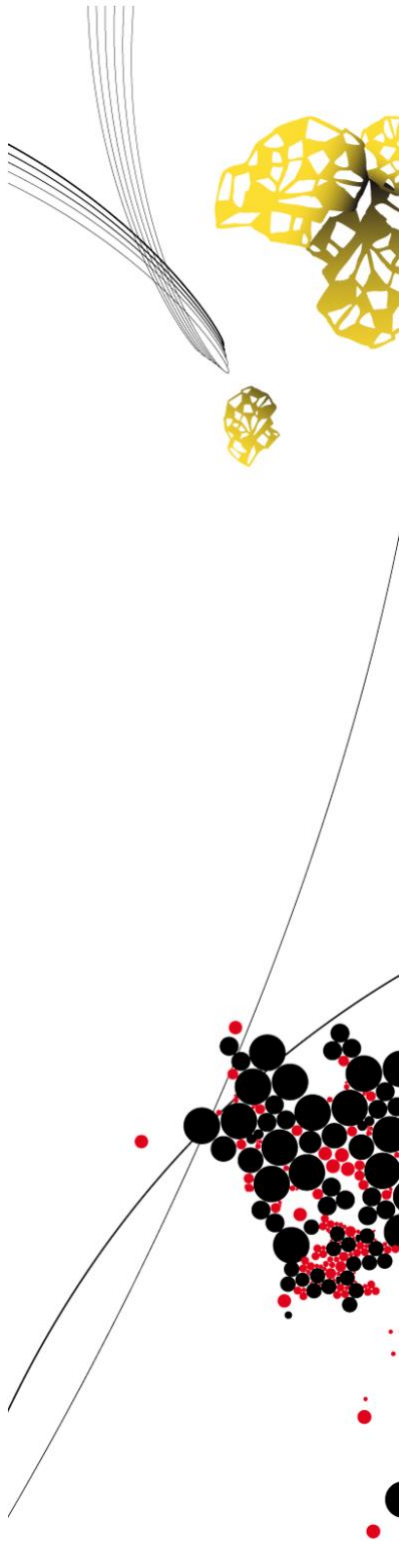


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Internship guide for students and internship institutions

**Clinical Internship Master's programme
Positive Clinical Psychology and
Technology**

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Introduction

This guide is intended for students and supervisors of students taking a Master of Science in psychology (PCPT) and who are starting their **clinical** internship. During these internships, students will be assigned an **internal supervisor** and an **external supervisor**. The internal supervisor is the assigned University of Twente (UT) supervisor, while the external supervisor is the supervisor from the internship institution. The goal of this guide is to clarify the procedure of the internship for students and internship institutions.

We hope that this guide will contribute to a successful internship. In case of any uncertainty, questions or problems, please do not hesitate to contact the internship supervisors via internship-pcpt-bms@utwente.nl.

Best wishes,

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The clinical internship

Background

An internship refers to a period in which interns put their acquired knowledge and skills into practice under the supervision of their internal and external supervisors. The internship allows students to familiarize themselves with the work field, to gain work experience and to increase their network. They also get the opportunity to practise with consultation, evaluation and reporting as well as with intake interviews, therapeutic techniques and teamwork. These skills form the basis for working independently as a psychologist. Besides gaining practical experience, it is important that students can behave in an 'academic manner' in the practical environment. This means that students not only participate in the organization's activities but also spend some time deepening their knowledge by consulting academic and relevant literature.

The clinical internship as part of the PCPT Master

The total duration of the internship amounts to 532 hours. The Master's programme is structured as follows:

Semester 1		Semester 2	
Block 1A	Block 1B	Block 2A	Block 2B
Positive clinical psychology (7 EC)	Positive behavioral therapy (7.5 EC)	Internship PCPT (19 EC clinical – or 10 EC non-clinical internship)	
Compassionate technology (7.5 EC)	Personal Reflection & Development (2.5 EC)		
	Advanced Research Methods (2,5 EC)		
	Master thesis PPT (14 EC) or 23 EC thesis		

Activities

During the internship, students will perform above mentioned activities which are part of a psychologist's work. The student is supposed to start with observing the conduction of different tasks and to, step by step, take on more responsibility him-/herself. Towards the end, the student should be able to perform (parts of) intake interviews, and a range of diagnostic and treatment activities (under supervision).

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Learning objectives for the clinical internship

The internship activities differ per internship institution. Students must be able to achieve the following learning objectives:

Diagnostic skills

Students are able to...

- independently take a medical history/anamnesis of the client and/or from their environment
- independently formulate diagnostic hypotheses with theoretical substantiation
- independently compile a battery of tests and conduct diagnostic research
- critically and analytically consider research results
- draw conclusions and make recommendations connected to the research question
- conduct a final interview: discuss research results with the client and give advice for the future

Treatment skills

Students are able to...

- draw up a treatment plan in a clinical setting, based on knowledge of treatment options and current theories
- apply their clinical knowledge in the treatment setting
- treat clients individually (under supervision)
- be the (co-) therapist in group sessions (under supervision)

Professional attitude and skills

Students are able to...

- perform the role of a (junior) therapist professionally. This includes adopting an appropriate work attitude and using relevant professional skills (towards both the internship organization and the University of Twente)

Academic skills

Students are able to...

- connect theory and practice in a knowledgeable and insightful manner

! NOTE:

The basic assumption is that a student has spent a considerable amount of the internship hours on diagnosis, indication and treatment - not only as an observer but as a (co-)therapist (under supervision). If this requirement cannot or cannot fully be met, the assessor may decide not to assess the internship or, if this applies to a limited extent, to take this into account in the grading. The internal supervisor may be consulted in case the student doubts the possibilities to obtain the learning objectives. However, it's the responsibility of the student to be watchful of this before and during the internship.

Assessment

Due to the complexity of an internship and a setup that may differ between internship institutions, the internship will be graded in a rather holistic way. Below is a table with all learning objectives and an overview of the documents/ meetings that will be considered in grading that specific part. The weighing of the different components is indicated in the right column.

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Learning objectives	Assessment criteria	Assessed through
Diagnostic skills Students are able to...		<i>Weight: 30%</i>
- independently take a medical history/anamnesis of the client and/or from their environment	> independently take a medical history/anamnesis from the client and/or from their environment	Internship report, case report, logbook, reflections, work visits, evaluation external supervisor
- independently formulate diagnostic hypotheses with theoretical substantiation	> independently formulate diagnostic hypotheses with theoretical substantiation	
- independently compile a battery of tests and conduct diagnostic research	> independently compile a battery of tests and conduct diagnostic research	
- critically and analytically consider research results	> critically and analytically consider research results	
- draw conclusions and make recommendations connected to the research question	> draw conclusions and make recommendations connected to the research question	
- conduct a final interview: discuss research results with the client and give advice for the future	> conduct a final interview: discuss research results with the client and give advice for the future	
Treatment skills Students are able to...		<i>Weight: 30%</i>
- draw up a treatment plan in a clinical setting, based on knowledge of treatment options and current theories	> draw up a treatment plan in a clinical setting, based on knowledge of treatment options and current theories	Internship report, logbook, reflections, work visits, evaluation external supervisor
- apply their clinical knowledge in the treatment setting	> apply their clinical knowledge in the treatment setting	
- treat clients individually (under supervision)	> treat clients individually (under supervision)	
- be the (co-) therapist in group sessions (under supervision)	> be the (co-) therapist in group sessions (under supervision)	

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Professional attitude & skills Students are able to...		Weight: 20%
- perform the role of a (junior) therapist professionally. This includes adopting an appropriate work attitude and using relevant professional skills (towards both the internship organization and the University of Twente)	> reflect on personal experiences and derive insights and learning points from these reflections	Work visits, evaluation external supervisor, reflections, internship report
	> handle feedback	
	> deal with stress or difficult situations	
	> cooperate in a multidisciplinary team setting	
	> actively contribute during supervision	
	> adequately structure and plan their work	
	> work sufficiently autonomous as a junior psychologist	
	> be sufficiently flexible to adjust to the daily practice	
Academic skills Students are able to...		Weight: 20%
- connect theory and practice in a knowledgeable and insightful manner	> connect theory and practice in a knowledgeable and insightful manner	Internship report

Agreements

Prior to the internship period, an agreement (see appendix 1) will be signed. This agreement must be signed by three parties: the intern, the internship institution (external supervisor) and the University of Twente (internal supervisor). Institutions are free to use their own contract, instead of the UT contract or as an addition. In case no UT contract is used, it is the student's responsibility to make agreements that correspond with the UT contract. In some cases students may be required to sign a confidentiality agreement stating that they will not disclose any information about the organization. Such a confidentiality agreement must always allow for an internship report to be made available to the educational programme. However, restrictions may apply to the extent to which the report is accessible to third parties.

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Costs

Any additional costs that arise from the internship must be covered by the student or (if applicable) by the internship institution. This also applies to, for example, required vaccinations or the VOG (polizeiliches Führungszeugnis).

Illness and holidays

In case of illness during the internship period, students must report sick to the external supervisor. In case the student is absent for more than 5 working days, this has to be reported to the internal supervisor. The internship period could possibly be extended, alternatively the internship may not be counted (in ECs) or only partly.

The student is allowed to take 40 hours of holidays based on the 532 hours of internship (which is one week when doing a fulltime internship) after consulting with their internal and external supervisor. Days off do not count as internship time. The internship has to be extended for the amount of hours/days that have been taken.

Procedures

During the internship:

- The total duration of the internship amounts to 532 hours.
- Days off do not count as internship time. Participation in every intervision meeting (former return days) accounts for 8 hours of internship (32 hours in total).
- Time spent writing the internship report (including the case report) does not count as internship time.
- Three out of the four intervision meetings have to be attended of which the 4th is mandatory.
- The internal supervisor will have two (online) evaluation meetings with the external supervisor and the student to discuss progress and experiences. The student is in charge of planning these meetings and needs to discuss possibilities with both internal and external supervisor. The meetings will take around 30 to 45 minutes.
 - The first evaluation meeting is supposed to take place between week 4 and week 6 of the internship. During that meeting, the learning objectives will be discussed.
 - The second evaluation meeting is supposed to take place towards the end of the internship (e.g. during the last or second to last week of internship). The evaluation form, filled out by the external supervisor, has to be handed in prior to that meeting and will stand central. In addition, the student has to hand in a first version of their logbook and internship report, which can range from bulletpoints to a full draft and depends on the progress of the student (the aim of this is to give the internal supervisor an impression of the progress of the student).

At the end of the internship

- The students has to hand in the logbook and internship report. Please see the activity overview on Canvas for further information and instructions.

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- There is no set deadline for handing in the internship report and logbook. This has to be discussed individually with the internal supervisor. The student has to take initiative in this. When agreeing on a deadline for the report, the planning of the colloquium has to be considered: The grade of the internship has to be registered before the colloquium can take place. It is usually calculated with 2 weeks between submitting the report and the date of the colloquium (due to the grading and processes of BOZ).

Problems during the internship

- If the internal and external supervisors agree on the internship being insufficient, the student must redo the internship (in the same or in a different institution).
- The external supervisor is allowed to terminate the internship if the students' performance gives rise to do so. In that case the internal supervisor has to be informed about the decision and the underlying reasons.
- In case of problems during the internship, students have to contact the external and internal supervisor before terminating the internship.
- The internal supervisor can be consulted in case of any issues between the student and the external supervisor.

Supervision at the internship institution

- The external supervisor has to be a psychologist. This includes functions such as, for example, psychotherapists, Psychotherapeuten in Ausbildung, basispsychologen, GZ-psychologen, klinische psychologen, orthopedagogen (generalist). Psychiatrists, social workers or nursing staff do not qualify as supervisors for the clinical internship as part of the psychology Master.
- The time spent on supervision is expected to be one hour a week. It is important that supervision meetings take place on a regular basis. In general, the student must be given sufficient opportunity to ask questions or discuss matters related to content or their performance.
- The external supervisor gives the intern the opportunity to familiarize himself/herself with the organization by making relevant information accessible, providing information on the relevant background of and developments in the organization, by putting the intern in touch with colleagues, and at a later stage, by helping the student in structuring his/her experiences and providing specific guidance: assignments, suggestions, feedback, etc.

Many thanks for your supervision during the internship.

In case of uncertainty, questions or problems during the internship period, please contact the internship supervisors via internship-pcpt-bms@utwente.nl.

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Appendix 1:

Internship agreement

(to be submitted to the internal and external supervisors)

Student's name:

Address during internship:

Postcode and town/city:

Telephone:

E-mail:

Student number:

Internship organization:

Postal address of internship organization:

Postcode and town/city:

Visiting address of internship organization:

Telephone:

E-mail:

External supervisor:

Position of external supervisor:

Telephone:

E-mail:

University of Twente.

Internal supervisor/internship adviser:

Telephone:

E-mail:

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The following agreement was drawn up between the organization offering the internship and the Psychology student from the University of Twente:

Article 1.

The organization offering the internship enables the intern to do an internship within the framework of his/her educational programme in the period

from _____ to _____ for _____ hours a week

work days _____ working hours

at _____ department/unit:

Article 2.

The organization offering the internship provides the intern with the opportunity to obtain the Basic Certificate in Psychological Evaluation in accordance with the requirements set by the Dutch Association of Psychologists (NIP), unless agreed otherwise with the University of Twente.

Article 3.

The organization offering the internship provides the intern with the instructions, resources, work space and other facilities required to properly carry out the internship, during the time agreed for the internship.

The following was agreed with the intern:

- Workplace:

- Internship compensation: _____ per month [] gross / [] net

- to be deducted from this:

- Holiday allowance entitlement: [] no / [] yes, €

- Sickness/absence scheme:

- Travel allowance: € _____ per

- Facilities:

- Scheme for leave:

(special leave, for visit to University of Twente, etc.)

- Other:

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Article 4.

The internship organization appoints an external supervisor (registered or clinical psychologist) who is responsible for looking after, supervising and monitoring the intern, as well as maintaining contact with the internal supervisor from the University of Twente.

Article 5.

The external supervisor provides at least 1 hour of supervision a week in the institution.

Article 6.

The organization offering the internship takes into account any return days planned for the programme and other activities in the context of the degree programme which are compulsory for the intern and enables the intern to participate in them.

Article 7.

The organization offering the internship will charge the intern with work that is appropriate:

- within the purpose of the internship and the educational profile of the Psychology programme;
- to the knowledge and skills level of the intern;
- in the available time (basic amount of time spent: 532 hours, including reporting and return days).

Article 8.

The intern discusses the internship report with the external supervisor. If the external supervisor is unable to concur with the contents of the report, insofar as these are related to the organization offering an internship, the external supervisor will contact the internal supervisor and an adequate settlement will be reached in mutual consultation.

Article 9.

The following points apply to the internship work (unless agreed otherwise with the University of Twente):

- at least 532 hours are spent on evaluation & assessment and treatment;
- no more than 40% of the total internship consists of the passive observation of *clinical procedures*.
- at least 40% of the time is spent on *actively* performing evaluation and assessment (conducting intake interviews, examining symptoms, psychological evaluations with the help of tests and interviews, taking the medical history);
- at least 20% of the time is spent on *actively* implementing treatments (including guidance, support, discussing assignments).

Article 10.

The intern complies with the guidelines and rules as indicated by the organization offering the internship or its representatives, pertaining to attendance times, safety regulations, dress code, sickness, absence and leave and other guidelines applicable within the organization.

Article 11.

The organization offering the internship is entitled, after consultation with the internal supervisor or other representative of the Psychology programme, to terminate the internship (and the internship agreement) if the intern does not comply with the rules and guidelines that are generally and/or specifically applicable to the intern.

Article 12.

The intern treats as confidential all information made available to him/her during or in the context of the internship and of which he/she can reasonably know that this information is confidential (in accordance with the NIP professional code).

In the reports, the intern observes the agreements made concerning confidentiality and privacy.

Article 13.

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The internship is conducted under the supervision of the University of Twente, Psychology Programme, based on the agreements between the organization offering the internship and Programme. The final assessment takes place by the educational programme, taking into account the opinion of the external supervisor.

Article 14.

The intern must report absence due to sickness or other reasons as soon as possible to the external supervisor or the person within the organization providing the internship responsible for sickness reporting in the organization. In the case of long-term absence (longer than one week) the internal supervisor must also be notified.

Article 15.

The intern can be obliged to fully or partially compensate for any loss or injury suffered by the organization offering the internship if this loss or injury is due to gross negligence or fault on the part of the intern.

The intern is obliged to take out health and personal liability insurance for the duration of the internship period (unless already taken out). The University of Twente rejects any liability other than that which is accepted under its third party insurance and up to a maximum that is paid out by the insurance company in question.

Article 16.

This agreement can be changed after consultation with the organization offering the internship, the Psychology Programme and the intern and after agreement has been reached on those changes.

Article 17.

Special provisions:

Drawn up and signed in triplicate,

(one signed copy for the organization offering the internship (external supervisor), one for the internal supervisor and one for the intern)

**On behalf of the intern
internship)**

On behalf of the external supervisor (organization offering the

Name:.....

Name:.....

Signature:.....

Signature:.....

At....., dated.....

At....., dated.....

On behalf of the internal supervisor (Master's programme Positive Psychology and Technology)

Name:.....

Signature:.....

At....., dated.....