

TO: Doctoral students applying for internships for academic year 2003-2004.
FROM: Jen Tellier, Psy.D., Director of Training, Clinical Psychology
RE: Important Internship Application Dates
DATE: 10/1/02

Below are a number of dates you should be aware of if you are applying for an internship for the academic year 2003-2004. If you have *any* questions or concerns, please do not hesitate to contact me at Ext. 207 or drop by my office.

This year, the Clinical Training Office is trying its best to cut down on paperwork. All the necessary forms that need to be filled out will be posted on the web by mid-October. Please download and print the appropriate forms to be turned in. To help meet "due" dates, you may fax in paperwork (510.215.0299). Any feedback on this new system is greatly appreciated!

To help guide you through the process please check out the APPIC website (www.appic.org) and CAPIC (www.capic.net) websites. The APPIC/APA website contains the application, site directory and various dates. The library has several copies of the latest APPIC directory of sites. The CAPIC website also contains the application and event dates. The CAPIC site directory is available in the computer lab and the DOCT office to photocopy. If you are uncertain about whether to apply for APA/APPIC or CAPIC internships, schedule a time to meet with me on Monday, Tuesday or Thursday. If you need help with career planning, improving your CV, enhancing your interviewing skills, site selection, or coping with the anxiety all of this may raise, please feel free to call me or make an appointment to get help.

Important Dates

If you are applying for an APA/APPIC internship:

September - November

APPIC/APA. Select at least 15 sites. Acquaint yourself with website, call sites to request brochures about their internship training program, and schedule conference with Dr. Tellier. Bring copy of CV, list of selected sites, brochures on sites, essays, and questions about APPIC application to meeting.

Revise CV, essays and cover letters as warranted.

Complete the following 1 month before application mailing date:

- **Verification of Internship Readiness** form. Complete questions 1-7 on Part 2 of the application form and submit to Dr. Tellier at the same time.
- **Order transcripts from the Registrar.**
- **Request letters of recommendation and follow-up to insure they are completed on time.**

October - December

Send application materials to APPIC/APA Internship agencies by the deadlines they specify. Please be sure to check site to determine deadlines.

October - January

Seek interview coaching from Dr. Tellier at least 2 weeks before interview. Attend interviews, send follow-up letters.

February 5, 2003

Deadline for submitting APPIC/APA Rank Order List with \$80 Match Fee.

February 21, 2003

Informed if you have been matched to an internship but not told where. Contact Dr. Tellier immediately to let her know your status.

February 24, 2003

APPIC/APA Match Day

February 25, 2003

APPIC/APA Clearinghouse opens. Inform Dr. Tellier of your placement or discuss ways she can help you.

Important Dates

If you are applying for a CAPIC internship:

November 15, 2002

CAPIC Internship Fair

December – February

Select at least 6 - 9 sites. Call sites to request brochures about their internship training program, and schedule conference with Dr. Tellier. Bring copy of CV, list of selected sites, brochures on sites, essays, and questions about CAPIC application to meeting.

Revise CV, essays and cover letters as warranted.

January 15, 2003

Complete the following:

- **Verification of Internship Readiness** form and submit to Dr. Tellier.
- **Order transcripts from the Registrar.**
- **Request letters of recommendation and follow-up to insure they are completed on time.**

February – April

Interviews, follow-up letters (See Dr. Tellier for coaching or assistance).

March 3, 2003

Deadline for submitting CAPIC applications to sites.

April 7, 2003

CAPIC Notification Day

April 8, 2003

CAPIC Clearinghouse opens.

April 15, 2003

Fill out “Outcome of Interview” to inform us of your internship site. Turn in to Dr. Tellier. **No luck?** Please make an individual appointment with Dr. Tellier to discuss course of action.