PSYCH TENTATIVE INTERNSHIP TIMELINE & RESOURCES [UNOFFICIAL GUIDE]*

BY
RITA M. RIVERA

Tentative Timeline

June:

- Determine 3-4 writers for recommendation letters (note some internship sites will require at least 2 previous supervisors)
  - Aim to identify 2 faculty members & 2 supervisors
- Subscribe to the APPIC match listserv.
- Become familiar with the overall process (watch webinar)

July:

- Ask for letters (in-person preferred) of recommendation before the end of summer semester
- July 15: APPIC applicant portal site opens
  - Create account & sign up
  - Register for national matching services
- Develop CV (make sure all your accomplishments are included)
  - Have CV reviewed (consider using career center services)
- Brainstorm ideas for essays
  - Consider tutoring/coaching services
- Submit transcript requests as soon as the semester is done & grades are posted
  - Add transcripts to your APPIC portal site
- Become familiar with prompts for essays
  - Begin to jot down ideas
- Start doing a preliminary browse on the internship directory
  - Note: some information may change or may not be updated yet
  - Think about what factors are important to you, such as:
    - Location
    - Training area/focus/concentration/rotation
    - Type of site
    - Work culture (e.g., training philosophy, commitment to diversity, etc.)

August:
- Aim to have your doctoral project proposed by end of this month
- Double-check Time2Track hours
  - Make sure to include all assessments & integrated reports
  - If still doing practicum, keep logging hours as you go (usually until Nov 1st)
- Work on drafts for essays #1 & #2
  - Consider using tutoring services
- Go back to the internship directory & begin developing a list of potential sites
  - Use aid to organize (consider a spreadsheet)

September:
- Work on drafts for essays #3 & #4
  - Consider using tutoring services
- Make sure to check on your recommenders: remind them of deadlines
- Develop a generic template for cover letters
- Finalize list of sites
  - Make sure you have it organized & updated with contact info of directors, deadlines, requirements, & interview notifications
  - Identify information you will add in each cover letter for each site (be careful with specific instructions such as word count, bolding name of program, clarifying if program is APA accredited, etc.)
  - Identify whether you will need supplemental material: tx plans & integrated reports
    - Contact supervisors if needed
- Add final sites to your APPIC portal
  - Make sure to send requests for letters of recommendation

PSY.D. TENTATIVE TIMELINE & RESOURCES

October
- Aim to finalize all four essays by Oct. 10ish (try to have them reviewed by a tutor)
- Prepare all supplemental material if needed
- Aim to have all your letters of recommendation uploaded on your portal by Oct. 15
- Contact DCT & make sure you are cleared to apply
  - Time2Track must be approved by DCT
- Work on cover letters throughout the month (make sure each is customized to the site)
  - Aim to work with a tutor/coach

November
- Review all material before submitting
- Aim to have most applications ready by Nov. 10
  - **Most sites have a deadline of Nov. 15**
    - It is always better to have some "spare" days just in case something comes up last minute
- After submitting applications, remember to thank recommenders & other mentors
- Add list of interview(s) notification(s) date(s) to your spreadsheet (usually this can be found back in the directory)

December
- Notifications will begin to come in (practice self-care & be in contact with your support system)
- Practice interviewing skills & do mock interviews
- Schedule interviews
- Identify list of potential questions for sites (aim to customize it)
- Become familiar with who will interview you if possible & review brochures again
  - Some sites will ask you to prepare a case sample. Make sure to prepare & practice.

January
- Conduct interviews
- Consider sending thank you email post-interview (some sites may discourage this)

February
- Submit your rank list early! Do not leave till the last minute.
- Wait for match day!
  - Aim to have a plan for match day
- Post-match day:
  - If you match, congratulations! Make sure to touch base with your internship site. For international students, consider initiating CPT/OPT process asap.
  - If you do not match, do not get discouraged. You can re-apply for Phase II, which usually opens the same day as match day. Make sure to connect with the DCT & any other advisors before making any decision(s).

Internship Tentative Timeline, Tips, & Resources

Other Internship Resources

- APAGS Workbook (edition may change)
- APPIC information for students (review all links)
- APPIC Website
- Internship Application Tips
- Time2Track Possible Interview Questions
- Time2Track: Entering Hours

The prompts for the essays are the following:

1. **Autobiography** - Please provide an autobiographical statement.
2. **Case Conceptualization** - Please describe your theoretical orientation and how this influences your approach to case conceptualization and intervention. You may use de-identified case material to illustrate your points if you choose.
3. **Diversity** - Please describe your experience and training in work with diverse populations. Your discussion should display explicitly the manner in which multicultural/diversity issues influence your clinical practice and case conceptualization.
4. **Research** - Describe your research experiences and interests.