NYNJADOT- PSYDNYS EXTERNSHIP GUIDELINES FOR 2020-21

REGISTRATION FOR THE NYNJADOT/PSYDNYS EXTERNSHIP PROCESS IS OPEN ONLY TO DOCTORAL STUDENTS IN NYNJADOT-MEMBER DOCTORAL PROGRAMS, and OTHER APA-ACCREDITED PROGRAMS. STUDENTS ENROLLED IN NON-APA ACCREDITED PROGRAMS ARE NOT PERMITTED TO PARTICIPATE IN THIS PROCESS.

All Externship sites are expected to adhere to these minimally acceptable standards for externship:

a. 16 hrs/ week – in no more than two days (if modified, permission of Program Director/DCT required).

b. Direct observation at least once during each semester (APA’s Implementing Regulation C-14-D (IR C-14-D)).

c. Live supervision “on site” – at least one hour of face to face, individual supervision and another hour of “other” types of supervision.

d. Externship must have a stated didactic component to the training – specifics are not mandated.

e. Sites should update their WIKI information prior to November 15. Sites should include number of positions that are offered by the placement and number of hours required. The URL for the APA Portal is: nynjadot.apa.org. This is also the URL for first time registrants.

f. Students’ documents will be uploaded into one PDF file. Consequently, sites must specify the type of documents they want students to upload. It may be helpful if the site also specifies the order in which the documents are to be uploaded. For example: eligibility letter, cover letter, CV, assessment report or case summary, letters of recommendation, unofficial transcript, etc.

GENERAL INFORMATION:

1. The Portal will open on Jan 13. Not all sites will use the Portal. If a site does not use the Portal, they should stipulate the process for receiving student materials.

2. Students can upload their materials from Jan 13- Jan 31. All student materials should be uploaded into one PDF – each site will determine the specific materials required.

3. Students will receive feedback FROM THE PORTAL that all their materials have been uploaded to the portal.

4. OFFERS FOR INTERVIEWS CAN BEGIN TO BE SCHEDULED ON JAN 13. HOWEVER, THE EARLIEST DATE ON WHICH INTERVIEWS CAN OCCUR IS FEBRUARY 3. INTERVIEWS WILL OCCUR BETWEEN FEB 3 AND FEB 28.

5. Students can upload additional applications, with their DCT’s approval, on or after February 17. By this date students will have a fair sense of the number of interviews that will be offered to them.

6. The Match will occur on Monday, March 2. (See below for details).

7. Students should check the Portal for information about openings during the MATCH DAY. Sites will be able to “suspend” their site when they have filled all of their positions. The “suspension” will temporarily remove the site from the Directory, so as to inform the remaining applicants that they are no longer being considered.
8. Phase 2: New applications can be sent at 9 am on March 4.

9. PLEASE USE THE FOLLOWING EMAIL ADDRESS TO CONTACT THE COORDINATORS OF THE EXTERNSHIP PROCESS AND MATCH: nynjadot@gmail.com

STUDENTS:

Students will be permitted to Register and search the Externship Directory at any time with the understanding that many sites may not yet have updated their information. However, students will be NOT be permitted to upload any documents prior to January 13, 2020. Students who upload their materials prior to that date will be acting in an unprofessional manner and will be treated as such by their programs.

Students who registered for the 2019-20 externship process do not need to re-register; but need to upload required documents

1. Students should insert their DCT’s name, email address and phone numbers on their CVs. It is advisable for students to indicate the days of the week that they are available for externship and the day/s that they are not able to attend.

2. Students must confirm receipt of any interview offer by emailing the Externship Coordinator at the site and their DCT.

3. Once a student accepts an externship offer, on March 2 or after, he/she should inform their DCTs of their decision, and then withdraw from all sites where they were granted interviews.

4. Students should check their SPAM folders to ascertain if any interview or acceptance offer has been directed to SPAM.

5. Students should ask for letters of recommendation from their faculty or others as early as possible in the semester.

6. No Thank You Notes: Students are not to send “Thank you” notes to their interviewers or to other professionals at the externship site.

7. As of February 17, applicants can contact sites (via email) and inquire if they are still being considered for an interview. Students should consult their DCTs before they send the email.

8. Students applying for PRE-DOCTORAL INTERNSHIP (through the APPIC Match or otherwise) MUST ATTEST, on their externship application, that they are applying for internship concurrent with the application for externship. These students must receive their DCT’s approval to apply for externship concurrent with internship. Externship sites should state their position about such applications on their website and WIKI site.
EXTERNSHIP COORDINATORS:

All interview offers must be made via email. All offers for externship positions must be made via email.

9. **It is recommended that** Externship Coordinators **set a specific date when they will stop accepting applications.** This information can be posted on their Portal pages. Of course, you will be able to change the date as is warranted.

10. Each site should determine how it wants to receive letters of recommendation (through portal, separate email from recommender or otherwise). Some recommenders will not permit students to see their letters of recommendation. In such cases please specify if site prefers to receive the letters via regular mail or email. In which case, please provide address, contact person’s name and email address.

11. **Every site MUST designate at least one person who will serve as the contact person for the site. Insert an email address for the contact person, on the site’s web pages.**

12. It is recommended that Externship Coordinators provide information on their Directory page as to whether attending the externship will reduce, increase, or have no impact on the students’ chances of attending that site’s internship. For example, some sites may accept students for internship who have externed at their site and others do not. Some will accept a student if there is a one-year gap between the externship and internship experiences; some will accept without a gap year. It is recommended that the externship site make their policy transparent.

13. Externship Coordinators should state, on their webpage and Directory site, whether the site is willing to interview students who are concurrently applying for internship.

14. Externship Coordinators need to cc (via email only) DCTs on all interview offers, acceptances, and rejections.

15. Externship Coordinators are strongly encouraged to post their interviewing time frame.

DCTs:

16. DCTs should affirm their students’ rankings prior to Match day.

17. Eligibility letters should state if the student is applying for both externship and internship during the current cycle.
18. **DCTs will provide Letters of Eligibility that specify the number of hours and number of days/week that students can attend externship.**

19. **Number of hours that students are permitted to complete on externship:**
Students who are applying for their first or second externship are permitted to complete no more than 16 hours per week on two days of externship. Students who are applying for their third or fourth externships are permitted to complete no more than 20 hours per week on externship.

20. **DCTs will oversee their students’ compliance with all the guidelines – and specifically, adherence to the policies concerning acceptance and rejection of offers.**

21. **Limiting the number of student applications:**
   a. **DCTs are to place limits on the number of applications** that students can initially submit (from Jan 13- January 31). Students applying for a clinical externship for the first time are permitted to apply to no more than ten sites. Students applying for their 2nd clinical externship can apply to no more than eight sites; students applying for their 3rd externship are permitted to apply to no more than eight sites.
   b. **After Feb 17,** DCTs will discuss the usefulness of additional submissions with their students (second wave of applications)

**THE MATCH:**

The Match will begin at 9:00 on March 2, 2020. All offers must be made by e-mail.

If an offer is made on Monday, March 2 between 9 am and 4 pm, the student must make a decision about the offer within 3 hours of receiving it. They must either accept or decline the offer within three hours.

If the offer is received after 3pm the student has until 9 am on Tuesday morning to accept or decline the offer.

A student may only hold on to one offer at a time. A decision about a second offer must be made immediately upon receiving it.

The rules will be suspended after 9 am on Tuesday, March 3. New offers can be made until 5pm on any day.

**SITES will be able to “suspend“ their site when they have filled all of their positions. The “suspension” will temporarily remove the site from the Directory, so as to inform the remaining applicants that they are no longer being considered.**