46 (2%)
8	24 (1%)
9	18 (1%)
10 or higher	29 (1%)
Total	2,749 (100%)

Chapter 15

The Day You Have Been Waiting For: Match Day!

The day you have been waiting for has arrived: match day. This is no ordinary day of the week. It is a day to prepare for news that will change your life and influence your future career path. It is also a day to call friends and loved ones, celebrate with your classmates who have shared this experience, and to take a relaxing deep breath. After months of agony and stress, you have made it through the application process. It is our hope that you remember that no matter what internship you have been matched with, you will more than likely have a successful, happy year, filled with new experiences and learning. If you were matched with one of your top choices, congratulations! If you were matched to an internship that you are less than happy with, try to remember that most often there is something new to be learned at every internship site. You likely will have a rewarding experience no matter where you go if you keep an open mind and a positive attitude.



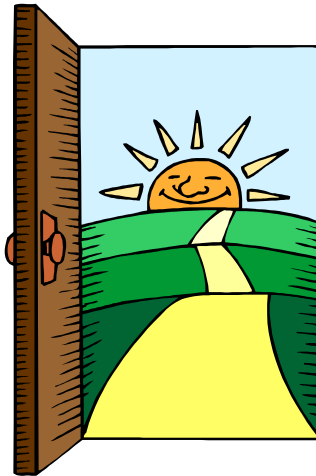
- 1) Friday (three days in advance of Match Day): Applicants will be informed as to whether or not they were successfully matched to an internship program. However, applicants will not be told the specific program to which they were matched until Match Day. This procedure was put into place due to the feedback from unmatched applicants from former years regarding how stressful and difficult it was to find out on Match Day that they were unmatched and to have to deal with the Clearinghouse.
- 2) Monday (Match Day): To find out the exact date of Match Day this year, go to Psychzone.com, where all important dates are posted. The results of the Match are distributed to all participants on Match day, including applicants and training sites. In order to find out the results of your Match, you will need to have your Personal Identifier (1 letter plus 4 digits), which you should have received when you registered for the Match. To access your Match results, log in to the natmatch.com website after 10 a.m. EST on Match Day. When you log into the website, the name of only ONE internship program, your Match, will appear. Unfortunately, the Match process does not allow you to find out how you were ranked by other training sites.
- 3) In addition to finding out your match through the website, you should also expect to receive a phone call from the internship director of the site you were matched with confirming your placement and welcoming you as part of their team. Training Directors have been advised not to contact applicants until after 11:00 a.m. EST, which gives you enough time to spread the good news to all your friends and family.

- 4) Keep the phone number of your faculty advisor and training director on hand, and call them both immediately to notify them of your internship match. They will want to share in your success.
- 5) Call all family and friends and let them congratulate you for your hard work and accomplishment!
- 6) In the event that you are not matched with any internship site, you will be permitted to use the APPIC Clearinghouse. If you plan to use the Clearinghouse, contact your training director immediately so you can coordinate your plan. For information on how to use the Clearinghouse, see the “Clearinghouse” page at www.appic.org. The Clearinghouse begins to match applicants on Match day and remains in operation through the summer. Many applicants are matched with excellent training sites through the Clearinghouse, so don’t be too distressed.
- 7) We recommend keeping your internship materials on hand for a while just in case you need them. For example, you may want to refer to internship materials when searching for a Post-doctoral position. Believe it or not, the process of interviewing for post-docs is approaching sooner than you think.

Closing Remarks

We hope you found the information in this manual to be helpful and beneficial in your application process. We wish you the best of luck during your internship year, and would welcome hearing about your internship travels and stories about your interesting interview experiences. We have attempted in this manual to provide you with the most crucial information necessary to make the application process a smooth one and to help you maximize your chances of obtaining your “first choice”. If you have any suggestions about information that might be useful for future internship applicants, or suggestions for future editions of this manual, we would love to hear about them. You can reach the authors through our internship website: www.psychzone.com.

Good luck in your future careers!



References

- Jacob, M.C. (1987). The predoctoral internship selection process: Tactical and ethical realities. *Professional Psychology: Research and Practice, 17*, 291-293.
- Stewart, A.E. & Stewart, E.A. (1996a). Personal and practical considerations in selecting a psychology internship. *Professional Psychology: Research and Practice, 27*, 295-303.
- Stewart, A.E. & Stewart, E.A. (1996b). A decision making technique for choosing a psychology internship. *Professional Psychology: Research and Practice, 27*(5), 521-526.

Other Articles of Interest

- Belar, C.D., & Orgel, S.A. (1980). Survival guide for intern applicants. *Professional Psychology: Research and Practice, 11*, 672-675.
- Brill, R., Wolkin, J., & McKeel, N. (1996). Strategies for selecting and securing the predoctoral clinical internship of choice. *Professional Psychology: Research and Practice, 16*, 3-6.
- Burstein, A.G., Schoenfeld, L.S., Loucks, S., Stedman, J.M., & Costello, R.M. (1981). Selection of internship site: Basis of choice by desirable candidates. *Professional Psychology: Research and Practice, 12*, 596-598.
- Cole, M.A., Kolko, D.J., & Craddick, R.A. (1981). The quality and process of the internship experience. *Professional Psychology: Research and Practice, 12*, 570-577.
- Constantine, M.G., & Keilin, W.G. (1996). Association of Psychology 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* (3), 308-314.
- Gloria, A.M., & Robinson, S.E. (1994). The internship application process: A survey of program training directors and intern candidates. *The Counseling Psychologist, 22*, 474-488.
- Grace, W.C. (1985). Evaluating a prospective clinical internship: Tips for the applicant. *Professional Psychology: Research and Practice, 16*, 475-480.
- Hersh, J.B., & Poey, K. (1984). A proposed interviewing guide for intern applicants. *Professional Psychology: Research and Practice, 15*, 3-5.
- Jacob, M.C. (1987). Managing the internship application experience: Advice from an exhausted but content survivor. *The Counseling Psychologist, 15*(1), 146-155.
- Johnson, M. (1986). The predoctoral internship selection process: Tactical and ethical realities. *Professional Psychology: Research and Practice, 17*, 291-293.
- Lopez, S.J., & Draper, K. (1997). Recent developments and more internship tips: A comment on Mellott, Arden, and Cho. *Professional Psychology: Research and Practice, 28*(5), 496-498.
- Mellott, R.N., Arden, I.A., & Cho, M.E. (1997). Preparing for internship: Tips for the prospective applicant. *Professional Psychology: Research and Practice, 28*(2), 190-196.
- Plante, T. (1996). Ten principles of success for psychology trainees embarking on their careers. *Professional Psychology: Research and Practice, 27*(3), 304-307.
- Rodolfa, E., Haynes, S., & Kaplan, D. (1995). To apply or not to apply: That is the intern applicant's first question. *Professional Psychology Research and Practice, 26*, 393-395.

Appendix A

Letter Requesting Materials

May 24, 2008

Richard Knowitall, Ph.D.
Director of Clinical Training
Department of Veterans Affairs
981 Bigshot Avenue
Nowheresville, New York, 08742

Dear Dr. Knowitall:

I am interested in applying to your predoctoral internship training program in clinical psychology for the 2008-2009 internship year. I would greatly appreciate your sending me application materials and information describing your program.

Thank you for your time.

Sincerely,

Anita Break
Doctoral Candidate
Writers Cramp University

Appendix B, Continued

Practicum Therapy Training Log

Name: _____

Semester: Fall ____ Spring ____ Summer ____ Year ____

PATIENT INFORMATION					SERVICE INFORMATION / INTERVENTION						SUPERVISION INFORMATION		
Case #	Age	Sex	Race	SES	Presenting Problem	Type of Treatment	Theoretical Orientation	Special Procedures	Report Written	Face-to-face Hrs	Supervisor	# Individ. Hours	# Group Hours

Appendix C

Helpful Information

Automobile Rentals:

Alamo	800-327-9633
Americar	800-327-9096
Avis	800-331-1212
Budget	800-527-0700
Dollar	800-800-4000
Hertz	800-654-3131
National	800-328-4567
Thrifty	800-367-2277
Value	800-327-2501

U.S. Airlines:

American	800-433-7300
Continental	800-525-0280
Delta	800-221-1212
Northwest	800-225-2525
Southwest	800-435-9792
United	800-241-6522
USAirways	800-428-4322

Travel Agency:

Council Travel:

www.counciltravel.com

Online Travel Resources:

Travelocity:

www.travelocity.com

Orbitz:

www.orbitz.com

Priceline:

www.priceline.com

Hotels and Motels:

Best Western Motels	800-528-1234
Choice Hotels	800-424-6423
Days Inn	800-325-2525
Double Tree Guest Suites	800-222-8733
Embassy Suites	800-362-2779
Family Inns of America	800-251-9752
Hilton Hotels	800-445-8667
Holiday Inn	800-465-4329
Howard Johnson	800-446-4656
Hyatt Hotel	800-233-1234
Sheraton Hotels	800-325-3535
Marriott Hotels	800-228-9290
Omni	800-843-6664
Radisson Hotels	800-333-3333
Ramada Inn	800-228-2828
Red Roof Inn	800-843-7663
Residence Inn	800-331-3131
Ritz Carlton Hotels	800-241-3333
Sonesta International	800-sonesta
Super 8 Hotels	800-843-1991
Travelodge Hotels	800-225-3050
Westin Hotels	800-228-3000

Appendix D

Sample Cover Letter

Anita Break
Doctoral Candidate
Writers Cramp University

Richard Knowitall, Ph.D.
Director of Clinical Training
MTV Medical Center
981 Bigshot Avenue
Nowheresville, New York, 08742

Dear Dr. Knowitall,

I am pleased to have submitted my application for internship in the Psychology Service at the MTV Medical Center. After thoroughly reviewing the description of your program, I am confident that your program would provide an ideal setting for a clinical internship. The program's emphasis on multidisciplinary involvement in patient care appears to be extremely well matched to my training objectives and long-term career goals. I recently met Dr. Inkblot at the American Therapy Meeting in San Diego. During the conference we had an opportunity to discuss aspects of the internship as well as our shared interests in the psychological addictions to watching Survivor. I was very impressed with and interested in the line of research in which he is involved and I would be eager to continue participating in such research projects while on internship.

I am very interested in the clinical experiences in the Health Psychology Track, as they appear to be well tailored to my current interests in behavioral medicine. The supplemental Neuropsychology rotation would provide an excellent opportunity for utilizing and building upon my existing foundation of skills in neuropsychological assessment. I am impressed with the variety of didactic experiences offered, including your teaching seminar series and clinical case conferences.

I look forward to the internship year and I am enthusiastic about having supervised clinical experiences in a setting where the clinical activities and research agenda matches my own. I have elaborated on my qualifications, interests, and training objectives in my *Statement of Personal Goals* and *Curriculum Vitae*. If you have any questions regarding my application, please feel free to contact me (352) 331-1289. I would welcome the opportunity to visit your training program. I am already quite certain that your program will remain very high in my choice of internship sites. Thank you for your time and I look forward to our future correspondence.

Sincerely,

Anita Break

Appendix E

Sample Interview Questions

Questions for Current Interns

- 1) What is the relationship between interns and faculty?
- 2) How have you liked your experience here?
- 3) Do you feel you get adequate supervision?
- 4) Do you really have time to do research?
- 5) What is the best/worst rotation? Why?
- 6) Are the faculty members supportive of interns?
- 7) How many hours do you work per day/ per week?
- 8) What is the quality of didactic seminars?
- 9) Any changes they would make in the internship?
- 10) Availability of post-docs at that site
- 11) What is it like to live in that geographic area?
- 12) Is housing affordable?
- 13) If you had to choose an internship site again, would you still rank this site high on your list?

Questions for Faculty

- 1) What are you looking for in an intern?
- 2) I am particularly interested in _____ rotation. Could you expand on _____.
- 3) Will there be opportunities to get _____ experiences.
- 4) Can you tell me more about your research?
- 5) What opportunities do students have to work with diverse populations?
- 6) What types of jobs do interns usually take after finishing here?
- 7) Are there any opportunities for interns to stay on and take postdoctoral positions here?
- 8) What types of theoretical orientations do faculty here hold?
- 9) Are supervision experiences typically held in an individual or group format?
- 10) What is the division of assessment/therapy/research experiences in a typical week?
- 11) Are there library/on-line computer resources available to interns here in the hospital/university?
- 12) What do you feel are this internship's biggest strengths?
- 13) Do you foresee any changes occurring in the next year in the rotations offered?

Questions Faculty are likely to Ask You

- 1) So what do you want to know about us?
- 2) Explain to me your predominant theoretical orientation and how this orientation influences your approach to therapy or assessment.
- 3) Describe a particularly challenging therapy case. How did you conceptualize the patient's problem? How did you treat the patient? What happened?

- 4) Tell me about your dissertation.
- 5) Where do you see yourself in 5 or 10 years? Academia, private practice?
- 6) Why do you want to come here?
- 7) What do you want to accomplish on internship?
- 8) Describe to me a particular strength you would bring to this program.
- 9) Describe to me a particular weakness in your training.
- 10) What are your feelings about managed care?
- 11) What are your feelings about prescription privileges for psychologists?
- 12) Describe an ethical dilemma you have faced during your training. How did you deal with it?
- 13) If you could have one book on your bookshelf as a psychologist, what book would that be? How has that book influenced your thinking as a clinical psychologist?
- 14) What type of supervision do you feel you benefit from most?
- 15) What are the characteristics of good supervision?
- 16) What are your research interests and how have they evolved?
- 17) Describe one way in which your research has affected your clinical work and in which your clinical work has affected your research.
- 18) What do you think are the top five characteristics of a good intern?
- 19) What do you like to do for fun and stress relief? Do you have any hobbies?
- 20) Give an example of a time where your personal characteristics helped you to work well with others while under stress.

Appendix F

Sample Thank You Letter

Anita Break
Doctoral Candidate
Writers Cramp University

Richard Knowitall, Ph.D.
Director of Clinical Training
MTV Medical Center
981 Bigshot Avenue
Nowheresville, New York, 08742

Dear Dr. Knowitall,

Thank you for such an informative and enjoyable interview. After meeting with you, I feel enthusiastic about the prospect of working in such a supportive and productive environment. I am impressed with so many aspects of your program, including the opportunity to take part in ongoing research projects, the opportunity to gain “in depth” training in pain management and assessment, and the chance to work with patients with a wide-range of medical difficulties.

MTV University appears to be extremely well-matched to my internship goals, as I am seeking to work in a setting where I can broaden my skills in assessment, consultation and treatment. I am confident that the rotations in Health Psychology will provide intensive training in each of these areas. Furthermore, I am seeking an internship that values research activities as well as clinical service as contributions to the field of medical psychology. I am excited about the similarity of our research interests and I would look forward to collaborating with you during my internship year.

I feel very positive about my interactions with the faculty and staff at MTV University and appreciate the warm reception I received. Besides the well-rounded internship curriculum and focus on intern training, I was particularly struck by the positivity expressed by the faculty and current interns. I would genuinely look forward to the prospect of working with you next year. If you have any further questions, I can be reached at (485) 341-1387. I look forward to our future correspondence.

Sincerely,

Anita Break

About the Authors

Donna B. Pincus, Ph.D.



Dr. Donna Pincus, Editor and creator of The Child Anxiety Network (www.childanxiety.net), is currently a Licensed Clinical Psychologist, an Associate Professor at Boston University, and is also the Director of the Child and Adolescent Fear and Anxiety Treatment Program at the Center for Anxiety and Related Disorders at Boston University. Dr. Pincus received her graduate training in Clinical Psychology at SUNY Binghamton, specializing in the assessment and treatment of children's fears and anxieties, and children's coping with stressful events. Dr. Pincus completed her clinical internship and post-doctoral training at the University of Florida Health Sciences Center. Dr. Donna Pincus is currently the Principal Investigator of an NIMH funded study investigating the development of a treatment for young children with separation anxiety disorder. She has given numerous talks and workshops on child anxiety to parents, teachers, students and healthcare professionals. Among her [media appearances](#), Dr. Pincus was recently interviewed on the NBC Today show, Nick News, National Geographic, Women's Lifetime Television Network, and was featured in a 20/20 ABC News segment on childhood panic disorder. Dr. Pincus is the Chair of the Clinical Psychology Internship Committee at Boston University. She has given lectures on applying to internship at SUNY Binghamton and at the University of Florida, and currently supervises clinical psychology internship applicants at Boston University.

John D. Otis, Ph.D.



Dr. John Otis is a Licensed Clinical Psychologist, an Assistant Professor of Psychiatry and Psychology at Boston University, and the Director of Pain Research at the VA Boston Healthcare System, Boston, MA. He received his graduate training in Health Psychology at the University of Florida, specializing in the assessment and treatment of chronic pain. Dr. Otis has conducted research and produced scholarly writing about pain throughout the lifespan. Dr. Otis has focused his clinical research career on the development of innovative approaches to pain management, tailored to specialized patient populations. Dr. Otis currently has several funded research projects; one of his ongoing studies examines the use of work-therapy for patients with chronic pain, another examines ways to develop pain management programs for patients with painful diabetic neuropathy, and his most recent project focuses on developing an integrated treatment for chronic pain and PTSD. Dr. Otis' other research interests include tailoring chronic pain treatments for older adults, and using telehealth technology for pain management. In addition, Dr. Otis has merged his interests in psychology and internet technology and has designed and is currently managing several psychology related websites. Dr. Otis has given numerous lectures on applying to internship, and currently interviews internship applicants at the VA Boston Healthcare System.