

# Clinical Developmental Program Handbook

**2024-2025**

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Department of Psychology  
York University

Updated June 2024

YORK 

# Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>Background and Organization .....</b>	<b>4</b>
Accreditation.....	4
Graduate Psychology Programs .....	5
Who’s Who in the CD Area and Department? .....	6
<b>CD Program Philosophy and Approach .....</b>	<b>9</b>
<b>Program Requirements and Timelines.....</b>	<b>12</b>
General Calendar of Deadlines .....	12
<b>MA Program Requirements and Timelines</b>	
MA1 .....	14
MA2 .....	16
YUPC Requirements during MA .....	17
<b>PhD Program Requirements and Timelines</b>	
PhD 1 .....	18
PhD 2.....	20
PhD 3.....	21
PhD 4.....	23
PhD 5.....	24
Complete List of CD Courses and Electives .....	25
<b>Practicum Training Expectations and Guidelines .....</b>	<b>27</b>
YUPC Requirements .....	28
Mandatory CD Practica Requirements .....	29
CPA Requirements for Practicum Supervision .....	31
Practicum Agreement and Evaluations .....	31
Tracking Clinical Hours .....	32
Additional Clinical Training .....	33
Program-Sanctioned Hours.....	34
<b>Residency (Internship).....</b>	<b>35</b>
<b>Year-End Evaluations .....</b>	<b>36</b>
<b>Canadian Psychological Association .....</b>	<b>36</b>
<b>Appendix. Program-sanctioned Hours Form A and B .....</b>	<b>37</b>



# WELCOME

## Introduction

We would like to take this opportunity to welcome new students to the Clinical-Developmental Program at York University. We are so glad you're here! And, of course, we welcome back returning students to a new year in the CD program.

This handbook was made to help guide you through the CD program and to make your journey a little easier. There are a lot of forms to fill out and people that you need to talk to during your years at York. Generally speaking, this handbook focuses on things that are specific to the CD program. For more general policies, procedures, and forms, please see the Graduate Program Handbook: <https://www.yorku.ca/gradstudies/psychology/wp-content/uploads/sites/347/2024/07/2024-2025-graduate-program-psychology-handbook.pdf>

It should be noted that official policies and guidelines for completing M.A. and Ph.D. work at York University are available from the Faculty of Graduate Studies website and the Graduate Studies Calendar. If a discrepancy is observed between this handbook and the FGS policies, the information from FGS should be viewed as the official policy. The website for FGS is <http://www.yorku.ca/grads/>

We hope you will enjoy your time at York University. Please keep a copy of this handbook for your records and refer to the timeline at the beginning of the handbook for a quick reference on how to proceed through the program in a timely manner. If you have any suggestions to make this handbook better, please feel free to talk with one of the CD area student reps or the Director of Clinical Training (DCT).



### Accreditation

Our Graduate Program in Clinical Psychology has been accredited by the Canadian Psychological Association (CPA) for many years. Our last re-accreditation occurred in 2022-23 and was renewed for 6 years. Our next re-accreditation will be in 2028-29.

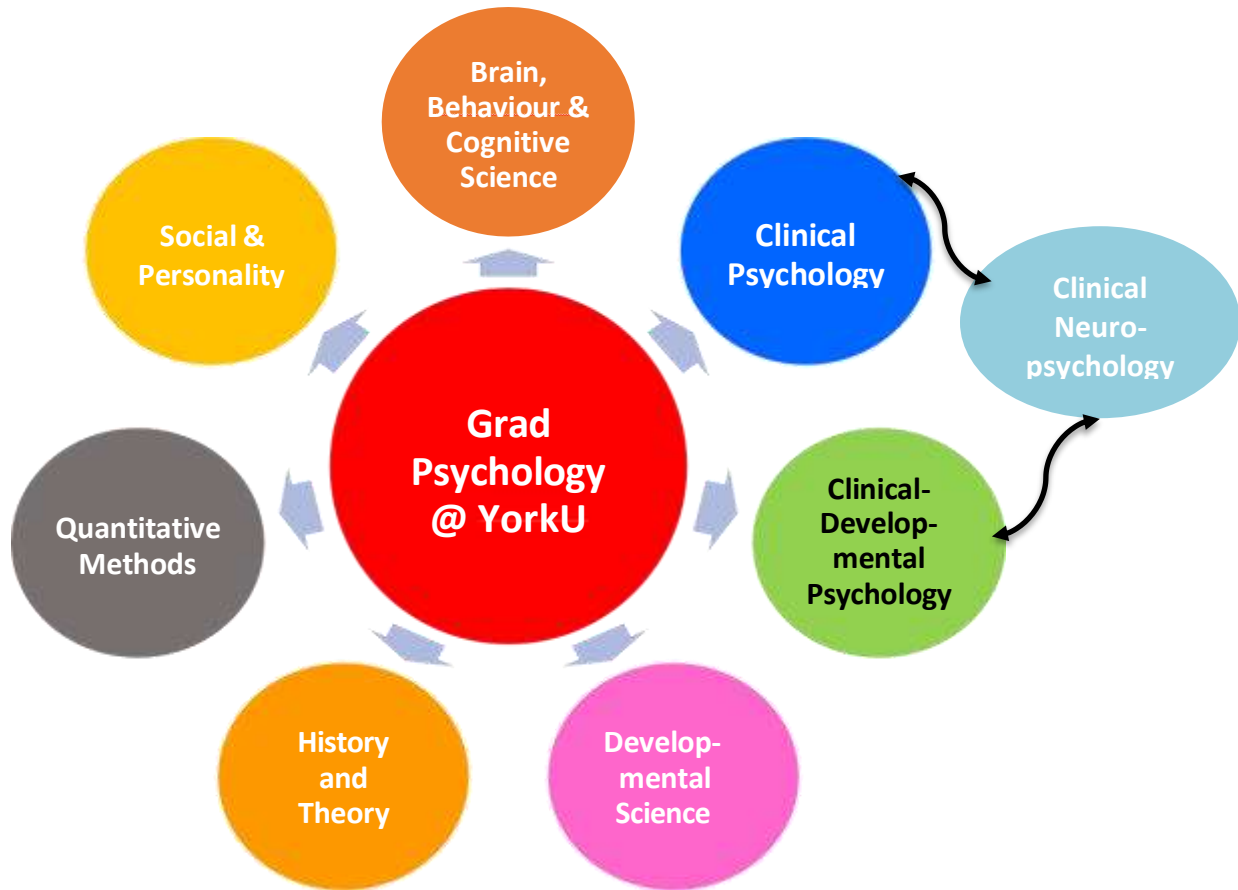
Contact information for the CPA Registrar is:

Stewart Madon, Ph.D., C.Psych.  
Registrar, Accreditation Panel  
Canadian Psychological Association, Head Office  
141 Laurier Ave. W., Suite 702,  
Ottawa, Ontario K1P 5H3  
Phone: 1-888-472-0657, ext. 333  
Email: [accreditation@cpa.ca](mailto:accreditation@cpa.ca)  
Website: <http://www.cpa.ca>



## Graduate Psychology Programs

The CD Program is one of seven “Areas” within the Graduate Program of Psychology at York. Some students in the CD Program and the Clinical (Adult) Program are completing additional training in our Neuropsychology Program. There are actually three CPA-accredited programs: Clinical, Clinical-Developmental, and Clinical Neuropsychology. The Neuropsychology program, however, does not stand alone, but is nested within either the Clinical (Adult) or CD Programs, such that students complete one of those two programs along with additional courses and practicum training in neuropsychology.



### Additional Graduate Diplomas or Streams

1. Clinical Neuropsychology Stream  
<https://psychology.gradstudies.yorku.ca/areas-of-specialization/clinical-neuropsychology-stream/>
2. Health Psychology Graduate Diploma Program  
<https://healthpsychdiploma.info.yorku.ca/>
3. Quantitative Methods Diploma  
<https://qm.info.yorku.ca/quantitative-methods-diploma/>
4. Neuroscience Graduate Diploma  
<https://www.yorku.ca/gradstudies/neuroscience/>

## Who's Who in the CD Area and Department?

*This list contains those individuals who will be important to you during graduate studies. Below, you will see names, extensions, emails, and why you would contact these people.*

### Clinical-Developmental Program



#### **Professor Jonathan Weiss**

**Director of Clinical Training,**  
[cd\\_dct@yorku.ca](mailto:cd_dct@yorku.ca)

Dr. Weiss is the current area head for the CD program. His job is to oversee the academic and clinical training of students in the program, chair the CD Area meetings and various committees, liaison with the Graduate office and Graduate Executive, advocate for greater resources for the CD Area, prepare statistics and reports for CPA, conduct annual evaluations of all students in the program, liaison with the director and staff of the YUPC, and provide support and problem solving to about 75 students and 15 faculty members in the CD Area.

**Olaide Onalaja** [olaide@yorku.ca](mailto:olaide@yorku.ca)

Olaide is the Administrative/Program Secretary for the clinical programs.

### Graduate Program in Psychology

Faculty of Health- Room 297, Behavioural Science Building, (416)-736-5290

The Graduate Program office is an extremely helpful place to go for many reasons. They have all forms such as petitions, ABC paper, thesis and dissertation proposal forms, final oral recommendation forms, change forms, status change forms, withdrawal and leave of absence forms, evaluation forms, a wide range of Practicum/ Internship (Residency) forms, reading course forms and probably more. The office also provides permission on courses that are specifically blocked, checks student records and keeps individual files. They are the liaison between students, Faculty of Graduate Studies, and the Registrar's office. This office also processes the new applicants and provides new students with relevant information. And they are super nice, friendly, and helpful! Do stop by the Grad office and get to know them.

**Professor Adrienne Perry**– Graduate Program Director (GPD) ext. 66226, [psycgpd@yorku.ca](mailto:psycgpd@yorku.ca)

Students are advised that the Program Director has two major roles:

1. To protect and enhance the quality of the Graduate Program in Psychology
2. To ensure that graduate students in psychology are treated fairly and served well by the Program and its members.

Graduate students are encouraged to approach the Director when encountering difficulties within the Program or need counsel that they cannot obtain from their supervisor or Area Head/DCT. There are three awesome staff members in the Grad Office:

**Lori Santos**, Administrative Assistant, ext. 66225, [lsantos@yorku.ca](mailto:lsantos@yorku.ca) (Advising; Withdrawals/Petitions/Leaves/Reinstatements; Courses; Financial Issues)

**Freda Soltau**, Graduate Program Assistant, ext. 33983, [fsoltau@yorku.ca](mailto:fsoltau@yorku.ca) (Scholarships; ABC; Theses/Dissertations; Proposals and Defenses)

**Yuting (Alice) Liu**, Graduate Program Assistant, ext. 55290, email [yuting2@yorku.ca](mailto:yuting2@yorku.ca) (Grades; Practica/Internship (Residency) Agreement and Evaluation Forms)

### Department of Psychology

Faculty of Health- Room 296, Behavioural Science Building, (416)-736-5115

The Chair's office is responsible for the overall department (undergraduate and graduate) and all logistics and financial aspects of the department. This office will also help to direct you when you are not sure where to go or who to ask.

**Professor Alaister Mapp**, Chair, ext. 66245, [psychair@yorku.ca](mailto:psychair@yorku.ca)

**Professor John Eastwood**, Associate Chair

Brianna Baird, Administrative Assistant to the Chair, ext. 44228

[psychairadmin@yorku.ca](mailto:psychairadmin@yorku.ca)

(Keys and Room Bookings for BSB, general dept. matters)

**Melesa Beharry**, Operations Manager, ext. 33758, [melesa@yorku.ca](mailto:melesa@yorku.ca)

**Keisha Russell**, TA Applications and Contracts, ext. 20528, [krussel@yorku.ca](mailto:krussel@yorku.ca)

**Professor Jessica Sutherland**, Teaching Assistantship (TA) Coordinator, Room 284, ext. 66232,

[jesuther@yorku.ca](mailto:jesuther@yorku.ca) She coordinates all the TA positions each year. You will hear from her in

January when blanket applications are due, and then likely contact her in July when course

schedules are out, and you can plan your time. Contact her for any TA related problems or difficulties, aside from CUPE issues.

York University Psychology Clinic (YUPC)  
Room 104, Behavioural Science Building, (416)- 650-8488

**Dr. Jessica Schroeder Abrams**, Director of the York University Psychology Clinic, ext. 30428, [schroede@yorku.ca](mailto:schroede@yorku.ca)

**Jessica Iaboni**, Operations Manager, York University Psychology Clinic, Room 119, [jeiaboni@yorku.ca](mailto:jeiaboni@yorku.ca)

**Nerina Femia**, Client Services Rep, YUPC, Room 104, 416-650-8488 [yupc@yorku.ca](mailto:yupc@yorku.ca)

There will be many activities and training opportunities that will be available to you as a student to do intake, assessment, and intervention activities through the clinic. See the section later in this handbook about program requirements to be completed in the YUPC during your Master's and PhD.

### Faculty of Graduate Studies

Room 230, York Lanes

The Faculty of Graduate Studies (FGS) is the administrative body overseeing all graduate programs. General information is available at their website, <https://www.yorku.ca/gradstudies/>

They deal with registration, course enrollment, financial and scholarship support issues, student complaints, and thesis/dissertation defense paperwork. A complete list of staff is available at <https://www.yorku.ca/gradstudies/faculty-staff/>

Please note that students are encouraged to direct their questions first to the Psychology Graduate Office, who can probably answer your question (and know our program best). They are in regular contact with FGS and will help you navigate any communications with the staff in the administrative office there if needed.

### Canadian Union of Public Employees (CUPE) 3903

143 Atkinson Building

Phone: (416) 736-5154 (voicemail only), Fax: (416) 736-5480 Site:

<https://3903.cupe.ca/>



## CD Program Philosophy and Approach

The CD Program offers a wide range of theoretical approaches to clinical psychology with children, adolescents, and their families. We provide extensive training in psychoeducational and psychodiagnostics assessment, as well as evidence-based interventions for children and adolescents. There are also opportunities to gain training in neuropsychology and health psychology. All core faculty, adjunct faculty, and applied practicum and residency supervisors involved in students' clinical training are registered (licensed) members of the College of Psychologists of Ontario (or equivalent, if residency in other jurisdiction).

The CD Program's mission is to prepare students for their roles and responsibilities as competent and ethical Clinical Developmental scientist-practitioners. We are committed to this goal by providing education and training in theoretical, scientific, and conceptual foundations of the discipline of Psychology. We believe that the practice of clinical psychology requires a strong scientific and research foundation that promotes the development of scientific knowledge and critical thinking. In our program, we strive to provide students with opportunities to engage in research related to clinically relevant topics in typical and atypical development spanning infancy through to emerging adulthood, neuropsychology, therapy outcomes, and program evaluation. These opportunities enable students to develop independence as scholars and to contribute to the creation and dissemination of knowledge to the discipline of psychology. Our program also has a strong emphasis on diversity, in that students are trained to be sensitive to individual differences and cultural diversity issues in approaching research and clinical issues. We welcome diversity of all kinds among our students and faculty.

Research programs studied by CD faculty have a developmental emphasis and include topics defined by:

- Age and stage of development (e.g., infancy, adolescence, transition to adulthood)
- Clinical psychopathology and treatment approach (e.g., trauma therapy, pain assessment, parenting, CBT, attachment disorders, early intensive behavioural intervention)
- Developmental cognitive neuroscience (e.g., memory, executive functioning, attention, brain structure-function relationships in clinical populations)
- Professional function related to children and families (e.g., clinical assessment/diagnosis, pediatric neuropsychological assessment, program evaluation)
- Child and youth clinical populations (including, but not limited to, Autism Spectrum Disorder, ADHD, developmental disabilities, learning disabilities, mental health, addictions)
- At-risk families (e.g., parental substance abuse, trauma)

Overarching training goals for graduates of our program are:

**1. Graduates will demonstrate excellence in research, including:**

- Competence in conceptualization and critical evaluation regarding research issues and appropriate use of statistics
- Competence in various research and evaluation methodologies suitable for typical and atypical populations in various settings (clinical, community, academic)
- Competence in dissemination of research to diverse audiences (academic publications, presentations of professional associations, knowledge translation to broad audiences)

**2. Graduates will demonstrate clinical competence in assessment/diagnosis, according to accreditation and registration standards, including:**

- Competence in psychoeducational and social-emotional assessment of children and adolescents
- Competence in diagnostic formulation of various child and adolescent disorders and disabilities
- Competence in communicating diagnoses sensitively and with precision to children, adolescents, and their families
- Beginning competence in supervision of assessments by more junior trainees

**3. Graduates will demonstrate clinical competence in evidence-based psychological interventions, according to accreditation and registration standards, including:**

- Competence in core clinical skills in interpersonal relationships, such as forming therapeutic alliance
- Competence in multiple modalities of evidence-based intervention for children, adolescents, and their parents
- Some students may gain competence in delivering group interventions, family therapy, parent-training interventions, and so on depending on the opportunities in their practicum settings

**4. Graduates will be ethical and professional members of the profession of psychology, including:**

- Articulating a professional identity as clinical psychologists and scientist-practitioners
- Maintaining high standards of ethical and professional behaviour
- Demonstrating good self-awareness, self-evaluation, and knowledge of strengths and limits
- Demonstrating a sense of citizenship regarding contributing to the profession.

**5. Graduates will demonstrate sensitivity to individual differences and cultural diversity in approaching research and clinical issues:**

- Maintaining an attitude of respect and cultural humility regarding the impact of individual, cultural, and other forms of diversity in clients, and of their own position of privilege
- Commitment to working with and responding appropriately to marginalized or neglected groups of people

In addition to course requirements, the Program relies heavily on an apprenticeship system. Each student works closely with their supervisor and a variety of psychologists practising in a wide range of practicum and Residency settings for an interactive enhancement of both the academic and practical aspects of the student's educational experience.

Additional hands-on clinical experience is obtained through the provision of services at the York University Psychology Clinic (YUPC). Students are involved in the YUPC throughout their tenure as graduate students, beginning in the MA1 year. Responsibilities increase commensurate with training obtained in the clinical courses and through practica, from conducting telephone intakes to completing assessments, to potentially being supervised by faculty in the supervision of more junior students conducting therapy or assessments.



## Program Requirements and Timelines

### How to Apply

To learn how to apply, please visit <https://www.yorku.ca/gradstudies/psychology/clinical-developmental-psychology/>

### General Calendar of Deadlines

The MA and PhD have many requirements (see <https://www.yorku.ca/gradstudies/psychology/current-students/degree-requirements/> for general information. The table below gives much more detail and has lots of specific “things to do” and when to do them, so you can keep up with everything. The first chart has yearly tasks that occur every year. Following that are tables for each year of the program.

Yearly Calendar	
<b>May</b>	<b>Registration</b> —fill out your Advising Sheet with supervisor, send to CD Area Director for review and signature. The advising sheet is provided by the Graduate Office.
<b>August</b>	If you are applying for federal and/or provincial scholarship applications, then you should <ol style="list-style-type: none"> <li>1) Order transcripts now from your undergraduate universities for scholarship applications</li> <li>2) Send out reference letter requests</li> <li>3) Start drafting out your written portions, and set up a meeting to discuss/review with your supervisor</li> </ol>
<i>Applications are online mid-August... what do you have to lose? Start early!</i>	
<b>September</b> First week after Labour Day  Later in Sept	<b>CD Area Orientation!</b>  <b>Psyliloquy:</b> Organized by the MA2 cohort, this is a research/social event in which PhD1 students will present their MA thesis research. This is a great opportunity for incoming students to meet students already in the program. All CD students are encouraged to attend.
<b>October/November</b> Mid-Nov	<b>GTA Practicum Day</b> –Find out about potential assessment and intervention practicum sites in the Greater Toronto Area and beyond.

<p>Oct to Nov (if applicable)</p>	<p><i>Funding:</i> Submit <b>Doctoral SSHRC/NSERC</b> (and OGS equivalent) applications to grad office. See the Graduate Program Handbook <a href="https://www.yorku.ca/gradstudies/psychology/wp-content/uploads/sites/347/2024/07/2024-2025-graduate-program-psychology-handbook.pdf">https://www.yorku.ca/gradstudies/psychology/wp-content/uploads/sites/347/2024/07/2024-2025-graduate-program-psychology-handbook.pdf</a> for more information on these scholarships. Emails will be sent with detailed info.</p>
<p>November to December</p>	<p><b>Brown Bag:</b> Preparing for Residency Interviews. For senior students who have just applied.</p> <p><i>Funding:</i> Canadian Graduate Scholarship and Ontario Graduate Scholarships due for MA students.</p>
<p>April Mid-late</p>	<p>MA1 students, fill out the cumulative <b>CD Area Progress Tracking Form</b>. Later students, update yours with the year's accomplishments. Send to your supervisor and the CD Administrative Assistant for the year-end evaluation. Detailed instructions will be emailed.</p>
<p>May to June TBA</p>	<p><b>CD Area Spring Party!</b></p> <p><b>Brown Bag:</b> Applying for Residency (for those thinking of applying in the next year or two).</p>
<p>All Year</p>	<p><b>Brown Bag</b> meetings around Scholarship Funding and Residency Preparation: Check the schedule sent out via email.</p> <p>Throughout the year, <b>Clinical Case Rounds</b> and various training opportunities are held through the York University Psychology Clinic. Different training sessions and presentations typically occur on Mondays Try to keep Monday afternoons free for these valuable learning opportunities.</p>

## MA Program

MA 1 Required Courses and Professional Experience	
<u>Fall</u>	
Psychology 6900 3.0	<b>Issues in CD Psychology- A Proseminar in Ethics, Practice, and Research</b>
Psychology 6610 3.0	<b>Social and Emotional Bases of Development</b>
Psychology 6131 3.0	<b>Univariate Analysis I: Analysis of Variance</b>
Psychology 6820 6.0	<b>Research Practicum (full year)</b>
<u>Winter</u>	
Psychology 6905 3.0	<b>Biological and Cognitive Bases of Development</b>
Psychology 6910 3.0	<b>Psychoeducational Assessment of Children and Adolescents</b>
Psychology 6132 3.0	<b>Univariate Analysis II: Regression</b>
Psychology 6820 6.0	<b>Research Practicum (cont'd)</b>
<b>YUPC intake training and assist with an assessment</b>	

MA 1 Calendar	
<b>March/April</b>	<ul style="list-style-type: none"> <li>➤ You will have received your letter of acceptance. Information regarding the ½ course teaching assistantship available to you is included in your acceptance package.</li> <li>➤ Applying for the TA has two parts: 1) Filling out the application; 2) Contacting the TA administrator in July (Prof. Jessica Sutherland, <a href="mailto:jesuther@yorku.ca">jesuther@yorku.ca</a>) to discuss your schedule and what courses you could TA.</li> <li>➤ Initiation of a Vulnerable Sector Screen criminal reference check in the relevant police department where you live. This is to ensure that all our students have no record of police offenses involving vulnerable persons (children, persons with special needs). This check is required for the York University Psychology Clinic.</li> </ul>
<b>September</b>  TA Day, TA duties	<ul style="list-style-type: none"> <li>➤ Orientation</li> <li>➤ Attend Psyliloquy (end Sept.) to meet people in CD and learn more about research in CD Area</li> <li>➤ Meet with the course instructor if you are Taking to fill out the <a href="#">workload form</a> (part of the CUPE 3903 Collective agreement) submit by <b>September 30<sup>th</sup></b>.</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; <b>Research Assistantship and Student-Supervisor Agreement forms</b> must be filled out with supervisor and submitted to Psychology Graduate Office by end of the month. Forms will be emailed to you by Psychology Graduate Office.</li> </ul>
<b>December</b>	<b>Canada Graduate Scholarship</b> (and accompanying OGS components) or <b>full Ontario Graduate Scholarship Application</b> due to Psychology Graduate Office.
<b>January</b>	<ul style="list-style-type: none"> <li>&gt; <b>January 15<sup>th</sup></b>: Plans for your thesis should be well underway.</li> <li>&gt; <b>January 30<sup>th</sup></b>: Blanket application for teaching assistantships (TA) due, end of month.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>&gt; <b>Early March</b>: YUPC Intake Training</li> <li>&gt; <b>March 15<sup>th</sup></b>: Submit draft copy of your proposal to your supervisor</li> </ul>
<b>April</b>	<p><b>April 5<sup>th</sup></b>: Draft copy of proposal should be returned with revisions – if not, talk to your supervisor. Talk to your supervisor about setting up your committee. Your supervisor will contact a second faculty member for you. Do your revisions and resubmit your proposal to your supervisor this month.</p> <p>Complete the CD Area Progress Tracking Form and meet with your supervisor to review your progress. These are part of the year-end evaluation required each year.</p>
<b>Summer of MA 1</b>	<p><b>Revise and resubmit thesis proposal</b> to your supervisor as needed. Be aware that this may take several resubmissions. Then, submit your approved proposal to your other committee member. Incorporate their feedback. Once both committee members have approved it, submit the proposal to the Graduate Office with the proposal approval form signed by your committee and ethics forms if needed (see Graduate Handbook regarding different options for ethics approval) and complete the Tri-Council ethics certificate. All forms are available online from FGS or from the Grad Office.</p> <p>Work out a timeline with your committee regarding deadlines so that you are on schedule to defend by the end of MA2. It is recommended that your <b>proposal is approved by your committee by the end of Summer MA1 (August 31)</b>.</p> <p><b>YUPC requirement is to participate in an assessment as the junior student in the summer of MA1.</b></p>



<b>MA 2</b>	
<b>Required Courses and Professional Experience</b>	
	Psychology 6920 3.0 <b>Clinical and Diagnostic Assessment of Children and Adolescents</b>
	Psychology 6955 3.0 <b>Developmental Psychopathology of Childhood and Adolescence</b>
	Psychology 6930 3.0 <b>Clinical Developmental Interventions: Foundations</b>
	Psychology 6965 1.5 <b>Diversity Issues in Children, Youth and Adults in Clinical Practice</b>
	<b>YUPC Assessment</b>

**Professionalism and Ethical Conduct** – discussed at the Year End Meeting of CD faculty and based on input from instructors and supervisors. This is an essential component of your evaluation and is considered every year. Unsatisfactory ethical/professional conduct could lead to a remediation plan or even dismissal from the program.

<b>MA 2 Calendar</b>	
<b>September</b> TA Day, TA duties	Meet with the professor you're TAing for to <b>fill out the workload submit by September 30<sup>th</sup></b> . MA2 Cohort to coordinate planning of <b>Psyliloquy</b> for the CD Program
<b>October</b>	Once you have ethics approval, you can begin collecting your data!
<b>November</b>	<b>Attend GTA Practicum Day</b> to see which sites may be of interest
<b>December</b> 1 <sup>st</sup> week	<ul style="list-style-type: none"> <li>➤ Research assessment practicum sites. Some require reference letters (give your referees notice and all info they need) and order transcripts (give 2-3 weeks for this). Update CV.</li> <li>➤ Contact CD Area Director of Clinical Training/Assessment Practicum Course Director. Discuss choices of practicum sites with them to make sure they are appropriate. Remember, you will not be allowed to go on practicum unless you are in the Ph.D. program (i.e., your MA thesis is finished).</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>➤ Work on applications to Assessment Practicum sites.</li> <li>➤ Mock Interviews will help prepare you for the process.</li> <li>➤ <b>January 30<sup>th</sup></b>: Blanket application for TA due, end of month. Review <a href="#">workload form</a> from September for TA. Note: Any changes, get signed by course instructor, submit to <a href="mailto:jesuther@yorku.ca">jesuther@yorku.ca</a></li> </ul>
<b>February/March</b>	<ul style="list-style-type: none"> <li>➤ <b>February 1<sup>st</sup></b>: Due date for practicum applications, as per the universal application date for the GTA.</li> <li>➤ <b>Late Feb-March</b>: Practicum interviews, good luck! Match Day is usually the third Wednesday in March. Once you have an offer, the practicum agreement form must be signed by the site supervisor and the CD Area Director of Clinical Training/Assessment Practicum Course Director.</li> <li>➤ <b>Throughout Feb/March</b>: You are hopefully analyzing your data for your thesis!</li> </ul>



### Spring/Summer of MA2

**Submit the completed thesis draft to your committee** once your supervisor has approved it. Once your committee approves the thesis, have them sign the **Oral Defence form** indicating that you are ready to defend your thesis. Your supervisor must find an outside examiner (from another department at York) and Chair for you and find a date that will work for you and your committee before you submit the form. *You must submit this form to the Graduate Office a minimum of 4 weeks prior to your defence date.*

<b>August</b>	<ul style="list-style-type: none"> <li>➤ <b>August 1<sup>st</sup>:</b> Once you have completed your MA thesis defence and all coursework, you must apply for Ph.D. status.</li> <li>➤ Remember, promotion to the PhD is <u>expected but not automatic</u>. Get the form from the Psychology Graduate office which must be signed by your supervisor. There is a processing fee that is paid to FGS.</li> <li>➤ <b>August 15<sup>th</sup>:</b> If you have not defended, you might require Provisional PhD status, a letter must be sent to the Psychology Graduate Office by each of your thesis committee members and the DCT stating you will be defending by early Fall of PhD 1, but you would have to pay part-time MA fees as well as full-time PhD fees.</li> </ul>
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### YUPC Requirements during MA

Activity	Notes	Program-sanctioned Hours	Part of CD Program	Count in Time2Track
<b>30 hours phone intake</b>	<ul style="list-style-type: none"> <li>➤ Begin in Spring MA1</li> <li>➤ year Complete over 12-14 mo. Period</li> <li>➤ Requirement waived or reduced to part-time if student enters at PhD</li> </ul>	No	Yes- Tracked by YUPC manager	Yes
<b>Assist in assessment case</b>	<ul style="list-style-type: none"> <li>➤ Complete in Spring-Summer after taking PSYC 6910</li> <li>➤ Completed with senior student and supervisor</li> </ul>	Yes	Yes- Tracked by YUPC manager	Yes
<b>Conduct Assessment</b>	<ul style="list-style-type: none"> <li>➤ Complete in Spring-Summer after MA2 with faculty/YUPC supervisor (no senior student)</li> </ul>	Yes	Yes	Yes

## PhD Program



### PhD 1

#### Typical Courses and Professional Experience

Psychology 6910P 6.0

**Assessment Practicum** (practicum off-site, usually 2 days per week, plus some classes on campus)

Psychology 6970 **Clinical Developmental Interventions: Advanced Skills**

Possible to take a **statistics course** (you will need to take two stats courses in PhD)

Possible to take one **elective** (you need **two electives** over the PhD)

- Electives may be taken starting in PhD
- Get started on ABC during PhD 1
- Start thinking about dissertation ideas, conversations with supervisor.

## PhD 1 Calendar

<b>September</b>	<ul style="list-style-type: none"> <li>&gt; <b>Begin assessment practicum.</b> Make sure all necessary forms are filled out. Keep track of hours weekly (150 hrs direct service with clients required), including direct supervision, tests administered, ethnicity of clients seen, other work (report writing, feedback, etc.). See section below on Assessment Practicum. Submit times using <a href="#">Time2Track</a>.</li> <li>&gt; Present your thesis defence talk at Psyliloquy</li> <li>&gt; Approach a supervisor for your <b>Academic Breadth Comprehensive (ABC) Paper</b> and determine second reader (bearing in mind both cannot also be on your Dissertation Committee). Once you have decided on a topic, begin working on your ABC proposal (brief but must be submitted to Grad office by end of Fall term of PhD2). See the Grad Program Handbook for Ethics approval procedures.</li> <li>&gt; <b>September 30<sup>th</sup>:</b> <a href="#">TA Workload form</a> submitted</li> <li>&gt; Start having conversations with your supervisor about your dissertation.</li> </ul>
<b>October 15<sup>th</sup></b>	<b>MA thesis must be defended</b> , or you cannot apply for intervention practicum.
<b>November</b>	<ul style="list-style-type: none"> <li>&gt; Attend GTA Practicum Day to look at sites for intervention practica.</li> </ul>
<b>December/January</b>	<b>Apply to intervention practicum sites</b> , as in MA 2.
<b>January</b>	<p><b>First Week:</b></p> <ul style="list-style-type: none"> <li>&gt; ABC paper: time to start writing. Set up a meeting with your supervisor. Get this to your committee as soon as possible.</li> <li>&gt; Interim Evaluation of Practicum due to Grad office. A good time to review your assessment practicum goals with your on-site supervisor: make sure you're getting what you need!</li> </ul> <p><b>January 31<sup>st</sup>:</b></p> <ul style="list-style-type: none"> <li>&gt; Blanket application due for TA, PhD2</li> <li>&gt; Review workload form, as in MA2</li> </ul>
<b>February/March</b>	<ul style="list-style-type: none"> <li>&gt; <b>February 1<sup>st</sup>:</b> Applications are due for practicum sites.</li> <li>&gt; <b>Late Feb-March:</b> Practicum interviews! Once you have a placement, announced on the 3rd Wednesday of March, the procedure follows as in MA2</li> </ul>
<p><b><u>Spring/Summer of PhD 1</u></b></p> <p>Research, collect data and write your ABC paper. Submit the final copy to your committee by end of fall term of PhD2.</p>	

PhD 2 Typical Courses and Professional Experience	
	Psychology 6930P 3.0 (full year) <b>CD Interventions: Practicum</b> (including off-site practicum, usually 2 days per week And some classes on campus)
	<b>One elective</b> , if possible (you need <b>two electives</b> over the PhD)
	Possible to take a <b>statistics course</b> (you need to take <b>two stats courses in the PhD</b> )
	Possible to take Psychology 6490B 3.0 <b>Ethical Issues in Professional Practice</b>
	Possible to take Psychology 6020 or 6030 <b>Historical &amp; Theoretical Foundations of Psychology</b>
	work on <b>ABC paper and Dissertation proposal</b>

PhD 2 Calendar	
<b>September</b>	<ul style="list-style-type: none"> <li>&gt; <b>Early Sept: Begin intervention practicum.</b> <a href="#">Keep track of hours</a> weekly in Time2Track as in assessment practicum. Same requirements re: hour allocation.</li> <li>&gt; <b>September 30<sup>th</sup>:</b> <a href="#">TA Workload form</a> submitted, as before.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>&gt; Submit your brief <b>ABC Proposal</b> to Grad office (with ethics forms as appropriate) and Committee sign-off by the end of the Fall term of PhD2</li> </ul>
<b>January 31<sup>st</sup></b>	<ul style="list-style-type: none"> <li>&gt; Blanket application for TA due. Also look at teaching positions, if interested.</li> <li>&gt; Review workload form</li> </ul>
<b>Winter</b>	<ul style="list-style-type: none"> <li>&gt; Start planning your Dissertation with your supervisor. Form your Dissertation Committee and write a brief Prospectus to inform Committee members of your plan and get their feedback</li> </ul>
<b>April 30<sup>th</sup></b>	<p><b>Key Milestone:</b> Submit Dissertation <b>Supervisory Committee</b> form and brief <b>Prospectus</b> to the Graduate Office by end of Winter term of PhD2, (Full Proposal by end of PhD 3).</p>
<b><u>Spring/Summer of PhD 2</u></b>	
<p>Conduct Analyses and write your ABC Paper Send a draft of your Dissertation proposal to your supervisor and work to get it to your committee. Don't wait!!</p>	

<b>PhD 3</b>
<b>Typical Courses and Professional Experience</b>
<b>Any remaining required courses (e.g., Ethics)</b>
<b>Any remaining electives</b>
May take <b>Optional Third Practicum</b> if needed (6460P 3.0 or 6.0) but aim to have your ABC completed and your dissertation proposal completed first

**PhD Program Sanctioned YUPC Hours** (assessment case should involve a supervisory role).

**Possible Additional Program-sanctioned Hours** (must be approved by DCT in advance; see below)

**Professionalism and Ethical Conduct** - discussed at the Year End Meeting of CD faculty and based on input from instructors and supervisors.

<b>PhD 3 Calendar</b>	
<b>September</b>	<b>September 30<sup>th</sup>:</b> <a href="#">TA Workload form</a> submitted, as before.
<b>December</b>	<b>ABC Paper</b> due to Grad Office by end of Fall term of PhD3
<b>January</b>	<p><b>January 10<sup>th</sup>:</b></p> <ul style="list-style-type: none"> <li>&gt; Get 2nd proposal draft into your supervisor.</li> </ul> <p><b>January 30<sup>th</sup>:</b></p> <ul style="list-style-type: none"> <li>&gt; Blanket application for TA due. Also look at teaching ticket positions, if interested.</li> <li>&gt; Review TA workload form.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>&gt; <b>February 1<sup>st</sup>:</b> Proposal should be returned to you. If not, talk to your supervisor.</li> <li>&gt; <b>February 10<sup>th</sup>:</b> Resubmit proposal to your supervisor for (hopefully) final review. Once your supervisor is happy with the proposal, submit it to your committee.</li> <li>&gt; <b>February 15<sup>th</sup>:</b> It is a good idea to set up a meeting at this point with your committee members to discuss your proposal. Try to set up your meeting for mid-March at the latest.</li> </ul>
<b>March 15<sup>th</sup></b>	Meet with your committee. Discuss your proposal and any changes that you should make. Start working on any suggested revisions. This should be submitted to ethics by the end of April. If your project is in a hospital, school or other centre, find out about ethics procedures for these places and get those in the works as they may take some time
<b>April 30<sup>th</sup></b>	<b>Key Milestone: Dissertation Proposal</b> (with ethics forms as needed) should be approved by full committee and submitted by end of Winter term of PhD3.

**Spring/Summer of PhD 3**

Start collecting your data once ethics approval has been received. Collect as much as you can (if not all of it) this Summer.

<p><b>June/July</b></p>	<p><b>Start figuring out where you are going to apply for Residency.</b> Think about what locations are best for you and why. Look at the APPIC website and talk to those sites that you are interested in. This requires a lot of time and preparation – check with your references about letters and give references a reasonable amount of time to send letters.</p>
<p><b>August</b> Mid to End</p>	<p><b>Set up an appointment with the Director of Clinical Training.</b> You must meet with them for permission to apply to Residency sites and to review your clinical training experience. To apply, you are required to have:</p> <ul style="list-style-type: none"><li>a) All coursework completed</li><li>b) Two mandatory Practica completed</li><li>c) YUPC requirements completed</li><li>d) ABC paper completed and approved by committee</li><li>e) Dissertation proposal fully approved by committee</li><li>f) Data collected</li></ul> <p>It is best (preferred by residency settings and easier for you) if you complete your analyses and write-up and even defend before you go to your Residency.</p>

<b>PhD 4</b>
<b>Typical Courses and Professional Experience</b>
<b>Remaining electives (if not taken in previous years)</b>

**PhD Program Sanctioned YUPC Hours** (assessment case should involve a supervisory role).

**Possible Additional Program-sanctioned Hours** (must be approved by DCT in advance; see below)

**Professionalism and Ethical Conduct** - discussed at the Year End Meeting of CD faculty and based on input from instructors and supervisors.

<b>PhD 4 Calendar</b>	
<b>September</b>	<ul style="list-style-type: none"> <li>&gt; <b>Attend the Residency application meeting</b> if you haven't already. Check out the APPIC website for applying for Residency and decide where you are going to apply. Order all transcripts, letters of recommendation and other information you will need. You must apply to accredited (CPA and/or APA) sites through APPIC. Typically, 6-10 sites. This will often require you to spend your Residency year outside of Toronto, and possibly even Ontario. Applications are generally due in November and require a lot of time and preparation, so make sure you set aside time for this!</li> <li>&gt; <b>September 30<sup>th</sup>:</b> <a href="#">TA Workload form</a> submitted, as before.</li> </ul>
<b>November</b> Early to Mid	<b>Applications for Residency sites are due.</b> After all this hard work, you deserve a break. Think of a good reward to give yourself when you are finished!!
<b>December</b>	<ul style="list-style-type: none"> <li>&gt; <b>Early December:</b> You will find out where you will have interviews for Residency.</li> <li>&gt; <b>Mock interviews for Residency</b></li> <li>&gt; <b>End of December:</b> You should be analyzing your data. Try to have your data analysis done by beginning of January.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>&gt; <b>Interviews for Residency.</b> Prepare yourself for each site – make a list of your goals and how each site fits with those goals. Talk with other students about their experiences, especially other interns at the sites you are considering.</li> <li>&gt; <b>January 20<sup>th</sup>:</b> Dissertation should be returned to you. If not, talk to your supervisor. Begin revisions.</li> <li>&gt; <b>January 30<sup>th</sup>:</b> Review TA workload form.</li> </ul>
<b>February</b>	<b>APPIC Match Day (Phase 1)</b> – You will find out where will you be going for your Residency. The suspense is over. Now put your attention to your Dissertation.
<b>March</b>	Take the month to write. Have a draft copy of your dissertation to your supervisor by the end of the month.



<b>April</b>	Dissertation should be returned to you. Begin revisions. Give the second draft of your dissertation to your supervisor and send it to your other committee members once you and your supervisor are satisfied with it. Talk about defence, external examiner, outside reader, Chair/Dean's Representative, etc. Consult the chart in the Grad Handbook for timelines and steps in the process.
<b>Late June</b>	Your committee should have returned your dissertation to you with comments/revisions, if any. Work on those suggestions. Try to set up a date for your defence
<b>Late July/August</b>	It is a good idea to defend your dissertation by the end of the month. If you are moving, this will give you time to pack and go. If not, you will have a very much deserved month off before starting your Residency. If you cannot take a full month, at least take a couple of weeks. The Residency year is going to be very busy!

## PhD 5

At this time, you will likely be on your Residency (or internship). You have completed all your academic requirements, and this is the last hurdle. Sites require about 1800 Residency hours, generally involving rotations in different areas of practice. Once this is finished, and the PhD completed, you can graduate with your PhD!!

Then, you will need to apply for Supervised Practice with the College of Psychologists. See the [CPO website](#) for details. Also, registration exams (in Ontario, these include the EPPP and the Jurisprudence & Ethics Exam) are generally taken during the year of supervised practice. Then, the last step in this long journey is the CPO oral exam. Once you pass that, you will be authorized for Autonomous Practice as a Psychologist.

Those who have elected to wait a year to apply to Residency, please see the timelines and procedures for PhD4 above. Everyone takes their own path to get to the final stage, and life circumstances or the nature of the dissertation may mean an extra year before you apply for Residency. That is perfectly fine! This is not a competition between peers, but a personal journey to where you want to be. No one will ask you about that in job interviews. 😊





## CD Required Courses and Electives

### MA Degree

- 6900 3.0 Issues in CD Psychology: A Proseminar in Ethics, Practice, and Research
- 6610 3.0 Social and Emotional Bases of Development
- 6905 3.0 Biological and Cognitive Bases of Development
- 6910 3.0 Psychoeducational Assessment of Children and Adolescents
- 6920 3.0 Clinical and Diagnostic Assessment of Children and Adolescents
- 6955 3.0 Developmental Psychopathology
- 6965 1.5 Diversity Issues in Children, Youth and Adults in Clinical Practice
- 6930 3.0 Clinical Developmental Interventions: Foundations
- 6131 3.0 Univariate Analysis I
- 6132 3.0 Univariate Analysis II
- 6820A 6.0 Research Practicum (330 Hours)

### Other Requirements:

- Professionalism and Ethical Conduct
- Program Sanctioned YUPC Hours (30 hrs YUPC intake plus assist with one assessment case in summer after MA1 and complete one assessment in summer after MA2)
- MA thesis

### PhD Degree

- 6910P 6.0: Assessment Practicum
- 6480 3.0 Clinical Developmental Interventions: Advanced Skills
- 6930P 6.0: Intervention Practicum
- 6490B 3.0 Ethical Issues in Professional Practice
- 6020 3.0 Historical and Theoretical Foundations of Contemporary Psychology A, OR  
6030 3.0 Historical and Theoretical Foundations of Contemporary Psychology B
- 6 credits in quantitative methods (see Grad Program Handbook for list)
- Minimum of two 3-credit elective courses, or equivalent, at the 6000 level

### Other Requirements:

- Professionalism and Ethical Conduct
- PhD Program Sanctioned YUPC Hours
- ABC paper
- Dissertation

Electives (*Note that not all courses are offered every academic year*):

**Taught by CD Faculty:**

- 6470 Family Therapy
- 6480 Brief Psychotherapy and Short-term Treatment
- 6520 Program Evaluation
- 6770 Developmental Neuropsychology
- 6925 Supervision & Consultation
- 6935 Children and Trauma
- 6940 Adolescent Disorders: Clinical-Developmental Assessment & Treatment
- 6960 Autism and Developmental Disabilities
- 6980 Indigenous Communities' Mental Health

**Taught by other Psychology Department Faculty:**

- 6170 Cultural Psychology
- 6245 Complex Systems Approach to Interpersonal Change
- 6410 Social Psychology
- 6452 Eating Disorders
- 6455 Current Issues in Health Psychology
- 6465 Stress and Coping
- 6474 Qualitative Research Methods
- 6477 Interprofessional Psychosocial Oncology
- 6510 Personality
- 6665 Lifespan Cognitive Development and Change

**Brown Bags and Clinic Rounds**

These “Brown Bags” and Rounds, many of which are done jointly with the Clinical (Adult) program and/or the Clinical Neuropsychology Stream or the YUPC, are designed to enhance your graduate experience by providing students with information about practicum sites (and how to apply to them!), preparing for interviews, and by providing more senior level students with experience in presenting clinical cases in a clinical rounds type of setting. Another goal of the brown bags is to foster a greater sense of community in our program and give students more opportunities to meet and share experiences with others from the program. Regular email announcements are sent with the exact dates, topics, and location. We hope that you will find this to be an invigorating learning experience!

**The Psychology Graduate Students' Association (PGSA)**

PGSA links graduate students of all areas through shared interests and information about each other's activities. Together students organize social gatherings, hold meetings, organize workshops, and more. For more information or to get involved, visit: <http://pgsa.student-org.yorku.ca/>

## Practicum Training Expectations and Guidelines

In accordance with the Standards of the Canadian Psychological Association (CPA), through which we are accredited, it is a requirement that students participate in “systematic and intensive training in the application of psychological principles and skills to human problems”. This training is provided through Practicum (and later Residency/Internship) experience, offered in a graduated and sequential fashion, integrated with the program’s curriculum. Doctoral programs are expected to help students locate and select suitable practicum settings and are responsible for monitoring students' experience (such as through an associated course). Regular liaison between the practicum settings and the program faculty is expected.

In the CD Area, these experiences will be gained via:

1. York University Psychology Clinic (YUPC) involvement in MA and PhD
2. Mandatory Assessment-focused Practicum (6910P) in PhD1
3. Mandatory Intervention-focused Practicum (6930P) in PhD2
4. Optional Program-sanctioned hours (supervised clinical experience pre-approved by the DCT)
5. Optional third practicum (if warranted)

### NEW: Professional practice insurance

I advise students to take their own professional liability insurance to protect themselves, regardless of whether you are working at an organization that has its own liability insurance for student placements (not all will!). BMS has a discounted rate for students, but there may be other options: <https://cpa.ca/insurance/>. You can apply online.

### York University Psychology Clinic (YUPC)

The YUPC is a state-of-the-art community mental health and training centre ([www.yupc.org](http://www.yupc.org)) associated with the Department of Psychology in the Faculty of Health at York University. The clinic officially opened in the Spring of 2009 and provides a range of leading edge, effective mental health services on a fee for service basis to community members from around York University. The clinic has 13 interview rooms - 9 with video recording capability and 7 with 1-way mirrors. All CD students are required to complete YUPC program requirements in both MA and PhD. In addition, the clinic can support full practicum placements and internship experiences in some cases. The YUPC offers opportunities for graduate psychology students to gain program sanctioned training hours in the clinic based on their educational level within the program.



## YUPC requirements during the CD Program

Activity	Notes	Program-Sanctioned Hours	Program Requirement	Count in Time2Track
30 hours phone intake	<ul style="list-style-type: none"> <li>➤ Begin in Spring of MA1 year Complete over 12–14-month period</li> <li>➤ Requirement waived or reduced to part-time if student enters at PhD</li> </ul>	No	Yes (tracked by YUPC manager)	Yes
Assist with assessment case in summer MA1	<ul style="list-style-type: none"> <li>➤ Complete in Spring-Summer after taking PSYC 6910</li> <li>➤ Completed with senior student and supervisor</li> </ul>	Yes	Yes (tracked by YUPC manager)	Yes
Conduct full assessment in summer MA2	<ul style="list-style-type: none"> <li>➤ Complete in Spring-Summer with faculty/ YUPC supervisor</li> </ul>	Yes	Yes (tracked by YUPC manager)	Yes
One full case as a supervisor in PhD2 or above and some intervention experience (e.g., group or case)	<ul style="list-style-type: none"> <li>➤ Case is completed with MA2 student; licensed supervisor is expected to provide feedback on supervision</li> </ul>	Yes	Yes (tracked by YUPC manager)	Yes
Additional clinical experience assessment or intervention	Optional to fill gaps	Yes	No	Yes



## Mandatory CD Practica Requirements

The two main practica are 6910P Assessment Practicum in PhD1 and 6930P Intervention Practicum in PhD2. Students apply for these practica via the GTA Practicum Day and Match process. The GTA Clinical Practicum Day generally occurs on a Friday in November. Attend and get an idea of some of the sites offering assessment and intervention placements. This is an opportunity to speak with some of the supervisors at the site to determine whether the site will suit your interests.

It is the responsibility of our program to ensure that students receive the proper training in an appropriate training environment. Therefore, students are required to get clearance from CD faculty members regarding the practicum sites they will be applying to. You should be in touch with the faculty member responsible for the Assessment Practicum course or the Intervention Practicum Course to vet your choices and discuss options. If you are applying for the optional Third Practicum, please discuss your options with the DCT.

February 1st is usually the deadline to apply for sites participating in the GTA Match process. A meeting/interview with sites who express an interest in you may follow (don't worry, you will get some interviews!). During the application decision period from November to January, maintain contact with the Course Director in order to obtain feedback with regards to the search, provide updates on potential interviews with sites, and to ask any questions. Opportunities will be given for "mock" interviews where you can practice and get some feedback.

The **two mandatory CD Practica** (6910P and 6930P) have the following requirements, based on the CPA Standards and CD Program policy:

**Assessment (6910P):** The focus is on the use of psychological testing and other assessment methods in clinical practice with children and adolescents. This typically entails test administration; scoring and interpretation of tests, questionnaires, and interview measures; clinical interviewing of children/adolescents as well as parent interviewing; consultation with other professionals; observational techniques; feedback to clients, parents and other professionals; and report writing. The typical expectation is that a minimum of five full assessments will be conducted, and that the student will have primary responsibility for at least one assessment from intake to feedback by the end of the practicum. Students should gain as much breadth as possible in terms of various measures and presenting issues.

**Intervention (6930P):** The focus is on the use of evidence-based therapeutic or other intervention/prevention strategies in clinical practice with children, adolescents, and families. As well, experience in assessment for therapy, case conceptualization, consultation, case conferences, and report writing should be included. Any well-accepted, evidence-based modality is reasonable, such as cognitive-behavioural, parent guidance, family, emotion-focused, play, parent-child interaction therapy, psychodynamic, watch-wait-wonder, and so on. Short or long-term therapy are both reasonable. Throughout most of the intervention practicum, students should carry approximately five cases at any one time, though this will vary. This may include any mix of individual, family, or group therapy cases, depending on the site. Short term consultations, brief inpatient work, didactic psychoeducation groups, and co-therapy with the supervisor all count as clinical work during the practicum and are strongly encouraged.

In your two mandatory Practica, you should ideally gain experience with a range of age groups, such as pre-school, school-aged, adolescent, & parent. Also, you should try to work with children and youth with a range of problems and disorders, such as eating disorders, ADHD, depression/anxiety, developmental delay, trauma, parent-child conflict, underachievement, and so on. It is important that the entire training experience *not* be with just one single problem domain or age group.

### Settings

Appropriate clinical placements in the community are to be vetted prior to application, through the Practicum Course Director (6910P or 6930P) and/or Director of Clinical Training. The CD Program will provide information and support to students in the process of seeking practicum settings, including activities such as brown bag sessions regarding applications, mock interviews, etc., through the specifics of these may vary from year to year. Practicum agreement forms can be completed in the Spring of the year prior to the practicum, when students are matched to settings, but by early Sept. at the latest. These should include relevant information ensuring that the student's training needs, and the CPA Standards will be met, especially around supervision. These must be approved in writing by the DCT (or designate, such as Practicum Course Directors).

### Concurrent Practicum Courses and Faculty Liaison

During the practicum, students are enrolled in Psych 6910P Assessment Practicum or 6930P Intervention Practicum. The course directors for these courses have the responsibility to communicate with the practicum supervisors as well as the students. As per CPA Standards, regular communication is expected between the faculty and practicum supervisors, either in the form of meetings at the site and/or or via zoom, phone, or email.

### Hours per practicum

The two Mandatory Practica are completed during the academic year, typically 2 days/week from the beginning of September to the end of April for approximately 32-34 weeks in total.

- Minimum of 150 hours direct service experience (direct contact (live or virtual) with clients: testing, therapy, interviewing, in-room observation, feedback, etc.)
- Minimum of 40 hours formal supervision with Practicum Supervisor, 75% of which is individual 1:1 supervision (see below)
- group supervision with faculty Course Director and individual meetings once per term or as needed

### Supervision

On-site supervision is to be provided by a Registered Psychologist or, in some cases, a Registered Psychological Associate, to whom the student is assigned. It is important that there be at least two potential supervisors available in the setting and/or a clear back-up plan to protect the student in the event the primary supervisor is not able to fulfill the role for any reason (e.g., maternity leave, illness, resignation, loss of job, etc.). As noted above, a minimum of 40 hours of formal supervision is required. The recent CPA Accreditation Standards (6<sup>th</sup> ed.) have specific requirements for practicum supervision.



## CPA Requirements for Practicum Supervision (CPA Accreditation Standards for Doctoral and Residency Programs in Professional Psychology 6th Revision, 2023, p. 17-18):

“Appropriate and adequate supervision of the psychological services delivered by trainees is essential. The supervision of psychological services must be provided by a psychologist registered for independent practice in the jurisdiction where the services are provided and who is responsible for the professional psychological services provided by the student.... Supervisors must have thorough knowledge of the student’s work prior to providing supervision via live observation, review of recordings of the student’s work, case discussion, and/or a detailed review of the student’s written work.... students must be directly observed at each practicum placement prior to their evaluations.

Supervision shall be no less than 25% of the total time spent by the student in direct service-related activities with clients, and the ratio of supervision to direct service should follow a developmental trajectory in line with the student’s competence.

### i. Individual Supervision:

- A minimum of 1 hour of supervision for every 4 hours of direct service-related activity provided to a student during practicum training will be individual supervision.
- Individual supervision normally occurs in face-to-face meetings between the supervisor and the student...
- Individual supervision of a student’s work can occur in group meetings involving other students when that student’s work with clients is being discussed and the supervisor is providing that student with specific feedback. (The other students in the meeting would be considered to be receiving group supervision) ...
- Up to 25% of individual supervision can be asynchronous, meaning that the supervisor reviews the student’s work and provides detailed and comprehensive feedback that is later reviewed by the student. This could occur in services involving comprehensive assessments and report writing where the supervisor provides detailed responses to the student’s written or recorded work.
- .... practicum students [may receive supervision from] psychology residents or doctoral students with appropriate experience. It is necessary, however, that the residents providing such supervision themselves receive supervision from a doctoral-level, registered psychologist specifically for this activity.

### ii. Group Supervision:

- Any additional supervision beyond that noted above can be group supervision. There is no minimum amount of group supervision required, and all of a student’s supervision could be individual.” **Practicum Agreement and Evaluations**

NOTE: Prior to starting the assessment and intervention practica, students will be required to complete a Vulnerable Sector Screen through their local police service. Various other public health requirements required by settings must be adhered to as well (e.g., various vaccinations, mask fittings, etc.). You should check these things out early as soon as you are accepted by a site, to ensure you will be able to be onsite and see clients by September. When starting your assessment or intervention practicum, you and your clinical- site supervisor(s) will be required to complete a **Practicum Agreement Form** (available from the grad office). This form outlines the details of the practicum (i.e., length of practicum, estimated hours), as well as provides the department with information pertaining to your site-supervisor. It is to be signed by you, the supervisor, and the DCT before you enrol in the Practicum course.

**Practicum Evaluation Forms** are completed twice: the interim one prior to the start of the Winter term, as well as the final one at the completion of the practicum in May. These forms should be completed by the student and site-Supervisor, outlining the student's progress to date with regards to clinical hours, and a variety of core competencies.

It is recommended that students review both forms prior to beginning their practica, so that they can gain a better understanding of what is expected of them during their time at their placement, and what criteria will be utilized in their evaluation. Students' "grade" for the course is on a Pass/Fail basis, submitted by the practicum course director, based on feedback from the practicum supervisor's evaluations, as well as the course director's evaluation of the in-class portion. The DCT submits the grades for Optional Third Practica and Residency.

## Tracking Clinical Hours

Throughout your assessment and intervention practica, you should be keeping detailed records of your clinical hours. These hours include: Supervision (individual, group, peer), Direct Service (interviewing, assessment, individual and/or group intervention), Number of clients (as well as demographic information such as client gender, age, ethnicity, and sexual orientation), Indirect Service (report writing, consultations, literature review), Professional Development (i.e., reading, literature reviews), Research, Other relevant activities (i.e., meetings).

### Time2Track

The program pays for a subscription for you to use Time2Track <https://time2track.com/solutions/students/> to facilitate this rather onerous record keeping. Use it from the start of your clinical experience and update it regularly (e.g., at least monthly). When it comes time for Residency applications, the website will produce APPIC-ready output for easy reporting of clinical hours. Here is some info re how to use Time2Track: [Quick Start Guide and FAQs for Trainees with Group Subscriptions - Liaison \(liaisonedu.com\)](#).

The Canadian Council of Professional Psychology Programs (CCPPP) has produced a helpful document to help promote consistency across Canadian programs regarding what type of activity to count in which category. See:

<https://ccppp.ca/resources/Documents/Member%20Resources/Documentation%20of%20Training%20Hours/2nd%20Edition%20-%20CCPPP%20Guidelines%20for%20the%20Documentation%20of%20Professional%20Psychology%20Training%20Hours.pdf>



## Additional Clinical Training

If, after your YUPC experience and your two practica, you have less than 300 direct service hours and/or you feel that your experience is rather narrow in scope, that is an indicator that some additional training may be warranted. Students wishing to obtain additional clinical experience beyond their two required practica have several options:

1. An optional formal third clinical practicum (Psychology 6460P). This can be appropriate if you are completing the neuropsych program or are planning to declare an additional population (e.g., adults) when you go for registration, or want to gain a particular different type of experience (e.g., forensic). However, this can be a time-consuming option which may delay you completing your Dissertation, so it is not recommended (and should not be needed) for students completing the regular CD program.
  - Aim at the very least have your ABC completed and dissertation proposal completed before doing a third practicum. In almost all cases, taking a third practicum placement will make it much harder to also complete the ABC and Dissertation at the same time.
2. Additional tailored experience in the YUPC (which will count as Program-sanctioned Hours). This is ideal for filling a gap for a different age group or diagnostic query. The clinic will try to assign cases to address your particular training goals.
3. Program-sanctioned hours in another setting if pre-approved (see below for criteria).

It is recommended that these situations be discussed with the Director of Clinical Training in advance. **Students are reminded that more is not necessarily better and that your time is usually better spent making progress on your Dissertation than getting more clinical hours.**

## Program-Sanctioned Hours

The APPIC Residency application process makes provision for "program-sanctioned hours" to be added to official practicum hours in a student's application, but there is no common standard or definition of "program-sanctioned" among DCTs. Thus, a fair and consistent way of approving such experience is needed, which is what prompted the development of the CD program policy on Program-sanctioned Hours.

## Criteria for Program-Sanctioned Clinical Experience Hours

- The activity must be a valid clinical experience providing Psychological Service(s) as defined in the CPO Standards of Practice (i.e., not clerical or research assistant work for a psychologist), but may include clinical work in the context of a research project under certain circumstances
- It must be supervised by a member of the College of Psychologists of Ontario, who assumes professional responsibility for the work
- The amount of supervision will depend on experience of the student and the nature of the work, but should approximate that of an official Practicum (i.e., 1-hour individual supervision per week; min. 1 hour per 20 total hours or 10 face-to-face hours)
- The Supervisor will complete and sign a brief evaluation form to confirm the number of hours worked by the student, and to indicate that the work was satisfactory
- The activity may take place in a variety of contexts: agency/clinic, private practice, hospital, school, etc. and may be paid or unpaid
- A minimum number of hours is not required. Students may work any amount of time (e.g., 2-week block of full-time work, 1 day/week for 4 months, etc.) to a maximum of 10 hours/week for one school year (8 months)
- The activity should be approved in advance by the Director of Clinical Training using the Advanced Approval of Clinical Experience form. Final number of hours worked, and evaluation must then be submitted when the work is completed, using the Program Sanctioned Hours Form. These forms are in an Appendix to this manual.
- Hours should be documented in detail in Time2Track as per [www.appic.org](http://www.appic.org) categories

Additional Clinical Training Activity (optional)	Program-sanctioned Hours?	CD Program Requirement?	Count in Time2Track?
Additional assessment/intervention work or clinical supervision done in the YUPC that is beyond program requirements, but typically done to fill a gap in student's training	Yes (does not need to be pre-approved)	No	Yes
Unpaid, supervised clinical work outside the YUPC (e.g., AMP)	Yes (if pre-approved)	No	Yes
Paid clinical work supervised by a member of CPO (external sites) which meets above criteria, not to exceed 10 hrs/wk for 8 months	Yes (if pre-approved)	No	Yes
Supervised clinical research endeavours (e.g., administration of clinical tests, interviews)	Maybe (if pre-approved as valid training experience)	No	Yes (if approved)

Please note that clinical and research experiences that took place before the program, outside the program, and were not Program-sanctioned, can still be described in the APPIC Residency Applications but they do not count in the actual training hours calculations.

This chart should help to clarify some of the confusion pertaining to what counts and does not count as program sanctioned hours. Ultimately, your collective clinical training experiences (i.e., practica, hours accumulated as part of course work and outside of course work in the YUPC) will

be counted in Time2Track for the purpose of applying to Residency. It is up to each student to ensure clinical training is done carefully. Total clinical hours submitted on Time2Track are verified at time of Residency application by the DCT.

It should be emphasized, however, that considerable discussion among training directors indicates that:

- a) there is no "magic number" of hours required;
- b) breadth and depth of experience and "fit" with the training setting are far more important to Residency directors and supervisors than sheer quantity of hours accumulated; and
- c) progress on the Dissertation is highly valued by Residency sites.

## Residency

The final clinical training experience is 12-month full-time Pre-doctoral Residency (sometimes called Internship). Applications must be made to CPA-accredited sites through the APPIC system in Oct-Nov. of the previous year, as noted earlier in the timeline section for PhD3 and PhD4. There will be Brown Bag sessions in the spring to help you prepare for applications and, later on, to prepare for interviews.

You must meet with the DCT to review your clinical training experience and obtain permission to apply to Residency sites. The DCT must approve your hours and application in the APPIC system before you can submit to specific sites. To apply, you are required to have:

- a) All coursework completed
- b) Two mandatory Practica completed
- c) YUPC requirements completed
- d) ABC paper completed and approved by committee
- e) Dissertation proposal fully approved by committee
- f) Data collected

It is best (preferred by residency settings and easier for you) if you complete your analyses and write-up and even defend before you go to your Residency. Then you can devote yourself to the final clinical training experience without feeling conflicted about your dissertation being incomplete and having your mental energy divided.

## Year-End Evaluations

The year-end evaluation is an important exercise in the Graduate Program in Psychology. It provides the Program with an opportunity to acknowledge good progress and performance and, where appropriate, to point out places where better progress and performance might be made. It is also essential in the CD area for our annual accreditation reports and is a requirement of the Faculty of Graduate Studies as well. Satisfactory progress in academic, clinical, and interpersonal areas is required by the program on an annual basis.

**From students:** A completed **Progress Tracking Form** which has been discussed with the supervisor should be submitted to the CD Area Secretary. This document will be kept in a OneDrive so it can be added to each year, representing a cumulative record of the student's accomplishments in the program.

**From academic supervisors:** A written report on each student they are supervising should be submitted to the CD Area Secretary (Deadline is usually in Mid-May). An assessment of the student's progress and, if in their opinion, progress has not been wholly satisfactory, some indication of the reasons and any intervention that they or the DCT might make to improve the student's performance. Also, to be included: 1. An estimate of date of completion of: course requirements, practicum/Residency requirements, ABC Paper, Dissertation or thesis (provide names of supervisory committee members). If these estimates have changed from those given

in the previous year, then reasons for the change should be provided. 2. An assessment of the overall academic quality of the student's work and contribution. 3. A statement regarding professional/ethical competence of the student. 4. Any concerns or recommendations.

**From clinical supervisors:** Clinical coursework is undertaken during MA1 and MA2 (assessment courses), PhD1 (assessment practicum) and PhD2 (intervention practicum). The respective assessment and intervention course directors will provide a brief written report and/or oral feedback at the Year-end Review Meeting outlining the student's clinical progress.



## Canadian Psychological Association

The Canadian Psychological Association (CPA) sets out to unite, promote, and advance the practice of psychology in Canada. CPA is the body that accredits academic clinic training programs and Residency/residency programs, but there is much more to CPA. There is a major conference each year that you can submit to, for example. There are specialty sections within CPA you can belong to. The student section is the largest section in CPA, and you should strongly consider becoming a member (see website for details). Being a part of CPA is a great way to become networked with other students from across Canada and become aware (or make others aware) of issues facing today's Canadian students in Psychology.

In addition to great journals, CPA publishes a quarterly newsletter (PSYNOPSIS) that addresses hot topics in Canadian psychology. Each issue has a student corner that focuses on information for students by students. Check it out at: <https://cpa.ca/?s=student+corner>.

**Appendix. Program-sanctioned Hours Forms**  
(Form A. For approval in advance; Form B. After completion)

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**Clinical-Developmental Program**  
**Form A. Advanced Approval of Additional Clinical Experience**  
**(to be approved before you start)**

Name of Student:

Date:

Reason for Extra Clinical Experience:

Name & Address of Clinical Activity Site:

Nature of Clinical Activity (e.g., population seen, type of therapy, assessment etc.):

Time frame for clinical experience (e.g., start and end dates, frequency, etc.):  
(No more than 10 hrs/wk for an 8-month period)

Projected number of Clinical Hours to be completed:

Name of Supervisor:  
(Must be registered with the College)

Frequency and Nature of Supervision (e.g., face-to-face, individual):  
(Should be proportionately similar to a practicum, i.e., 1 hr per 4 hrs direct service)

<b>Questions for DCT to assess:</b>	<b>Yes</b>	<b>No</b>
Is the activity a valid clinical experience in Psychological Service(s) as defined in the CPO Standards of Practice?		
Is the activity supervised by a member of the College of Psychologists of Ontario who assumes professional responsibility for the work?		
Does the amount of supervision approximate that of an official Practicum in proportion to the time spent by student? (i.e., 1 hour per 4 hours of direct service)		
Will the Supervisor complete and sign a brief evaluation form confirming the number of hours worked, and indicating that the work was satisfactory?		
Is the experience a valid learning experience that will broaden the student's training or fill gaps in their experience (vs a job or just doing more of what student has already learned)?		

**Decision by DCT:**

- approved
- rejected - reason:
- refer to CD Area/Training Committee

\_\_\_\_\_  
Director of Clinical Training

\_\_\_\_\_  
Date

**Clinical-Developmental Program**  
**Form B. Summary & Approval of Additional Clinical Experience**  
**(after completion)**

Name of Student:

Date:

Nature of Clinical Activity (population seen in clinical activity):

Name of Site:

Name of Supervisor:

Was this work approved in advance?  yes  no – why not?

Was clinical experience paid  or unpaid  ?

Frequency and Nature of Supervision (e.g., face-to-face, individual):

**Hours Completed:**

Direct Hours - assessment	
Direct Hours - intervention	
Supervision Hours	
Support/Indirect Hours (reports, scoring, meetings, etc.)	
Total Hours	

**Supervisor Statement:**

I hereby confirm that \_\_\_\_\_ completed the stated number of ~~did~~ hours at the above-named setting under my supervision and that the work completed was satisfactory.

Any additional comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**Decision by DCT:**

approved

rejected – reason:

refer to CD Area

Director of Clinical Training

Signature \_\_\_\_\_

Date \_\_\_\_\_

Following approval by DCT, this form should be forwarded to the Graduate Psychology Office to be entered into the student's file.