**CPSY Externships:**

A student is interested in pursuing a specific clinical opportunity outside of required practicum.

Meet with your advisor:
1. Review externship agreement template; and
2. Review program sanctioned hours request form - both located on Resources webpage under practicum and externship forms: [https://cpsy.uoregon.edu/](https://cpsy.uoregon.edu/)

Has student passed (or will pass) Adult Prac?
- **Yes**
- **No**

Will the student be a 3rd year at time of the experience?
- **Yes**
- **No**

If the opportunity is not appropriate for an externship but is <10 hours weekly and not late afternoon or evening and advisor approves.

Consult with faculty on suitability as an externship site.
- **Yes**
- **No**

There should be a COE-agency contract in place but be sure there is (advisor can check with program director, DCT, or directly ask Chris Hoffman). If there isn’t, initiate contract if the externship will be approved by advisor, PD, or DCT. Proceed to other criteria for externship.

Have CPSY students recently (past 2 years) done externships at that site?
- **Yes**
- **No**

Proceed to other criteria for externship

If faculty agrees it is suitable and student otherwise ok’d, contact Chris Hoffman to initiate contract. Proceed to other criteria for externship.

Consult with faculty on suitability as an externship site.

If faculty deems the site unsuitable, advise student to seek other options.

Go to

**Program Sanctioned Experiences**

These are paid or unpaid experiences that generate Direct Service, Assessment, or Other Hours (that could be counted on internship application) obtained outside the context of the following: a credit-bearing externship, GE direct service activities, or other clinical experiences (e.g. interventions) that are directly supervised by a faculty member who is a licensed psychologist.

If faculty member directly supervises the experience and is not a licensed psychologist, seek program sanction for these hours. After advisor and DCT approval and before beginning the experience, show Program Sanction Request form to supervisor and be sure they agree the experience will be able to meet the specific requirements. Submit request form upon completion of experience, or, if continuing this experience as they apply for internship, obtain sanction for the hours you will count in your internship application up to Nov 1. Obtain sanction for remaining hours before departing for internship.

Examples of program sanctioned hours experiences
- Assessment administration and write up as a paid position, working for a licensed psychologist
- Therapy provided via a paid position, delivered under supervision of a licensed psychologist, or with advisor and DCT approval, a licensed mental health provider

These experiences would NOT require program sanctioned hours paperwork
- conducting psychoeducational group or individual mental health and academic supports to students as part of GE duties (but student should obtain supervisor signature on documentation of these hours prior to submitting APPI to DCT for internship application)
- conducting after school intervention with high school students under supervision of faculty member who is a licensed psychologist (but student should obtain supervisor signature on documentation of these hours prior to submitting APPI to DCT for internship application)

COE contract in place, advisor oks. Student completes externship agreement template with prospective externship site supervisor, works out specifics (duties, expectations), supervisor and advisor and PD or DCT sign. Signed agreement is sent to externship instructor of record, student, supervisor, Danette, and stored (Nel20, student file electronic and paper). Student registers for corresponding number of externship credits. Exception: for summer externships register ONLY for 1 externship credit.