

# UNC School Psychology Program

## Request for two Externship Placements:

Student Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

This request is for the \_\_\_\_\_ Academic School Year.

### Policy:

- *Students are required to complete the following form which is due December 1st.*
- *Students are not allowed to accept two separate externship site offers without the approval of the School Psychology Faculty.*
- *Only 3<sup>rd</sup> and 4<sup>th</sup> year students will be considered for two externship sites.*
- *Given that completing an externship at two separate sites will demand a considerable amount of time away from the student's production on their dissertation and internship application submissions, the faculty will review each student request individually. Students that have consistently demonstrated the ability to manage their academic commitments and work load effectively will be prioritized.*
- *Students with Incomplete grades will not be granted permission to accept two externship offers.*
- *If the faculty grants permission for a student to accept two offers, this permission is contingent until the next step is completed. Prior to the formalization of the externship agreement contract both externship site mentors need to be made aware that the student will be externing at each site at the same time. It is important to be transparent with both sites as they should be aware of your time commitments to each site. (Please know that some externship sites have expressed a preference to not have their doctoral extern overextended at two sites.)*
- *Students should also consider the restrictions accepting two externship placements may place on obtaining funding as a TA or RA for the upcoming year. If you are approved by the faculty to accept two externship placements, student must also notify their future TA or RA mentor in order to confirm that they are willing to work with your time constraints.*
- *Students that are granted permission to accept two externship offers may be required to wait until all other students in the program have been able to obtain an externship prior to accepting a second externship placement. You will be notified if this is required in your approval.*
- *Preference will be given to students who have successfully proposed their dissertation.*

		Yes	No
1	Will you be a 3 <sup>rd</sup> or 4 <sup>th</sup> year student this upcoming academic school year?		
2	Do you have any <i>Incomplete</i> grades at this time?		
3	Have you successfully passed your written comprehensive examination?		
4	Have you established your dissertation chair?		
5	Have you successfully passed your oral comprehensive examination?		
6	Have you successfully passed your PRAXIS Exam?		
7	Do you have your full dissertation committee formed?		
8	Have you successfully proposed your dissertation?		
9	If you have not proposed your dissertation yet, when do you plan to propose?	Date: _____	
10	When do you plan to complete your internship? ( <i>list academic year</i> )	Year: _____	
11	Please provide a rationale for your request. ( <i>You may add a separate document if preferred.</i> )		
12	Provide a description of your proposed plan for maintaining the continued progress on your dissertation and internship application submissions while completing four days a week in externship.		
13	If you plan to obtain a Teaching or Research Assistantship position, provide your proposed plan for meeting the expectations and requirements of these assistantships while completing four days a week in externship placement.		
14	In order of preference, please list the externship sites you are applying to in January.		

*This document is due to the externship coordinator December 1<sup>st</sup>*