

# **INTERNSHIP GUIDELINES**

**2024-2025**

**2025-2026**

# THINGS TO KNOW 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. 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 6 years (12 semesters).
- Graduate Division allows a one-year (2 semester) grace period beyond the normative time in the program (6 years for Clinical 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 7<sup>th</sup> year (14<sup>th</sup> semester).** Should you need an extension in Candidacy (after spring semester of your 7<sup>th</sup> year) please contact your GSAO.
- **Please note:** Students who were enrolled and registered in Spring 2021 (*not* those on full time internship) were automatically given an additional one-year 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

- 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. 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 These can be triggered by **a lapse in Candidacy, outdated EGT, or arise independently.**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](mailto:calnet-donotreply@berkeley.edu)

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

### 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 ([HERE](#))

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

# 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 is a simple eform on Cal central. This form is under “special enrollment petition” titled “internship leave of absence” This paperwork should be completed **AFTER** the spring semester prior to internship is over and at the **LATEST** two weeks prior to leaving for internship.
- 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 prior to withdrawing.**
- In order to file dissertation paperwork during the summer of the internship end year, students will need to enroll in one unit and pay the \$900 (current amount) summer registration fee.

# HOW TO SUBMIT YOUR DISSERTATION

Although students are strongly encouraged to complete their dissertation project in advance of leaving for internship, students **CANNOT FILE** the dissertation paperwork **until they finish internship training**. Therefore, all students (regardless of whether they go on 1-year fulltime internship or 2-year half-time internship) should file their dissertation paperwork during the **Summer 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 summer 2024, the student should register and enroll in 1 unit of a Summer 2024 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 24**, and the Ph.D. degree conferral date is the last day when all summer sessions end (around mid-August).

\*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 have a Certificate of Completion from Graduate Division**, which is automatically sent (not always immediately) 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. If you have not received your certificate and need it sooner, please notify Claire.

# HALF TIME INTERNSHIP

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

Clinical Science students who apply for the 2-year, 50%-per-year UC San Francisco Clinical Psychology Training Program (CPTP) internship have a somewhat different 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.

### 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**

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