



WILLIAM JAMES  
COLLEGE

## *Welcome Clinical PsyD Students*

Presented by Field Education

## *1. Clear timeline and expectations to ensure a successful site search*

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- We recommend that you begin your field site search with us as soon as possible after you submit your deposit.
- By listening to this presentation you have started the process!



## *Clear timeline and expectations to ensure a successful site search*

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- We work with students from February through late spring to help each trainee secure a field training site and register for his or her first training year.
- We will be requiring the submission of an updated resume and sample cover letter. These will be reviewed and returned to you.

**And then, the site search process will begin!**



## *Mission*

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We strive to be a preeminent school of psychology that integrates **rigorous academic instruction** with **extensive field education** and close attention to **professional development**. We assume an ongoing **social responsibility** to create programs to educate specialists of many disciplines to meet the evolving mental health needs of society.



## *2. Generalist Model of Training*

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**What to expect from your first year of  
practicum training**



*What to expect from your first year of practicum training:*  
***A. Timing and variations***

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**Year 1 Students**

- 42 weeks for 16-18 hours/week (including two weeks of vacation)
- 2-3 days a week
- 640 hours minimum/training year
- Generally at the field site from late August until mid to late June
- Two weeks pre approved and pre scheduled vacation at most sites

**Advanced Standing Students**

- 40-42 weeks for 20-24 hours/week (including two weeks of vacation)
- 2-3 days a week
- 800 hours minimum/training year
- Generally at the field site from late August until mid to late June
- Two weeks pre approved and pre scheduled vacation at most sites

NOTE: School settings generally have different policies.

NOTE: Site vacations do not generally match the college calendar.



*What to expect from your first year of practicum training:*  
***B. Direct Service***

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**Direct Service:** 25-50% time which may include:

- intake and assessments,
- co-leading groups,
- individual and group work,
- consultation with families and collaterals.



*What to expect from your first year of practicum training:*

## *C. Supervision*

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- Our students are supervised at their training sites by mental health counselors (LMHC), social workers (LICSW), licensed marriage and family therapist (LMFT), licensed psychologists and psychiatrists.





*What to expect from your first year of practicum training:*  
***D. Additional training activities***

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**Training at the practicum level varies by site and may include:**

- shadowing,
- case conferences,
- additional supervisory experiences,
- clinical meetings,
- mentoring.



*What to expect from your first year of practicum training:*

## *E. Location*

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- We have training relationships with over 200 training sites.
- The sites are located within 90 minutes of the Newton Campus
- **A car is required for travel to your field placement for each year of practicum. Please let us know as soon as possible if you will not have access to a car for this training year.**



### *3. Your resume*

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- Your resume should include information that is key to securing your first field placement.
- It should include only relevant academic, work and volunteer experience.



## *Your resume*

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It should not include:

- Specific undergraduate courses unless relevant
- Your grade point average
- Your high school academic record or experiences



## *Your resume*

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- **For those with more relevant experience**, highlight the key features of your experience that prospective field sites may find most relevant to your placement.
- **For those with less experience**, think in terms of what you have done during college, at part time jobs, during summers and during your volunteer experiences that may overlap with the mission and work of the field site.



# *Preparing your resume: Recommended organization*

*(Note: Begin each section with most recent experience)*

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## **HEADER**

Name and contact information; use William James College email address

## **EDUCATION**

William James College, Newton, MA  
Doctoral student in Clinical Psychology (PsyD); APA accredited program

Beginning August 20xx

## **PROFESSIONAL/WORK EXPERIENCE**

If you have both clinical and unrelated experience focus on the clinical and briefly list the other unless clearly related to site search



**WILLIAM JAMES  
COLLEGE**

# *Preparing your resume: Recommended organization*

*(Note: Begin each section with most recent experience)*

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## **VOLUNTEER/COMMUNITY SERVICE EXPERIENCE**

Focus on experience that has meaning to who you are and to your site search

## **ACTIVITIES AND INTERESTS (optional)**

RELEVANT AND MEANINGFUL information, that has not already been conveyed

## **POSSIBLE ADDITIONAL SECTIONS (if not already included)**

- Teaching experience
- Research experience
- Publications
- Presentations and Workshops
- Professional licenses and affiliations



**Clinical Student**  
101 Broadway Road  
Newton, MA 02459  
444-123-1234  
clinical\_student@williamjames.edu

#### EDUCATION

**William James College** Newton, MA  
Doctoral Student in Clinical Psychology (PsyD); APA Accredited Program Beginning August 2020

**Boston University** Boston, MA  
Bachelor of Arts in Psychology May 2019  
Research Project: (Insert title or brief description here) Honors: (If applicable, place here.)

#### RELEVANT EXPERIENCE

**McLean Hospital** Belmont, MA  
Undergraduate Intern May 2017 – May 2018

- Provided....
- Collaborated with....
- Delivered....
- Co-facilitated....
- Assisted...

#### RELATED EXPERIENCE

**Boston University** Boston, MA  
Admissions Counselor June 2016 - present

- Manage....
- Support....
- Facilitate....
- Assist....
- Create....

**Brookline High School** Brookline, MA  
ESL Tutor January 2012 - June 2013

- Advised....
- Coordinated....

#### ADDITIONAL EXPERIENCE

**Charles River Canoe & Kayak** Waltham, MA  
Boat Rental Associate June 2011 - August 2011

- Managed...
- Guided...
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#### LANGUAGE SKILLS

- Fluent in reading, writing, and speaking Spanish
- Proficient in spoken Italian



## 4. *Biggest mistakes seen on resumes*

*according to Laszlo Bock influencer at Google (2014) and a few additional thoughts*

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### 1. **Typos**

Frequent editing of resumes often results in grammatical, punctuation and formatting errors. Many make mistakes in dates. Some leave evidence of “track changes”.

### 2. **Length**

Resumes are best at one to two pages to ensure that they be read closely. The author states that the sole purpose of a resume is to secure an interview.



## *Biggest mistakes seen on resumes*

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### **3. Formatting**

Focus is on the clean and legible resume! Please save as MS Word format.

### **4. Confidential or unnecessary personal information**

*New York Times* test: If you wouldn't want to see it on the front page of the paper with your name attached, don't put it on your resume (or in your cover letter)!

### **5. Lies (avoid misunderstandings)**

Focus on accuracy: dates, degrees earned, honors received, don't need to include your GPA at all!



## *Biggest mistakes seen on resumes (from personal experience)*

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### **6. Mistakes seen too many times:**

#### ***Sending the cover letter and resume to the wrong site:***

i.e. addressed to Perry Smith at the Waltham Public Schools and emailed to Mark Brown at the Sudbury Academy

#### ***Not changing information in body of the cover letter:***

You have the right name of contact person and name of site but you have incorrect information in the body of the letter i.e., writing to Dr. Smith at Waltham but referring to wanting to train at Sudbury Academy (wrong site!)



## 5. Cover letters:

*A different letter is required for each application!*

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- Introduction: who you are and the purpose of the letter
- Summarize experience as a complement to the resume
- Explain interest in specific clinical training site:  
Study what we send you and research each site's webpage.



*Cover letters:  
Four paragraph structure*

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- 1. Introduce who you are and the reason you are writing**
  - Entering clinical psychology doctoral student from William James College
  - Seeking practicum placement for the upcoming training year



*Cover letters:  
Four paragraph structure*

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- 2. Emphasize the skills, experiences and interests you would bring** with a focus on EACH specific training site
- 3. Explain why you are interested in this site** (NEED to review information about this specific training opportunity and craft each letter individually)



*Cover letters:  
Four paragraph structure*

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4. **Close with a statement of your interest** in the position and your desire to be offered an interview.

**Note:** If you live outside of the Greater Boston area you will need to suggest **specific days/times** that you are able to be in the Boston area.



*Cover letters:  
What you present!*

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- We strongly suggest that your cover letter be accurate, clear and brief.
- Please proofread all your materials.
- Be sure to:
  - Match your resume to your cover letter
  - Use the correct spelling of contact person's name, gender, degree
  - Pay attention to the information for the organization





## *Cover letters (cont.)*

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In the next slide we will provide a sample cover letter for your consideration. It was written to match the resume presented in section 3.

### **Your task:**

Please choose a clinical site you know something about and create a **sample cover letter** using the guidelines and best practices provided in this presentation.

In the following presentation we will talk about specific steps for submitting the resume and cover letter for review.



### Clinical Student

101 Broadway Road ♦ Newton, MA 02459 ♦ (444) 123-4567  
clinical\_student@williamjames.edu

March 5, 2020

Robert Smith, Ph.D.  
General Hospital  
911 Emergency Ave.  
Port Charles, MA 12345

Dear Dr. Smith:

I am an entering student in the clinical psychology department at William James College and am seeking a first-year practicum placement for fall 2020.

My most recent clinical experience was as an intern at Kool Kids Kindergarten in Brockton. While there, I had the opportunity to interact with underprivileged kindergarten students with varying psychological disorders such as depression, ADHD, and anxiety. In order to be successful in this internship, I utilized qualities such as patience, empathy, and interpersonal skills, which helped me to develop a strong rapport with the clientele. Prior to this experience, I interned at a partial hospital program at Huger Hospital in Providence. My responsibilities there included assisting the clients as they entered the program's orientation as well as accompanying them for laboratory procedures. In addition, I served as an assistant for many group therapy sessions that incorporated a Cognitive Behavioral Therapy approach. This experience helped me to develop sufficient listening skills and group collaboration skills. In addition to the above internships, I have also had experience in the adolescent inpatient unit at The Teen Center. Working in this environment challenged me to develop skills aligned with support and encouragement, as I noticed that many of the clients at this age felt alone and isolated post-diagnosis.

I am excited about the possibility of training at General Hospital. My prior internship experiences have equipped me with the ability to work effectively with people of all ages. It is my hope to utilize both my recent education at Commendable College, as well as my ability to develop trusting, empathetic relationships to make a meaningful contribution to your organization and its clientele.

I welcome the opportunity to converse further about my qualifications for a practicum position with your organization. Please feel free to contact me via e-mail or phone if you have any further questions. I look forward to having the opportunity to interview with you in the near future.

Sincerely,

Clinical Student

## *6. Submitting your paperwork for review and scheduling your individual appointment*

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As part of our commitment to your professional development and to work with you to ensure your acceptance by a field training site, **we require that you submit your updated resume and sample cover letter ASAP to the appropriate email address:**

- **Year 1 Students:** [FPClinicalYear1@williamjames.edu](mailto:FPClinicalYear1@williamjames.edu)
- **Adv. Standing Students:** [FPClinicalAdvStd@williamjames.edu](mailto:FPClinicalAdvStd@williamjames.edu)



## *Submitting your paperwork for review and scheduling your individual appointment*

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- Once we have received your resume and sample cover letter, we will send you suggested edits and comments.
- After you make these corrections, the next step will be to schedule an individual phone conversation with us to learn more about your training site options for your first year.



## *Submitting your paperwork for review and scheduling your individual appointment*

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**NOTE: Early submission of your resume and sample cover letter will ensure a wider selection of field training sites!**

- Instructions for scheduling your interviews will be sent to you with your edited resume and cover letter.



## *7. Letters of recommendation*

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- As part of your WJC application you submitted three letters of recommendation.
- **NOTE:** Your recommenders were given the option of allowing you to use their letters of part of your site search.



## *Letters of recommendation*

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- If they agreed, these letters may be sent to you for your use in the application process.
- If they have not agreed, the College is prohibited from sending them to you.
- If you learn that you do not have three letters that have been approved for sending to you, **please be sure to secure additional letters now.**



## *8. Preparing for your individual appointment and submitting your applications*

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- Once it is determined that your paperwork is approved and that you have collected three letters of recommendation, your individual appointment may be scheduled to receive your training site possibilities.





## *Preparing for your individual appointment and submitting applications*

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During the individual interview we will talk about:

- some of your training goals and how you are looking ahead to your first field placement, and
- how to look at individual site descriptions so that you may write specific letters to each site.



## *Preparing for your individual appointment and submitting your applications*

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**Chosen sites for application will be sites that, as best as possible, meet your:**

- interests,
- geography,
- previous clinical experience,
- education and,
- program of study.



*Preparing for your individual appointment and submitting your applications*

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**YOU MAY ONLY APPLY TO SITES that have been approved by the Associate Director of Field Education**



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## *9. After your individual appointment/preparing your applications for submission*

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- Read through each PDF very carefully.
- Pay special attention to the **application procedure section**.



## *After your individual appointment/preparing your applications for submission*

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- Check to see if there are specific skills that may be required or preferred by the training site. (We will work together to choose sites that match your experience and training.)
- For example: Some sites may require a master's degree to apply.
- Read how the site describes its services, programs, orientation, etc.
- Research the site online to learn more about their mission and range of programs and to get a better sense of where you are applying.
- Look at the goals of the practicum and see how these may align with your own interests and learning needs



## *After your individual appointment/preparing your applications for submission (cont.)*

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- It is most important that you prepare your cover letters as soon as possible.
- **Please plan to submit your applications to the training sites within 5 DAYS of receiving your site information.**
- If you find that you are unable to do so, please be in touch with us ASAP to make alternative plans for the timing of your site search!



## *10. Interviewing*

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- Scheduling and “getting there”
- Dress (appropriate to the expectations of the site)
- What you do and don’t bring with you to the interview
- How to prepare
- What do you want the interviewer to learn about you?



## *Interviewing (cont.)*

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**Strong Recommendation:** Never tell a site that they are your TOP CHOICE unless you are prepared to stop the site consideration and selection process and to accept the offer on the spot if it is offered to you!





## *And after the interview: The thank you note*

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- Send a brief and well written email
- As soon as possible and **definitely within 24 hours**
- Remind the interviewer(s) of what you would bring to the training position and why you think you would be a good match.



*11. The offer and acceptance process:  
A different experience for each trainee*

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- You may receive an offer at the end of an interview or several days to weeks later.
- You are **not permitted to hold more than one offer** at a time.



*The offer and acceptance process:  
A different experience for each trainee*

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- Offer from a second choice site has been made but you'd prefer another site.
- NOTE: Depending on the time of the site searches you may hold an offer for several days or up to two weeks. Please consult with the Associate Director of Field Education FIRST before doing so.



*The offer and acceptance process:  
A different experience for each trainee*

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**NOTE: Once you accept an offer from a training site your acceptance is considered to be a firm commitment between you and the site!**



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*The offer and acceptance process:  
A different experience for each trainee*

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**Acceptance of an offer means that AS SOON AS POSSIBLE:**

- **Tell us that you have accepted an offer.**
- **DO NOT go on any other interviews!**
- You must **officially withdraw your application** from all other sites to which you applied and let them know that you are no longer seeking a placement for the upcoming training year.



## *12. NEXT Steps: Registering for classes*

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- After you secure your field training site you will be directed to register for classes.
- You will be asked to ascertain if the training site has one required day at the site and if there are additional preferred days.
- Members of the registrar's office -will work with you to establish your class schedule for the first year.



## *NEXT Steps: Orientation*

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- Clinical students **ARE REQUIRED** to participate in a several day orientation program at William James College in late August.
- Classes begin the following week.
- Students may begin at their field site as early as the last week of August, although many will not begin until after Labor Day.



## *NEXT Steps: Beginning your field placement*

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- Communicate with your site over the summer
- You may need to complete CORI forms, or provide proof of vaccinations, etc.
- Possible summer orientation at your site before school starts
- You should clarify your start date, time, and site's location





## *NEXT Steps: Review and moving forward*

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- If you have not already done so, review the power point slide presentation on writing your resume and cover letter and submit both to the appropriate email address:

Year 1: [FPClinicalYear1@williamjames.edu](mailto:FPClinicalYear1@williamjames.edu)

Adv. Standing: [FPClinicalAdvStd@williamjames.edu](mailto:FPClinicalAdvStd@williamjames.edu)

- If your resume and cover letter have been returned and you have your letters of recommendation, contact us to schedule an individual appointment.



## *NEXT Steps: Review and moving forward*

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- During the site search process remain in regular contact with us until you match with a training site.
- Work with us to register for your first year of classes.
- **We look forward to meeting you during orientation week as we welcome you in person to William James College.**



*Thank You*