



TheChicagoSchool
of Professional Psychology

Office of Placement & Training
University Training Policies & Procedures



1. Ethical responsibilities

Students are expected to engage in professional and ethical behavior at all times and to follow the ethical guidelines set forth by their discipline's regulating body. Failure to adhere to professional codes of ethics, standards of practice, and state laws may result in disciplinary action up to and including dismissal from the program.



2. Liability Insurance & Background Clearance

The Chicago School of Professional Psychology (TCSPP) provides all enrolled students with professional liability insurance. The certificate of insurance is available on the Office of Training & Placement's (OPT) ALCEA database. As long as students remain active, i.e. enrolled in courses, they are covered by the school's liability insurance. Students may also be required by their academic department and/or training site to maintain their own professional liability insurance. This liability insurance would be separate and distinct from the policy provided by TCSPP.

All degree-seeking and ABA certificate students must complete a background check as a condition of matriculation at TCSPP. Training sites may require a student to submit to and pass an additional background check. Students who might reasonably anticipate issues to arise on a background check, even if it does not appear on the TCSPP background check, are advised to consult with the Director of Clinical Training or Associate Director of Training prior to practicum or internship search.



3. Training student/site evaluations and training agreement for certification or license seeking programs

Students and training sites are expected to abide by all conditions detailed in the training agreement that is established within the first two weeks of training including beginning and end dates. Students must receive direct supervision by qualified site supervisors for all clinical or supervisory activities that take place at a training site. Students who experience disruption in their supervision or activities specified in their training agreement must contact their Director of Clinical Training or Associate Director of Training for consultation about the impact of this on the program requirements for training. The program expects sites to provide clear and timely feedback about performance to students. Students who are placed on a formal or informal remediation plan, on “warning,” or a performance improvement plan must contact their Director of Clinical Training or Associate Director of Training immediately so that the program may support the student in meeting site expectations. Students are encouraged to maintain contact with the Office of Placement & Training (OPT) throughout their training experiences so as to assure that they are meeting program requirements. If students are not meeting their hour requirement or anticipate that this will be a problem in the future, they are encouraged to contact their Director of Clinical Training or Associate Director of Training in a timely manner.

- Training Agreement
 - Completed by student with input/review from site supervisor
 - Due within two weeks of starting practicum
 - If it is not completed, training is suspended

- Supervisor License
 - Verification of supervisor license within one month of starting practicum/internship

- Supervisor Evaluation Form
 - Completed at least twice a year by the site supervisor for on-ground academic programs and twice a term for online academic programs
 - The first assessment is due at the end of the first placement semester.
 - The second assessment is due at the end of the placement experience, within one week of the last day of training.

- Student Hour Log
 - Submitted to OPT by student, as per program requirements.
 - The hour log is approved by the site supervisor.

- Student Evaluation of Site Form
 - Completed by student at the conclusion of the first semester and at the end of the placement experience. This form must be completed in order to receive a grade.



4. Training student/site evaluations and training agreement for non-certificate or licensure seeking programs (Business Psychology)

Students and training sites are expected to abide by all conditions detailed in the training agreement that is established within the first two weeks of training including beginning and end dates. Students must receive direct supervision by qualified site supervisors for all clinical or supervisory activities that take place at a training site. Students who experience disruption in their supervision or activities specified in their training agreement must contact their Director of Training or Associate Director of Training for consultation about the impact of this on the program requirements for training. The program expects sites to provide clear and timely feedback about performance to students. Students who are placed on a formal or informal remediation plan, on “warning,” or a performance improvement plan must contact their Director of Training or Associate Director of Training immediately so that the program may support the student in meeting site expectations. Students are encouraged to maintain contact with the Office of Placement & Training (OPT) throughout their training experiences so as to assure that they are meeting program requirements. If students are not meeting their hour requirement or anticipate that this will be a problem in the future, they are encouraged to contact their Director of Clinical Training or Associate Director of Training in a timely manner.

- Training Agreement
 - Completed by student with input/review from site supervisor
 - Due within two weeks of starting practicum
 - If it is not completed, training is suspended
- Supervisor Evaluation Form
 - A supervisor evaluation is completed once at the end of the semester in which the training/internship was taken.
- Student Evaluation of Site Form
 - Completed by student at the conclusion of the first semester and at the end of the placement experience. This form must be completed in order to receive a grade.

5. Professional Comportment and Conduct

The Chicago School of Professional Psychology expects that its students conduct themselves in a legal, ethical, and appropriate manner at all times, including during all phases of training. Students must abide by TCSPP's Code of Conduct, TCSPP's policies on Professional Comportment, Academic Integrity, and Sexual Misconduct, and their discipline's respective code of ethics among other requirements.

TCSPP policies are available for review in the Academic Catalog and Student Handbook available at <http://catalog.thechicagoschool.edu> Discipline-specific codes of ethics are available below:

American Counseling Association (ACA): https://www.counseling.org/docs/default-source/ethics/2014-aca-code-of-ethics.pdf?sfvrsn=fde89426_5

American Psychological Association (APA): <http://www.apa.org/ethics/code/ethics-code-2017.pdf>

Canadian Psychological Association (CPA):
http://www.cpa.ca/docs/File/Ethics/CPA_Code_2017_4thEd.pdf

American Association for Marriage and Family Therapy (AAMFT):
http://www.aamft.org/iMIS15/AAMFT/Content/Legal_Ethics/Code_of_Ethics.aspx

Students are expected to maintain an agreed-upon training schedule with minimal changes or disruptions. Students are expected to provide adequate notice of absence from training, where possible. Students should report absences due to illness to the site supervisor and/or the Director of Clinical Training at least 48 hours in advance, where possible.

If the student requires an extended leave of absence from the site due to injury, serious illness, pregnancy or related conditions, or other reason, they should immediately notify the site's Director of Clinical Training as well as the Office of Placement & Training (OPT). In the instance that any of the above occur after accepting a site, but prior to starting a practicum, the student must contact OPT promptly to discuss immediate and/or future accommodations.



6. Enrollment and grading

The student is required to complete the following steps in order to receive a grade for the Practicum/Internship Seminar Courses: 1. Training Agreement must be completed and electronically signed by the student and the Site Supervisor no later than the second week of the student's onsite placement. 2. Students seeking certification or licensure must complete an Hour Log by the end of the fall semester and at the end of placement. Students must keep an accurate account of time spent onsite with detailed activities as required. 3. Students must complete an Evaluation of Site by end of each semester they are engaged in training. 4. All training forms must be completed, reviewed, and electronically signed before the final grade is submitted to the Registrar's office by OPT. If any of the above steps are not met, the student's registration will be placed on hold. The hold will be removed after the steps are completed. If a student does not submit required documentation by the end of the semester, then the hold will remain on the student's record and they will receive a grade of "IP". The "IP" grade will be changed to an "I" after 6 weeks of student noncompliance. Following that 6 weeks of an "I", the grade will revert to a "NC" and the student will be required to repeat the training placement and seminar class. Note that the "IP" grade may be used for an extended period of time at the discretion of OPT. In order to receive a passing grade for the seminar course, the student must have a passing site supervisor evaluation, passing seminar instructor evaluation, completed hour log with the required total and direct hours if applicable and evaluation of site. If a student does not pass both the seminar and site evaluation and/or does not acquire the required amount of hours onsite, then they fail the seminar course. There may be circumstances in which OPT, the Director of Clinical Training, and the Department Chair make exceptions to this policy. This will be evaluated on a case-by-case basis.

The Practicum/Internship Seminar courses are taken sequentially, and the student must show proficiency throughout the Practicum/Internship experience. Students who do not pass the seminar course are required to repeat the field experience in total. Hours accumulated during a semester will be counted toward total hours only if the student passes the seminar course. Hours accumulated during a semester will not be counted toward total hours if the student fails the seminar course.

Students who are removed from training due to training related concerns may be referred to the Student Affairs Committee (SAC) depending on the concerns brought forth by the site or seminar leader. SAC will review information presented by the student, site, and/or seminar leader/instructor to determine an appropriate resolution. Possible outcomes include referral to the academic department for further advisement, creation of an Academic Development Plan (ADP), additional training requirements, or termination of the practicum/internship placement. A site may opt to terminate a student's placement if all attempts at remediation have failed. In this case, the site supervisor will be asked to provide documentation regarding the nature and progression of the concerns, the feedback provided to the student, the actions taken to intervene, and the student's response to the interventions. It is also within a site's prerogative to immediately terminate a student if it is determined that the student's behavior is either too egregious and/or is not remediable. This written account will be forwarded to SAC for review.



In all cases listed above, it is at the department and OPT's discretion to determine the most appropriate course of action.

7. Remediation, withdrawals, and dismissals

The student trainee may be removed from their practicum or internship site due to: 1. Failure to function in a responsible and professional manner; 2. Failure to adhere to the ethical guidelines for professionals in their specified field; 3. Failure to adhere to the laws that govern whatever state or district in which the trainee is engaging in practicum or internship (e.g., mandated reporting of child abuse); 4. Termination by the site based on failure to adhere to agency policy and procedures or other behavior determined to be unacceptable for a student trainee. Removal or termination from a placement site due to training issues deemed reasonable by the student's academic department will result in: 1. Referral to the Student Affairs Committee; 2. Failing grade for the seminar course for the term/semester; 3. Any hours accumulated during that semester will not count toward the total placement hours; 4. Obtaining a new placement site the following training year; 5. The implementation of an ADP; and/or; 6. Removal from the program, depending on the seriousness of the concern. There are exceptions where a student may be removed or terminated from a site without negative consequences. Exceptions are only made with input and final approval by the Department Chair, Director of Clinical Training, and OPT. This is done when it is determined there were extenuating circumstances where the student may not hold full responsibility for the termination of the training contract. Therefore, it is important for students to make the Director of Clinical Training aware of any concerns as soon as possible.

8. Practicum repeats

Should any student fail the practicum experience (either the seminar portion, site portion, or both), they will be required to repeat a portion of or the entire practicum training year including the practicum seminar course sequence depending on program requirements. The accrued practicum hours will not transfer over to the repeated practicum training year if the student did not successfully pass the training and seminar requirements in that semester.

Reasons that students must repeat a training year include, but are not limited to, the following:

- Dismissal from a practicum or internship site subsequent to an unsuccessful remediation.
- Dismissal from a practicum or internship site due to a serious, irreparable infraction perpetrated by the student.
- Lack of expected competency and/or professional judgment in order to move on to the next training experience as determined by the practicum or internship seminar instructor and practicum or internship site supervisor in conjunction with the academic Director of Clinical Training.
- Transfer from another graduate program.
- Failure of the student to submit required documentation to The Office of Training and/or failure of the student to successfully complete all requirements of the practicum seminar course sequence.



9. Students demonstrating lack of competency and or judgment

OPT has the responsibility of approving practicum/internship sites and on-site supervisors for all TCSPP students. OPT's Director and Associate Directors of Training serve as TCSPP's liaisons to practicum/internship sites, mediating any problems that may occur. For example, OPT will intervene if the student is not fulfilling their responsibilities or if the site is not providing an appropriate training experience. If concerns arise, it is expected that the student, on-site supervisor, or school/agency liaison will contact TCSPP's Director of Clinical Training immediately. Early intervention is the most effective means to ensure a high quality training experience for students and training sites.

10. Conflict resolution

The Director(s) and Associate Director(s) of Training serve as the school's liaisons to practicum/internship training sites, helping to resolve any problems that may occur. If problems arise, we expect that sites will contact OPT at the earliest possible convenience. Similarly, if our students encounter anything unusual or problematic at their training site, they should contact both their advisor and the Director of Clinical Training immediately. In general, the best solution occurs as early as the problem is identified through informal means. The Director of Clinical Training will therefore only directly intervene with a site after reasonable attempts have been made by the student to resolve the problem at hand. OPT routinely reviews practicum/internship sites in order to ensure that training sites provide experiences consistent with the goals and philosophies of the school. Information for this on-going assessment comes from interactions between OPT and site personnel, as well as from feedback from seminar leaders and students about their practicum/internship experiences. Training sites are required to review and update their site information on an annual basis. If a site's training goals change after a training agreement has been made, it is expected that the site will make such changes known to OPT which will then determine if the site remains eligible to train our TCSPP students. If a practicum/internship site substantively changes its training program any time after a student accepts their offer, they must contact OPT in a timely manner.

11. Supplemental practicum for certification or license seeking students

Some students gain additional experience by completing supplemental training experience. These experiences are in addition to the required training experiences and are completely optional. Supplemental training experiences are similar to other practicums or internships, but may be a few months to a year or have a lesser weekly time commitment than the required practicums or internships. For example, a site at which you previously trained may welcome you back for a few months over the summer to gain additional training in testing. Prior to commencing this supplemental practicum experience, a student should 1) Consult with The Office of Placement and Training's Director of Clinical Training to review the nature of the experience and receive approval; and 2) Complete a Supplemental Practicum Training Agreement. Note that the student and supervisor will submit practicum evaluations and hour logs just as they would for a required practicum experience. A supplemental practicum can only occur when a student is concurrently engaged in a full Practicum Experience and enrolled in a Practicum Seminar.

Students who are removed from training due to training related concerns may be referred to the Student Affairs Committee (SAC) depending on the concerns brought forth by the site or seminar leader. SAC will review information presented by the student, site, and/or seminar leader/instructor to determine an appropriate resolution. Possible outcomes include referral to the academic department for further advisement, creation of an Academic Development Plan (ADP), additional training requirements, or termination of the practicum/internship placement. A site may opt to terminate a student's placement if all attempts at remediation have failed. In this case, the site supervisor will be asked to provide documentation regarding the nature and progression of the concerns, the feedback provided to the student, the actions taken to intervene, and the student's response to the interventions. It is also within a site's prerogative to immediately terminate a student if it is determined that the student's behavior is either too egregious and/or is not remediable. This written account will be forwarded to SAC for review.

In all cases listed above, it is at the department and OPT's discretion to determine the most appropriate course of action as well as if the student may remain on their primary training placement.

12. Accommodations

OPT is committed to actively working with and supporting students to ensure equal access to training. Requests for accommodations must be approved by Student Support Counseling, and the student is responsible for providing their Accommodation Letter to their training site. Accommodations are not retroactive and do not begin until the student has gone through the interactive request process with TCSPP's ADA Liaison team.

It is important to note that a training agency's primary obligation is to *clients*; therefore, OPT cannot guarantee that a training agency will honor accommodations. Should a student have a concern about this restriction, OPT will work with the student to make every reasonable effort to accommodate the student's needs.

TCSPP Directors of Training evaluate training sites to ensure that sites have reasonable safety and training protocols in place to protect TCSPP community members. Students are expected to follow sites' safety and training protocols and use reasonable judgment at all times while at practicum or internship. If a student believes that a site has inadequate protocols in place or that a site fails to adhere to their protocols, the student should report it immediately to the Director of Clinical Training or their supervisor.



13. International students

International Students: Please note that it is the student's responsibility to coordinate with International Services and your academic program to ensure that you are adhering to all necessary requirements that will secure your eligibility to go on to practicum. Please find international student resources at

<https://my.thechicagoschool.edu/community/studentresources/ie/Pages/Current-International-Students.aspx>.