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

- 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**

- 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

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.
Core Values

Experiential Education
Integrate rigorous academic instruction with broad and general clinical experience.

Social Responsibility
Educate providers to meet a diverse society’s evolving mental health needs including cultural sensitivity and language training. Promote access to mental health care for all persons.

Personal Growth
Foster a supportive, and challenging learning environment that focuses on personal and professional development.
2. Generalist Model of Training

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

- 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

- 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

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**

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

- milieu time with clients,
- 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

• Our students are supervised at their training sites by independently licensed psychologists, mental health counselors (LMHC), social workers (LICSW), licensed marriage and family therapist (LMFT) and psychiatrists.
What to expect from your first year of practicum training:

D. Additional learning opportunities

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

- 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.
3. Your resume

• 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

It should not include:

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

• **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)

HEADER

Name and contact information; use WJC email

EDUCATION

William James College (formerly MSPP), Newton, MA  Beginning August 20xx
Doctoral student in an APA accredited program in Clinical Psychology (PsyD)

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
Preparing your resume:
Recommended organization
(Note: Begin each section with most recent experience)

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
Rhonda Smith  
425 Grand Avenue  
Brookline, MA 02445  
rhonda_smith@williamjames.edu  
508-443-7589  

EDUCATION  

William James College (formerly MSPP), Newton, MA  
Beginning August, 2016  
Doctoral student in APA accredited program in Clinical Psychology (PsyD)  

University of Pittsburgh, Pittsburgh, PA  
Bachelor of Arts with distinction  
Awarded May 2013  
Major: Psychology  
Minor: Theatre  

PROFESSIONAL EXPERIENCE  

Western Psychiatric Institute and Clinic  
Patient Advocate, Director’s Office  
August 2013-July 2016  
Supervisor: Marilyn Koffer, LICSW  
(explain your responsibilities and accomplishments)  

VOLUNTEER EXPERIENCE  

Big Sister, YMCA, etc, location  
Dates participated  

(ACTIVITIES, ETC)
4. **Biggest mistakes seen on resumes**
   according to Laszlo Bock influencer at Google (2014) and a few additional thoughts

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.

**Note:** It’s often harder to write a brief resume that synthesizes, prioritizes and conveys the most important information about you.
Biggest mistakes seen on resumes

3. **Formatting**
   Focus is on the clean and legible resume! Save as a pdf. Send to a friend or to another email address to be sure that the format is preserved.

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)

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!

- 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 also research each site on the internet
Cover letters: 
Four paragraph structure

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

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)
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!

- We strongly suggest that your cover letter be accurate, clear and brief.
- Proofreading
Cover letters

Ever present mistakes and what to avoid

• Matching your resume to your cover letter
• Correct spelling of contact person’s name, gender, degree
• Same attention to the information for the organization
**Cover letters**

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.
February 19, 2016

Ralph Fuentes, LICSW
Lancaster Academy
4577 Archway Drive
Taunton, MA 02780

Dear Mr. Fuentes:

As an entering student in the clinical psychology department at William James College (formerly MSPP), I am seeking a first year practicum placement for fall 2016.

With over two years of clinical experience as a Patient Advocate working with adolescents and their families and guardians, I would bring….to Lancaster Academy. My additional experience as a Big Sister.…. (Learn about the mission of the academy. Why would Mr. Fuentes be interested in offering you an interview given your past experience?)

With a strong interest in students and families, I would be especially interested in providing clinical services under supervision at Lancaster Academy because….

Thank you for the opportunity to apply for this practicum training position. A copy of my resume and three letters of recommendation are attached. (If you live out of town suggest two to three days that you could be in the Boston area within two to three weeks of sending your letter of interest!) I look forward to having the opportunity to interview with you in the near future.

With respect and thanks,
Rhonda Smith
6. Submitting your paperwork for review and scheduling your individual appointment

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

– **Adv. Standing Students:** FPClinicalAdvStd@williamjames.edu
Submitting your paperwork for review and scheduling your individual appointment

• Once we have received your resume and sample cover letter, we will send you suggested edits and comments.

• 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

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

• TIMING: Individual appointments should be scheduled approximately three weeks before you are able to be in the Boston area to interview.
• Instructions for scheduling your interviews will be sent to you with your edited resume and cover letter.
7. Letters of recommendation

- You have recently applied and been admitted to our doctoral program. Congratulations again!
- As part of your 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

• If they agreed, these letters may be sent to you for your use in the application process.

• If they have not agreed, our school is prohibited from sending them to you.
Letters of recommendation

• Please be in contact with us using the FPClinicalYear1@williamjames.edu or FPClinicalAdvStd@williamjames.edu (for Advanced Standing students) email to let us know if you want us to review your letters of recommendation to see if they are approved for sending 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.
Letters of recommendation

- For the writers of the letters that you are approved to use...as a courtesy, we recommend letting these professionals know that:
  - you have been accepted to graduate school at William James College
  - that you are now applying for your clinical placement for the upcoming training year and that,
  - it is your intention to forward their letters as part of your applications to potential training sites.
8. Preparing for your individual appointment and submitting your applications

• 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.

• TIMING: Your individual appointment should be scheduled approximately three weeks before you are able to be in the Boston area to interview.
Preparing for your individual appointment and submitting applications

During the individual interview we will talk about:

• some of your professional interests 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

• Chosen sites for application will be sites that are:

• approved for training by William James College, and

• currently available for application.
Preparing for your individual appointment and submitting your applications

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

YOU MAY ONLY APPLY TO SITES that have been approved by your field education advisor.

• You may request that specific sites not currently approved be reviewed by the College for appropriateness for training.

• We will ask you to provide the name of the site, a professional contact person, and their email and phone number so that we may explore this opportunity ASAP on your behalf!
Preparing for your individual appointment and submitting your applications

- You may request that a paid mental health position with appropriate supervision be considered as a **job as placement** for your first year of training.

- PLEASE contact us about this option and we will send the necessary information on how best to proceed with this possible training opportunity.
9. After your individual appointment/preparing your applications for submission

- Read through each PDF very carefully.
- Pay special attention to the application procedure section.
After your individual appointment/preparing your applications for submission

- 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.
After your individual appointment/preparing your applications for submission

• Read how the site describes its services, programs, orientation, etc.

• ‘Google’ the site 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

- 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 ONE WEEK 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 and follow-up

• Scheduling and “getting there”
• Dress (appropriate to the expectations of the site)
• What you do and don’t bring with you to the interview
The interview

- How to prepare

- What do you want the interviewer to learn about you?
The interview

**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

• Send a brief and well written note
• Whether electronic or by snail mail
• 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

- Offer at the end of an interview or by phone a few to many days later
- Being offered two sites within a day or two:
  You **may not** hold more than one offer at a time
The offer and acceptance process:  
A different experience for each trainee

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

NOTE: Once you accept an offer from a training site your acceptance is considered to be a commitment between you and the site!
The offer and acceptance process:
A different experience for each trainee

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

- Most of our students have the opportunity to register for classes soon after they secure their field training site.

- The student 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 staff will work with our students to establish their class schedule for the first year.
NEXT Steps: Orientation

• 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

- Communicate with your site over the summer
- Likelihood of completing CORI forms, establishing vaccinations, etc.
- Possible summer orientation before school starts
- Finalizing your start date, time, location
**NEXT Steps: Beginning your field placement**

- Field placement contract as a learning contract (to be described below)
- Most students are at their year one sites two days a week, sometimes three days a week at public schools
- Most students start the last week of August or following Labor Day.
NEXT Steps: Field Placement Contract (Formal and Required)

• Focus on start and end dates (40 weeks plus two weeks vacation)

• Number of hours a week

• Supervision

• Credentials and contact information for supervisor(s)
NEXT Steps: Field Placement Contract

- Learning goals
  - Related to competencies
  - Your previous experience
  - Opportunities for clinical service under supervision
NEXT Steps: Field Placement Contract

- Signatures from your training team
  - Primary supervisor/on site independently licensed mental health professional
- Contract must be returned to the field education office before the trainee begins to see clients
**NEXT Steps: Ongoing assessment and feedback**

- The primary/on site field site supervisor evaluates each trainee at the end of each semester
  - With regard to expectations related to competencies
  - With regard to expectations related to learning goals
  - Overall assessment of trainee relative to other trainees at level of training
NEXT Steps: Ongoing assessment and feedback

• Assessment and Planning Conference at the end of the year
• Student assessment of the training site at the end of each semester
**NEXT Steps: Review and moving forward**

- 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

• 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