



# **Welcome Clinical PsyD Students**

**Field Education**

# 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 substantial clinical experience.

## Social Responsibility

Educate providers to meet a diverse society's evolving mental health needs including cultural competence and language training. Develop programs and partnerships to ensure access to mental health care for all persons.

## Personal Growth

Foster a supportive, challenging and available learning environment that pays careful attention to personal and professional development.



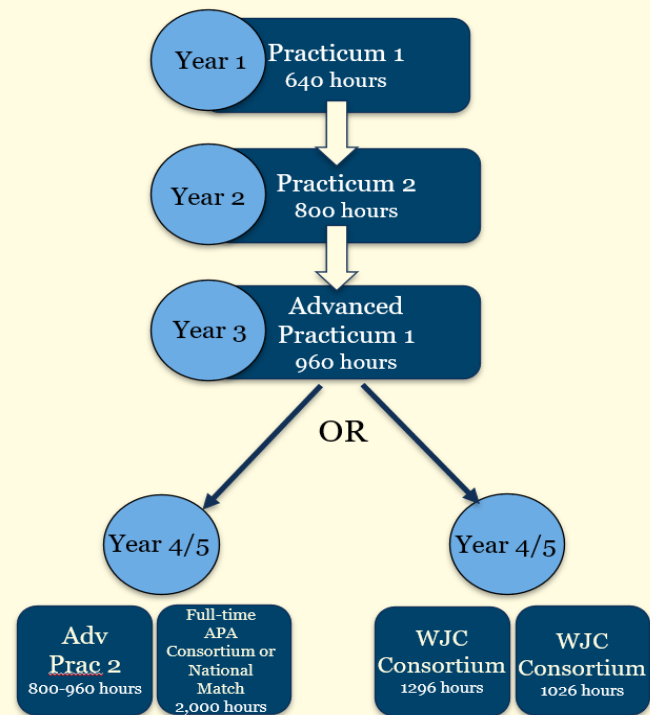
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# Field Education Training Model

- 5 year training model
- Combines academics, clinical training, and research
- Model meets APA accreditation requirements and prepares you to become a licensed clinical psychologist.
- Unique to WJC – you begin clinical training during your 1<sup>st</sup> year!
- For those who are approved for Advanced Standing, your program will be 4 years.

## WJC Five Year Plan



# Logistics

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- Owning a car is highly encouraged in order to be a student at WJC. Our training sites are located within 90 minutes of the school and we cannot guarantee where you will secure a placement or if it will be on public transportation.
- Students at William James College have a variety of backgrounds and pursue different training and career paths throughout their time at WJC.
- It is not necessary to pursue a concentration.
- We have an online program to track your training hours.
- We offer APA preparation classes to help prepare you for the National Match

# Immersion Programs



In November, all eligible students will receive an email inviting you to answer a Qualtrics survey regarding your choices and availability to participate in the immersion programs (international and local) and requesting travel information.

# *Field Education Training Model: Years 1 and 2*

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## **Year 1 Students**

- 16-18 hours/week over 42 weeks.
- 640 hours minimum
- 1 hour of supervision per week
- 25% (minimum) and 60% (maximum) of your time at site will be spent directly working with clients.

## **Year 2 (and Advanced Standing) Students**

- 20-24 hours/week over 42 weeks.
- 800 hours minimum
- 1 hour of supervision per week
- 25% (minimum) and 60% (maximum) of your time at site will be spent directly working with clients.

Practicum Students can be supervised by the following licensed professionals who must be on site while trainees are delivering direct clinical services: Licensed Psychologist HSP, LICSW, LMHC, LMFT, license-eligible Psychiatrist or Board-Certified Psychiatrist



# Timeline

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- January/February/March – interviews and accepting of offers to attend the PsyD Program at WJC.
- February/March/June – after accepting your offer, paying your deposit, and setting up your WJC email, you will immediately hear from Field Education at your WJC email address to begin your site search process, which will then continue until you have secured a practicum site placement for your first year.
- June and July – Register for class and enjoy your summer!
- August – WJC Orientation

***The sooner you meet with Field Education the wider variety of sites you will have to choose from!***



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# Site Search Steps

Once you accept placement in our program, pay your deposit, and set up your WJC email, Field Education will reach out to you at your WJC email address to begin the site search process. There are just 4 easy steps to follow!

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**STEP 1 | Field Education Survey**

**STEP 2 | Review PowerPoint**

**STEP 3 | Submit Cover Letter & Resume ASAP!**

**STEP 4 | Choose 5 Sites to Apply To**





# Site Search Steps, Continued...

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## **STEP 1 | Field Education Survey**

Please begin by completing the field education survey by clicking the Sonia survey link at the bottom of the welcome email you received from Field Education in your WJC inbox.

## **STEP 2 | Review PowerPoint**

The next step is to review this PowerPoint presentation on the WJC website in full.

## **STEP 3 | Submit Cover Letter & Resume ASAP!**

Please refer to the Sample Cover Letter and Resume attached to the welcome email that is sent to you.

We strongly encourage you within one-to-two weeks of receiving this email to please submit your resume and sample cover letter (**both in Microsoft Word**) to [FPClinicalYear1@williamjames.edu](mailto:FPClinicalYear1@williamjames.edu).

**\*\*The review and approval of your cover letter and resume must be completed prior to moving onto Step #4. Thus, the sooner these materials are received and approved, the sooner you can begin applying to sites! \*\***



# Site Search Steps, Continued...

## STEP 4 | Choose 5 Sites to Apply To

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- Schedule a one-on-one Zoom meeting with Dr. Karen Stufflebeam, Associate Director of Field Education.
- This meeting can only be scheduled AFTER your cover letter and resume have been submitted and reviewed by the Field Education Department Coordinator. Once those materials are approved, you will be sent instructions for scheduling your individual session with Dr. Stufflebeam to learn about training opportunities and choose 5 sites to apply to.
- In preparation for this individual appointment, you will receive in the email that confirms completion of your cover letter and resume two more important items:
  - Please be sure to take some time before your meeting with Dr. Stufflebeam to use the provided link in the email to review and familiarize yourself with the video Powerpoint summarizing important points of the site search process from Dr. Stufflebeam. This presentation is different than the one on the WJC website and must be viewed in order for you to be fully prepared to meet with Dr. Stufflebeam.
  - Also, review the attached Sonia Student Reference Manual and log in to the Sonia database that contains an approved practicum site list to review. Your individual meeting time with Dr. Stufflebeam will focus on the Sonia database of training sites and your specific list of sites to possibly apply to. We will discuss placement options that will represent a variety of interesting and diverse field training experiences.

**\*\*\* This is a professional meeting. You should come prepared based on the above instructions and dress accordingly. If you have not logged into Sonia, watched the video, or cannot show up professionally, please reschedule.\*\*\***

# Let Us Help You Write a Professional Resume and Cover Letter!

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# Resume

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**Please reference the Sample Resume that was attached in your welcome email from Field Education.**

**Moving forward, you should only be using your William James College email address for correspondence with sites and Field Education!**

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



# Resume, continued...

## HEADER

Name and contact information; **use William James College email address**

## EDUCATION

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

## 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

## 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

<b>Clinical Student</b> 101 Broadway Road Newton, MA 02459 444-123-1234 clinical_student@williamjames.edu	
<b>EDUCATION</b>	
<b>William James College</b> Doctoral Student in Clinical Psychology (PsyD); APA Accredited Program	Newton, MA Beginning August 2020
<b>Boston University</b> Bachelor of Arts in Psychology Research Project: (Insert title or brief description here) Honors: (If applicable, place here.)	Boston, MA May 2019
<b>RELEVANT EXPERIENCE</b>	
<b>McLean Hospital</b> Undergraduate Intern • Provided.... • Collaborated with.... • Delivered.... • Co-facilitated.... • Assisted....	Belmont, MA May 2017 – May 2018
<b>RELATED EXPERIENCE</b>	
<b>Boston University</b> Admissions Counselor • Manage.... • Support.... • Facilitate.... • Assist.... • Create....	Boston, MA June 2016 - present
<b>Brookline High School</b> ESL Tutor • Advised.... • Coordinated....	Brookline, MA January 2012 - June 2013
<b>ADDITIONAL EXPERIENCE</b>	
<b>Charles River Canoe &amp; Kayak</b> Boat Rental Associate • Managed.... • Guided.... •	Waltham, MA June 2011 - August 2011
<b>LANGUAGE SKILLS</b>	
• Fluent in reading, writing, and speaking Spanish • Proficient in spoken Italian	

# Resume Tips

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**1. Typos**

Frequent editing of resumes often results in grammatical, punctuation, and/or formatting errors. Many make mistakes in dates. Some leave evidence of “track changes.” Be sure to proofread carefully.

**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.

**3. Formatting**

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

**4. Confidential or unnecessary personal information**

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

**5. Avoid misunderstandings**

Focus on accuracy: dates, degrees earned, clear position titles, honors received, etc.



# Cover Letter

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1. Introduction: who you are and the purpose of the letter
  2. Summarize experience as a complement to the resume. Emphasize the skills, experiences and interests you would bring with a focus on EACH specific training site.
  3. Explain interest in specific clinical training site: Study what we send you and research each site's webpage. You 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.
- We strongly suggest that your cover letter be accurate, clear and brief.
  - Please proofread all your materials and be sure to:
    - (a) Match your resume to your cover letter
    - (b) Use the correct spelling of contact person's name, pronouns, degree, etc.
    - (c) Pay attention to the information for the organization
  - Mistakes seen too many times:
    - (a) Sending the cover letter and resume to the wrong site
    - (b) Not changing information or site names in the body of the cover letter before sending



## *Resume and Cover Letter*

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Once you have updated your resume and cover letter, please submit to the following email address: [FPClinicalYear1@williamjames.edu](mailto:FPClinicalYear1@williamjames.edu)

Once your materials are reviewed and approved, you will then be given instructions on how to set up an appointment with Field Education.

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

As an FYI, the three letters of recommendation you used in your application to get into the school will be the same letters you use when applying to sites. We will have a copy of them ready for you in Sonia once your resume and cover letter have been reviewed if the recommender approved them for your use in field site applications.





So your resume and cover letter are approved and you've done all the prep work for the meeting you scheduled with Dr. Stufflebeam... now what?

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# Introduction to Field Education Meeting with Dr. Karen Stufflebeam, Associate Director of Field Education

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- Dr. Stufflebeam is looking forward to meeting with each and every one of you individually. She'll review your resume, the survey you filled out, and any other relevant information about you prior to your meeting together.
- You should come prepared:
  - dressed professionally
  - having watched the video supplied by Ms. Bourgeois, Field Education Department Coordinator
  - Having logged into Sonia and written down 5 sites you might be interested in applying to.



# Application Process

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- Only use your William James College email account to correspond with Dr. Stufflebeam and the training sites you apply to.
- Just remember “5 x 5 x 5”
  - You may have a maximum of 5 active applications going at any one time.
  - Within 5 days of meeting with Dr. Stufflebeam, you will...
  - Apply to the 5 sites you pick out with Dr. Stufflebeam.
- Please address the contacts at the training sites by their proper title (Dr., Ms. Mr.) and note their degree (e.g., Psy.D. versus Ph.D.).
- Your Letters of Recommendation are uploaded into Sonia for use with your application.
- Please send a separate follow-up email 2 business days after applying to a site asking for a confirmation that they received your application.
- On average, it takes an incoming student an average of 10-30 days after meeting with Dr. Stufflebeam to apply, interview, and accept an offer to train at a site.



# Interview Process

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- Please treat your interviews like a job interview!
  - Make sure you have good lighting on your face if the interview is over Zoom.
  - Make sure you are wearing interview/business wear appropriate attire (e.g., suit jacket).
- Prepare for your interview like you would a job interview.
  - Research the training site's website, social media, Sonia profile, etc. In other words, know what the site does and who they treat!
  - Come prepared with questions to ask them about their site and their training program.
  - Send a thank you note within 24 hours after the interview.

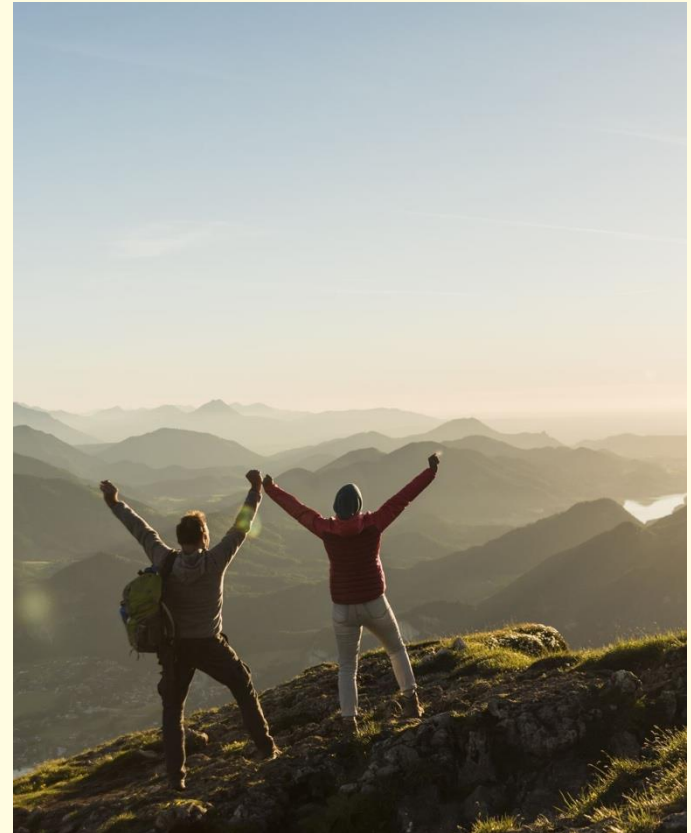




# Offer Process

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- You can accept an offer from a training site at any time!
- You do not have to...
  - Interview at all 5 sites before making a decision.
  - Consult with Dr. Stufflebeam before making a decision.
- You should not...
  - Hold on to an offer too long or more than one offer at a time.
  - Not honor a deadline a site gives you to respond to their offer.
  - Wait for an offer to come in at a much later time (e.g., mid-July).
- **Once you accept an offer to train at a site it is a binding commitment for you to train with them and for them to train you!**
- Once you accept an offer to train at a site, immediately email Dr. Stufflebeam and let her know where you've accepted.



# You're Done! What Do You Do Now?

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1. Email Dr. Stufflebeam where you accepted an offer from.
2. Immediately withdraw all other applications (even if you have not heard back from a site) and cancel any other interviews you might have scheduled.
3. Ask your new training site what days/times they require you to be on site, if they need a CORI, proof of vaccinations, etc.
4. Take this information and bring it to our 'Enrollment and Program Manager' and register for classes. She will design your class schedule around your training schedule.
5. Enjoy your spring and summer!



# Orientation

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- All 1<sup>st</sup> year and Advanced Standing students are required to attend Orientation in late August.
- Classes typically start 1-2 weeks after Orientation.
- You cannot start at your training site until after Orientation is completed. Most students start at their site in late August/early September.



We look forward to working with you as you start your journey in the doctoral program!

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