

INTERNSHIP GUIDELINES

2020 - 2021

2020 - 2022

THINGS to CONSIDER

**BEFORE
YOU
LEAVE**

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p. 1: Lapsing of Candidacy

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1. NON-REGISTERED STUDENT

2. LAPSING OF CANDIDACY

Important to Consider before you Leave

RATED BY LEVEL OF COMPLEXITY

Excepting the half-time Internships,
YOU WILL BE A NON-REGISTERED STUDENT DURING INTERNSHIP

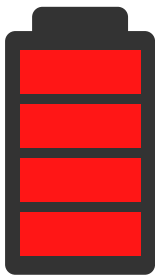
Most internships proceed without incident, but not all.

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.

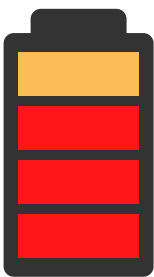
LABORIOUS

up to 8 months



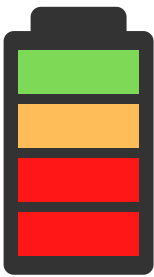
DIFFICULT

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 program (5 years for Psychology PhD) before a lapse in candidacy will occur.

A lapse in candidacy
will occur

after the
Spring Semester of your 7th year
(14th semester)

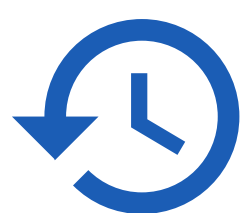
Please confirm your End Term before you leave.
The date is located in CalCentral unter Degree Progress, as:
Candidacy End Term: Spring 2020

Can be espicially important for those planning to
file the dissertation and graduate in the summer following Internship.

IMPORTANT TO CONSIDER

BEFORE YOU LEAVE

1. **EGT**
2. **DCR**



EXPECTED GRADUATION TERM (EGT)

-- SP 21 -- SU 21 -- FA 21 --
-- SP 22 -- SU 22 -- FA 22 --

Every L&S student is assigned an Expected Graduation Term (EGT) at the point of first-time enrollment at Berkeley.

You can confirm your EGT in the 'Term Information' section (below your photo) on My Academics in CalCentral (link is external).

The wrong EGT date when your not registered can trigger an avalanche of issues. Our true, worst-case scenario took 8 months to resolve.

**The earliest *possible* EGT for current
Outgoing Interns is
Spring 2021**



DOCTORAL CANDIDATE REVIEW (DCR)

aka, the Academic Progress Report

REQUIRES ANNUAL UPDATES

Doctoral students advanced to candidacy are required to meet annually with at least two committee members (including the dissertation chair) and must complete the online Academic Progress Report.

Having a positive Academic Progress Report on file from the previous year is required for students in participating programs seeking to use the Doctoral Completion Fellowship.

MORE TO CONSIDER ...

MISCELLANEOUS



THE RIPPLE EFFECTS

DIFFICULT - TRICKY



Below are additional issues that have affected fellow Interns. Can be triggered by a Lapse of Candidacy, outdated EGT or arise independently.



Library Access

THERE'S A LETTER FOR THAT

Restoring Library Privileges can be simple ... or complex.

The fee ranges 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.



California Residency Status

OUT OF STATE INTERNSHIPS

If you're heading Out of State, don't forget to think about your California Residency Status.

Follow the link for your options.



Health Insurance

For Internships starting after July 2020

**** SHIP ENDS JULY 31 ****

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
- For the Non-Registered student

IMPORTANT

BEFORE YOU LEAVE

• CONSIDER FILING FEE

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** (Plans A and B) and presenting the Final Defense (Plan A). 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 immediately 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.

SUBMIT YOUR DISSERTATION

5 OPTIONS

Graduate Division requires that students be registered when they submit the dissertation or, alternatively, on Filing Fee status. Students do not register for Fall or Spring semester classes during or after their internship year.

Five options for submitting your dissertation Before, During or After Internship

OPTION 1

BEFORE LAST DAY SPRING SEMESTER

BEFORE INTERNSHIP
May 15, 2020

No additional steps required.

OPTION 2

BEFORE LAST DAY SUMMER SEMESTER

BEFORE/DURING INTERNSHIP
August 14, 2020

No additional steps required.

OPTION 3

BEFORE LAST DAY FALL SEMESTER

DURING INTERNSHIP
December 18, 2020

Before the end of your Spring semester submit the Filing Fee application via CalCentral for Fall semester and pay 50% of the Student Services fee, \$282 (Fall 20182019-2020). Filing Fee is not a form of registration.

OPTION 4

BEFORE LAST DAY SUMMER SESSIONS

DURING/AFTER INTERNSHIP
August 13, 2021

You must register and pay for one Summer Sessions Psych 299 unit, and the Summer Sessions student services fee (Total \$875 2019-2020. Fees are subject to change).

OPTION 5

LAST RESORT

AFTER INTERNSHIP
December 17, 2021

TO BE CONSIDERED ONLY IF:

you have not already used **Filing Fee option 3**: you can go onto Filing Fee for the Fall semester after your internship year. This is not a good option, no one has done this, do not be the first.

SUBMIT YOUR DISSERTATION

HOW - TO

Note, when your dissertation is “submitted,” it is not necessarily “filed.” The dissertation is filed and the degree conferred when your internship ends.

When submitting the dissertation, the title page must list the term and year of the expected degree, not the term the dissertation was submitted. For example, if you submit your dissertation in May, prior to an August internship start date, and your internship ends in June of the following year, you must put Summer-[year of degree conferral]. This tells Graduate Division not to confer the degree a year early. Berkeley’s Clinical Science Program coordinator informs the Graduate Advisor when your internship is completed. The Graduate Advisor then informs Graduate Division to confer the degree.

As noted above, APA regulations require that students complete the internship prior to getting the degree. Degrees are awarded three times a year at Berkeley: Fall, Spring, and Summer. For students who need the degree in order to begin a post-doc or job immediately following the internship, best to submit the dissertation prior to going on internship or while on Filing Fee during the Fall semester of your Internship year (options 1 - 3).

If your internship will be completed no later than June 30th and your dissertation has been submitted, the Clinical Science faculty can approve a petition from you to confer the degree in May with the knowledge of sufficient hours completed, satisfactory performance, and the assurance of your commitment to complete your internship at the end of June. In order to do this, you will need to provide the Director of Clinical Science Training with the following three items by May 1st:

- a letter from your Internship Director stating how many hours you have completed by May 1st. Note that the number of hours completed must be close to the required number. Faculty will need to consider the likelihood of completion if some unexpected event were to befall you.
- a satisfactory evaluation of your performance as an intern
- a letter from you pledging to complete the required internship hours through June 30th. Note that no post-doctoral hours can be counted prior to July 1st

If you submit the dissertation during the summer after internship (option 4) or complete the internship after June 30th, the degree can be conferred as a Summer degree. 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.

You can walk in the May graduation ceremony even if you haven’t submitted your dissertation and still have some time to go before completing your internship.

HALF-TIME INTERNSHIP

Guidelines for 2-year, 50%-per-year 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 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.

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 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:

Student 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).

It is highly advised that interns check in with Steve Hinshaw about funding, insurance coverage and filing fee options for this program.