

INTERNSHIP GUIDELINES

2022-2023
2023-2024

THINGS TO CONSIDER BEFORE YOU LEAVE

EXCEPT FOR THE HALF-TIME INTERNSHIPS

YOU WILL BE A NON-REGISTERED STUDENT DURING INTERNSHIP

Most internships proceed without incident, but not all.

The following give examples of potential problems. They are rated by their level of severity, and/or time it can take to resolve. They are ordered from worst to least impact to you.

Please note that we do have a 100% resolution track record. That being said, our most complex case did take over 8 months to resolve.



LABORIOUS
Up to 8 months



DIFFICULT
Up to 4 months



TRICKY
Up to 2 months

LAPSING OF CANDIDACY

Normative Time in Candidacy (NTIC)

- For Psychology PhD graduate students, the normative time between entry into the program and doctoral degree completion is 5 years (10 semesters).
- Graduate Division allows a two-year (4 semester) grace period beyond the normative time in the program (5 years for Psychology PhD) before a lapse in candidacy will occur. This grace period is automatically added.
- **A lapse in candidacy will occur after the Spring Semester of your 7th year (14th semester).** Should you need an extension in Candidacy (after spring semester of your 7th year) please contact Christine.
- **Please note: Students admitted to the program between 2016-2018 were given an additional extension due to the pandemic.**
- You can see when your candidacy will lapse in Cal Central under *Degree Progress: Candidacy End Term*

EXPECTED GRADUATION TERM (EGT)

- Every L&S student is assigned an Expected Graduation Term (EGT) at the point of first-time enrollment at Berkeley.
- Please confirm your EGT in the section (below your photo) on My Academics in Cal Central listed as Expected Graduation Term. If this date is incorrect, please work with Christine to get it changed BEFORE you leave for Internship.
- The wrong EGT date when you're not registered can trigger an avalanche of issues. Our true, worst-case scenario took 8 months to resolve.

MORE TO CONSIDER

Below are additional issues that have affected fellow Interns. These can be triggered by **a lapse in Candidacy, outdated EGT, or arise independently.**

Library Access

Restoring Library Privileges can be simple or complex. The fee starts at \$25.00 and increases if you owe fines or have a student balance.

CalNet ID

Your Account enters a grace period

You may get an email from: calnet-donotreply@berkeley.edu

Your account may have entered into a grace period. If so, don't be alarmed, just let us know

Out of State Internships

If you're heading Out of State, don't forget to think about your California Residency Status. ([Click HERE to see your options](#))

Health Insurance

Below are options for those that have a gap between end of SHIP and start of Internship

-When leaving the university for a period of time ([Click HERE](#))

-For the Non-Registered Student ([Click HERE](#))

FILING FEE INFORMATION

From the Guide to Graduate Policy (Section D2)

The Filing Fee is a reduced fee, one-half of the Student Services Fee (formerly the University Registration fee) **for doctoral students who have completed all requirements for the degree except for filing the dissertation.** Filing Fee is available for the fall and spring semesters only.

THE FILING FEE IS NOT A FORM OF REGISTRATION. If students wish to use University services that are supported by registration fees, they must pay those fees. **Students on Filing Fee status are not eligible to receive university funding or hold academic appointments because they are not registered.** The Filing Fee may be used only **once** during a student's career.

If a student does not complete the final degree requirements (filing the dissertation or thesis, or passing the final comprehensive exam) during the semester for which the Filing Fee is approved, the student must apply for readmission and pay regular registration fees during a subsequent semester to complete the requirements.

ELIGIBILITY

Filing Fee status is only available for students registered in the immediate previous term:

- Fall semester to be on Filing Fee in Spring
- Spring semester or Summer Session (registered for at least one unit) to be on Filing Fee in Fall.
- Filing Fee status is not available for Summer Sessions. (Students are permitted to file a thesis or dissertation while registered for Summer Session.)

DURATION OF THE FILING FEE

The Filing Fee applies for the length of the semester for which Filing Fee status has been approved, up to the last working day of the term, which is the deadline for filing a thesis or dissertation.

Health Insurance for Students on Filing Fee: U.S. resident students may purchase Student Health Insurance Plan (SHIP) coverage for the semester they are on approved filing fee status if they have not already purchased SHIP during a period of withdrawal.

WITHDRAWAL INFORMATION

FOR STUDENTS WHO GO ON 1 YEAR FULL TIME INTERNSHIP

- Students must fill out withdrawal paperwork in advance of leaving for internship. This paperwork can be found [HERE](#). Students should fill out the top ½ of page 1, sign it, and get the signature from their dissertation chair. Students submit the form to Christine and Claire.
- Students should understand that, with the exception of the procedure for re-enrollment, the leave is analogous to a withdrawal as defined at <https://grad.berkeley.edu/policy>, with loss of benefits and privileges that accrue only to enrolled students (e.g., software licenses obtained through UC Berkeley)
- Ensure that before you leave, your EGT is accurately reflected, and if not get that updated.
- **(For students who go on internship outside California)** Upon return, submit residency information. CS grads need to submit the completed [internship leave form](#) to psychgradadvisor@berkeley.edu in the spring semester before the summer term you intend to graduate.

ex: If you are a CS grad that intends to graduate summer 2023, you need to submit your completed paper form (a form indicating your intent to return from leave) beginning of SP23 semester. Once you submit the form we are able to process your official return status within the system.

- In order to file dissertation paperwork during the summer semester of the student's internship end year, students will need to enroll by paying the \$900 (current amount) one-unit summer registration fee.

HOW TO SUBMIT YOUR DISSERTATION

Although students are still encouraged to complete their dissertation project in advance of leaving for internship, students **SHOULD NOT FILE** the dissertation paperwork **until they finish internship training**. Therefore, all CS students (regardless of whether they go on 1-year full-time internship or 2-year half-time internship) should file their dissertation paperwork during the **Summer semester of the internship end year**.

For example, for a student who is doing a 1-year full-time internship, if this student's internship ends in June-August 2023, the student should register and enroll in 1 unit of a Summer 23 session and file the dissertation during that session. Regardless of which summer session (A, B, C, ...) the student enrolls, the student's expected graduation term is Su 23, and the Ph.D. degree conferral date is the last day when all summer sessions end (around August 11).

*When submitting the dissertation, the title page must list the term and year of the expected degree, **not the term the dissertation was submitted**.

*As noted above, **students complete the internship prior to getting the degree**. Degrees are awarded **three times** a year at Berkeley.

- Fall
- Spring
- Summer

*The Director of the Clinical Science program can write a letter to your postdoc or employer stating the date you completed all degree requirements (completion of internship and submission of dissertation).

***This is helpful for students who want to accumulate postdoctoral hours for licensure.** Please note, though, that not all systems (or state licensing boards) will accept this letter as full confirmation of degree conferral.

*For postdoctoral hours to count, **you may need to get a Certificate of Completion from Graduate Division**, which you can request as soon as Graduate Division has been notified that all Clinical Science Program requirements have been met, including the submission of the dissertation and the completion of the internship.

HALF TIME INTERNSHIP

Guidelines for the 2-year, half time UCSF Clinical Psychology Training Program (CPTP) Internship

UC Berkeley Clinical Science students who apply for the 2-year, 50%-per-year UC San Francisco Clinical Psychology Training Program (CPTP) internship have a somewhat difference set of arrangements. That is, they are still half-time in their UCB lab and half-time performing intern-related work at UCSF.

Thus, for each year of this two-year program, UCSF contributes a half-time stipend and half of the UCB tuition/fees.

But they are flexible. In other words, UCSF can contribute half the tuition/fees each semester OR all of them for one semester.

So, a plausible arrangement could be as follows:

Year 1

Fall Semester:

Student receives a Berkeley GSR or GSI, covering half-time stipend (matched by UCSF's half-time stipend)-and this UCB 50% appointment fully covers all tuition/fees, including some insurance.

Spring semester:

Student receives half-time stipend from UCSF, which also covers ALL of the tuition/fees. Any remaining stipend to be covered by readerships, other UCSF/UCB funds, but without any tuition/fee obligation.

Year 2:

Fall semester:

Students gets all tuition/fees covered by UCSF, plus their half-time stipend. Any remaining stipend to be covered by readerships, other UCSF/UCB funds, but without any tuition/fee obligation.

Spring semester:

Student goes on filing fee (therefore, no obligation for tuition/fees). Student receives half-time UCSF stipend. The issue here is covering the remainder of the stipend and insurance (UCB has a rule against paying students a stipend when they are on filing fee).

For students who go on 2-year half-time UCSF-UC Berkeley Clinical Psychology Internship:

1. You need to remain enrolled full-time (12 units) at UC Berkeley during the fall and spring semesters of BOTH internship years: Fall Y1, Spring Y1, Fall Y2, Spring Y2
2. You will **file dissertation paperwork in Summer Y2**. Students will need to enroll by paying the \$900 (current amount) one-unit summer registration fee.

IT IS HIGHLY ADVISED THAT INTERNS CHECK IN WITH STEVE HINSHAW ABOUT FUNDING, INSURANCE COVERAGE, AND FILING FEE OPTIONS FOR THIS PROGRAM