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Congratulations on your selection as interns in the programs to which you applied. Next year will be busy and productive. Enclosed in this booklet are a few things you will need to know before you get involved in your new positions.

### On-Leave

You must be either registered or on-leave to maintain your affiliation with the University while you are on internship. Otherwise, you will have to reapply to the Graduate School – a BIG MESS! Here’s how:

1. Pick up an on-leave request card from the Psychology Graduate Program Office (G-127).
2. Complete both sides of the form. It’s recommended to ask for all 4 quarters off since you can always come back before your leave expires.
   a. If you were registered for the previous 3 consecutive quarters (i.e., Aut/Win/Spr) then you do not need to request on-leave for Summer Quarter. You can begin your request for on-leave status with Autumn Quarter and go through the following summer - in effect getting 5 quarters while asking for 4.
3. Bring back the completed form to the Psychology Graduate Program Office (G-127) to obtain the signature of the Graduate Program Coordinator (GPC).
4. Make two copies, one for you and one for the Graduate Advisor.
5. Bring form and cash/check for $35 to 225 Schmitz Hall, Registration Office.
6. Do this no later than the fifth day of the quarter that you wish to start your leave. If you were registered for any time during the quarter, then you cannot apply for on-leave for the same quarter.
7. To come back from on-leave, just register (if you have to) as you normally would. Register in accordance with the Academic Calendar to avoid any late fees.
Local Address

If you intend to return for one or more quarters either during or after your internship, be sure to maintain a local address with the registrar so you don’t have to pay non-resident tuition when you return. The tuition differential is over $4,000. We will no longer be able to cover this with waivers from the Graduate School.

Loan Repayment

In general, once a student goes below 10 credits (full-time status), their loans are flagged for repayment. This also happens when a student goes on-leave. There is typically a 6-month grace period before a payment is due, but not always.

Students on internship who have loans (from undergraduate or graduate) and register for only two credits or go on-leave during the internship become eligible for loan repayment as soon as they stop being full time. You should really try to complete your final oral defense before going away while you are still full time students, or in the spring, since the loans would become due the next quarter anyway.

If you have a loan which might become payable, please complete a Required Off Site Education (ROSE) Approval Form, which is attached, and come to the Graduate Program Office for the GPC signature. The form is then mailed to the Graduate School, Student Services Division for processing by the Graduate Program Advisor (Jeanny). They will see that you are listed appropriately so that the loan companies will not begin charging you for repayment. (see note on defending during internship) You must be on-leave and not registered for the quarters in which you are requesting deferment (so you cannot use the ROSE if you are registered at part-time either). The form can also be found online:

http://www.grad.washington.edu/forms/roseform.pdf
This also means that while you are on internship, you cannot receive any loan money unless you are registered full-time the whole internship.

Self-Paid Insurance

You may self-pay your health insurance while you are on internship if your position does not provide benefits. The self-pay option allows individuals who meet the following eligibility criteria to enroll in GAIP coverage at their own cost through the end of the plan year (September 30). You may be eligible for the self-pay option if you have lost your UW coverage, if you are going on academic leave, or if you hold a self-pay appointment. In all cases, self-pay eligibility must be approved by the UW Benefits & Work/Life Office.

http://www.washington.edu/admin/hr/benefits/insure/gaip/self-pay.html

Timing is Everything!

I wanted to let you know how to handle things if you decide to take your final exam before, during, or after internship. For example, there are several fees involved in submitting the
dissertation - like copying, microfilming, and copyrighting costs – about $85.00. So be prepared! And as always, if you submit your dissertation within the 60 days, but it runs into another quarter, you will have to be registered for the following quarter as well.

If you turn in your warrant and dissertation to the Graduate School before you have completed your internship, the Graduate School will grant you a degree immediately and you will no longer be in compliance with the APA requirement of completing a Pre-Doctoral internship. This will not be good if you should ever want to get a license to practice psychology.

Defending BEFORE internship

Set up your Reading Committee, register (for at least 2 credits), and request to schedule your final examination, following the Grad School’s and Psychology’s protocols.

When your final exam happens, it will be very helpful to bring along at least 2 signature pages that have been checked by the Graduate School with next year’s date. It is much easier to get the signatures at the time of the defense since most everyone will be present and signing the warrant anyway.

After the exam, return the signed warrant to the GPA and the signature pages (if you wish). She will hold them for you for the year that you are on internship. If you want to hold onto everything yourself, please provide a copy of the signed warrant.

Then, you must file a Petition to the Dean - with an approximate timetable for finishing your internship and turning in your dissertation (see sample attached). This petition requests an extension of the 60 days allowed to turn in your dissertation after defending. You are able to do this in on the Graduate School Homepage (http://www.grad.washington.edu/area/petition.html).

The following quarter would mark the first quarter of your on-leave status. Please get the on-leave request completed on time!

While on-leave/internship, you, your advisor, GPA, or trusted friend holds on to everything - dissertation and signed warrant (and signed signature pages) - until the final quarter of your internship, or the one after that. You must provide a letter from your internship advisor stating that you have successfully completed the internship to the DCT (Ron Smith), GPA (Jeanny), and your advisor. Then you either return, or have a trusted friend submit the paperwork to the Graduate School, and get your degree.

Please note that the letter from your internship advisor stating that you will successfully complete your internship, may be turned in before you actually complete the internship, if s/he is willing to write one for you. It is necessary to turn in the paperwork by the end of spring or summer quarter in order to participate in hooding and commencement activities. APA regulations require that the internship be actually completed before the degree diploma itself can be formally conferred, but such a letter, plus one from the Director of Clinical Training stating that you will finish all degree requirements by the closing date of the internship, has been sufficient to start jobs and postdocs that begin before the next formal graduation date. Please provide three copies of the internship director's letter: 1) for the Director of Clinical Training, 2) the Graduate Program Advisor, and 3) your advisor (see samples attached).

Defending DURING internship

If you return to defend your dissertation during your internship, you must register for a minimum of 2 credits (costs around $900 for in-state tuition) for the quarter in which you defend. You must also submit the Petition to the Dean to turn in your thesis after the 60 day deadline. And you must go back on-leave for the duration of your internship – this requires another on-leave card and another $35. Unfortunately, if you have loans to defer, this will cancel the deferment and your loans will become due as soon as you are registered for less than the minimum credits required for your loan. Plan accordingly!

WHEN to submit your DISSERTATION with the two scenarios above

If you are actually on internship and you submit your dissertation at or near the end of it, you no longer need to be registered for the quarter in which the dissertation is submitted and the degree is finally conferred. That is, the internship must be demonstrated to have been successfully completed. You must have submitted the Petition to the Dean to postpone submission of the dissertation. This is a policy which your fellow students worked hard to get for you. Be grateful, they have saved you the cost of two credits.

Defending AFTER internship

If you return to defend your dissertation after the internship, it will be like any other academic quarter. You must register for a minimum of two credits, form your reading committee, request/complete your oral final exam and submit the dissertation within that quarter or re-register for yet another quarter. Remember to follow the Academic Calendar and avoid any fees for registering late.

When your DEGREE is actually conferred

Also note, the degree will have the conferral date of the Friday of finals week in the quarter in which it is earned (the dissertation is finally submitted AND your internship completed). If you defend during a school break, the degree will be awarded at the end of the FOLLOWING quarter. This becomes crucial when you have a job requiring the Ph.D. which begins in September but your degree is not effective until December!
Departmental HOODING vs UW Graduation CEREMONY.

We hope you plan to attend one or both of the recognition ceremonies available to you in spring when you graduate. The UW campus-wide program is referred to as the “Graduation Ceremony” whereas the Psychology department program is called “Departmental Hooding.”

To attend the UW campus-wide Graduation Ceremony, graduates will need to have graduated between Summer to Spring quarter. For the Spring quarter graduates, there is a printing deadline (for the large Commencement program) of mid-April, so you would have to get your final exam request in by then. This deadline is if you wish to get printed in the program. If you don’t care about getting printed in the program, then go with the standard “3 weeks advance notice” of your intended exam date.

We’re a bit more relaxed about who attends the Departmental Hoeding, so graduates from Summer to Summer can attend. The program is printed in-house so there’s a smaller printing deadline (just a couple days before the event).

Both Department and UW ceremonies are held on the Saturday immediately following the Friday of Finals Week. The Department Hoeding is held in the morning, from 9a-11a, which allows attendees ample time to go to the stadium for the UW ceremony around noon.

Department Hoeding information:  
http://web.psych.washington.edu/graduate/hooding.html

UW Commencement website (to order robes, tickets for stadium event, parking passes):  
http://depts.washington.edu/commence

Academic Calendar (to see when commencement is when you finish):  
http://www.washington.edu/students/reg/begendcal.html

POSTDOC

Finally, we would love to stay in touch with you after you are done. Please be sure to complete the departmental exit survey and to keep us updated on your current positions, life events, contact information, etc.

Exit questionnaire for graduates:  
https://catalysttools.washington.edu/webq/survey/jeanny/39201

We will miss you!
REQUIRED OFF SITE EDUCATION (R.O.S.E.) APPROVAL FORM

Graduate students who are engaged in full-time, off site dissertation work or equivalent off-campus activities (such as an archeological dig, internship, Peace Corps duty, practicum, etc.) that are either required or encouraged for their degree are eligible for this loan deferral procedure. Students must meet the following conditions and complete the following steps:

- Student is not registered for requested quarter(s) of loan deferral
- Student has attained On-Leave Status for requested quarter(s) of loan deferral
- Student submits this completed form to the faculty, Graduate Program Coordinator (GPC) in his/her department

After verifying the information submitted by the student, and approving the request, the GPC submits this form to Graduate Student Services (GSS); if approved by GSS, the request will then be forwarded to the Office of the Registrar.

The Registrar will change the student’s status in the national enrollment reporting system (NSLDS) for the quarters indicated, thus deferring loans listed below that would normally come due for non-enrollment. There will be no additional fee for this service, beyond the normal fee to students to apply for On-Leave status. Students may apply for R.O.S.E. status for 1-4 quarters at a time for a lifetime maximum of 8 quarters. (Students pursuing the Peace Corps Master’s International are allowed a 9 quarter maximum to accommodate their 27 months of required service in the Corps and this may be filed for all at once, along with 9 quarters of On-Leave.)

Graduate School approval ensures the student is eligible as described in paragraph one (above); is in On-Leave status and that the allowed, maximum period of loan deferral is not exceeded. It should also be noted that students choosing to take On-Leave status to work on their dissertations are not eligible for R.O.S.E. loan deferral; the work/research the student is pursuing while loans are being deferred must be required, or encouraged by their department for the degree, and must be work/research that can only be performed full-time at locations remote from the University of Washington campuses.

STUDENT NUMBER

PRINT NAME (LAST, FIRST, M.I.)

CONTACT INFO (E-MAIL and/or PHONE):

QUARTERS OF R.O.S.E. REQUESTED: AUT / YR_______ WIN / YR_______ SPR / YR_______ SUM / YR_______

LENDING INSTITUTION(S) (name & address):

BRIEF DESCRIPTION OF DEGREE RELATED ACTIVITIES PLANNED FOR THE R.O.S.E., INCLUDES LOCATION: (Use back of form if necessary)

STUDENT SIGNATURE DATE

DEPARTMENT / PRINTED NAME & SIGNATURE OF GRADUATE PROGRAM COORDINATOR DATE

CAROL WAGENER, JOAN ABE, or LIA KONTRAROS, GRADUATE SCHOOL STUDENT SERVICES DATE

Questions about completing this form? Contact Graduate Student Services 206-543-3950 studentservices@grad.washington.edu
Petition to the Dean – to extend the 60 day limit for dissertation submission without reexamination (for those who defend before internship)

http://www.grad.washington.edu/area/petition.html

Comments:

With this type of request, a timetable for completion is necessary. Be liberal with your graduate date as a 2nd petition will unlikely to be approved.

Sample text:

Following my oral defense I will be attending a one-year clinical internship at the University of Washington. This internship is required for completion of my degree. Thus, I cannot technically receive my degree until this internship is completed. My dissertation is complete and I would like to complete the defense before beginning the internship. I propose the following timeline:

June 8, 2008 – Oral defense
June 30, 2008 through June 30, 2009 – Internship
July 1, 2009 – File dissertation, etc., with the Graduate School
April 30, 2002

Robert J. Kohlenberg, Ph.D.
Director, Clinical Psychology Training Program
Department of Psychology
University of Washington
Box 351525
Seattle, WA 98195

Dear Dr. Kohlenberg:

I am writing to confirm that who is currently (2001-2002) a resident in the University of Washington Psychology Internship program will have successfully completed over 1,500 supervised, predoctoral internship hours in our APA-accredited program by June 1, 2002. I am her preceptor and current supervisor and can attest to her satisfactory completion of all internship requirements to date and am confident that she will complete the remainder of the program successfully. If you need additional information on her progress please contact me at davidste@u.washington.edu or (206) 685-2254.

Sincerely,

David G. Stewart, Ph.D.
Acting Assistant Professor
University of Washington, Department of Psychiatry and Behavioral Sciences
Division of Public Behavioral Health and Justice Policy
February 9, 1999.

Robert Kohlenberg, Ph.D.
Director of Clinical Training
Psychological Services and Training Center
University of Washington
Guthrie Annex I
Box 351635
Seattle WA 98195-1635

Dear Dr. Kohlenberg:

I am writing to confirm that [redacted], who is currently (1998-99) an intern in our APA-accredited Psychology Internship Program, will have successfully completed over 1,500 supervised predoctoral internship hours by June 11, 1999. I am confident in his ability to complete the remainder of the program successfully. He is an excellent intern—well-trained, bright, and responsible. We very much appreciate having him in our program. If you need any additional information on his progress, please feel free to be in touch with me at [email protected] or at (650) 493-5000 x64743.

Sincerely,

Antonette M. Weiss, Ph.D.
July 21, 1999

Graduate School/Director of Clinical Training
University of Washington
Seattle, WA 98195

To Whom It May Concern:

This letter is to inform you that [redacted] will have successfully completed her internship with our program, the Southwest Consortium Predoctoral Psychology Internship, by the end of Summer Quarter, 1999. This is my expectation absent unexpected developments. I am told that she has successfully passed her Final Examination so the completion of this American Psychological Association accredited internship should fulfill her last and final requirement for the Ph.D. in Clinical Psychology.

If you have any questions regarding this letter, please contact me at (565) 265-1711, Extension 2440.

Sincerely,

Edward W. Snyder, Ph.D.
Director of Clinical Training