To: Clinical Interns-to-be  
From: Jeanny Mai  
Psychology Graduate Program Advisor  
Re: Things you might like to know before you go on internship!  

Congratulations on your selection as interns in the programs to which you applied. Next year will be a busy and productive one. Enclosed in this packet 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! There are instructions and all the necessary forms included in this envelope.

LOAN REPAYMENT Students on internship who have loans 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 (10 credits). You should really try to take the final exam 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 my office for the GPC signature. Then submit it to Graduate Student Services in Communication Bldg, G-1. 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. The form can also be found online: http://www.grad.washington.edu/forms/roseform.pdf

TIMING OF DISSERTATION DEFENSE What do you do with your dissertation if you decide to defend before you go away, or if you come back in the middle of the internship? Please read the memo in this packet and prepare the petition for the Graduate School, if you are going to take your final exam before or during internship.

INSURANCE SELF-PAY You may self-pay your health insurance while you are on internship if your position does not provide benefits already. Go to: http://www.washington.edu/admin/hr/benefits/insure/gaip/self-pay.html to review the current rates.

IF YOU PLAN TO RETURN FOR ANY REASON Finally, 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 (astronomical!) when you return. We will no longer be able to cover this with waivers from the Graduate School.

If you have any questions, please let me know.

Have a GREAT YEAR!
Instructions for Going On-Leave and Returning

There is a little purple card (petition) you need to submit for going away, along with your check for $35. You may go on-leave through the 5th day of the quarter as long as you have not yet registered for any courses.

**Going On-Leave**

1) Obtain the on-leave card from the Psychology Graduate Program Office (G-127)

2) Fill out the top half of both sides of the purple card.

   Be liberal when requesting quarters. It is better to ask for 4 now than to ask for 2 now and then have to redo the process six months and another $35 later. You can always return before the end of your requested leave.

   When deciding the number of quarters you wish to request, keep in mind that time spent on-leave COUNTS toward the 10-year limit for completing the Ph.D.

   If you were registered for the previous 3 consecutive quarters (i.e., Aut/Win/Spr) then you do not need to register 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.

   You must state a reason for requesting on-leave status. Your advisor's initials after this statement are required to indicate that he/she is aware of your plans.

   You may ask to extend your on-leave status beyond the first 4 quarters. This must be approved by your advisor and the Graduate Program Coordinator, and requires you to submit a new purple card “petition” with $35 fee. On-Leave requests are not automatically renewed. They may be denied by the Department for lack of progress toward the degree, or for a number of other reasons.

3) Take the form to the Graduate Program Office (G-127) to obtain the signature of the Graduate Program Coordinator.

4) Make two copies of the signed form, one for yourself and one to leave with the Psychology Graduate Program Office for your student file.

5) Take the signed form and a check for $35 to 225 Schmitz Hall - Registration Office.

See Reverse for Instructions on Returning
Returning

Returning is a LOT simpler. All you have to do to return is to register for classes before the beginning of the quarter in which you will return. This can be done on-line via MyUW so you can be anywhere in the world and take care of registration.

If you have questions or problems registering contact The Registrar’s office:

Registration Office
Room 225 Schmitz Hall
1410 NE Campus Parkway
Box 355850
Seattle WA  98195-5850
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
Timing is everything!

Your oral defense, dissertation submission, hooding ceremony

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 thesis 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 thesis 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 for having a Pre-Doctoral internship. This will not be good if you should ever want to get a license to practice psychology.

BEFORE  You must file a Petition to the Dean IN ADVANCE - 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 thesis after defending. You should be able to do this in on the Graduate School Homepage [http://www.grad.washington.edu/area/petition.html](http://www.grad.washington.edu/area/petition.html). Sample petitions are enclosed. Be sure to include a timetable for completion of the degree.

Then, you, your advisor, or trusted friend holds on to everything - dissertation and signed warrant - 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. 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 have successfully completed 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 graduate during that quarter. Please provide three copies: 1) for the Clinical Training Director, 2) the Graduate Program Advisor, and 3) your advisor (see samples attached).

You must prepare the title and signature page IN ADVANCE with the proper date, year, etc., or provide these pages later, at the time you turn in your dissertation. 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. Fortunately, the title page with the date (a year later) and the signature page are now two separate items.
**DURING**  If you return to defend your dissertation during your internship, you must register for a minimum of 2 credits (costs around $900) 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!

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, or nearly so (see above re: letter from internship supervisor). You must have submitted the Petition to the Dean to postpone submission of the thesis. 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 (several hundred dollars).

**AFTER**  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 and submit the thesis within that quarter or re-register for yet another quarter. Costly, but necessary at times.

Also note, the degree is awarded at the END of the quarter in which it is earned (the thesis is finally submitted). 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!

**HOODING**. We hope you plan to attend the graduation ceremonies in the spring, including the departmental Hooding Ceremony which is usually held on the morning of the UW ceremony. Please check with Jeanny about attending, number of anticipated guests, and costs.

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

We will miss you!

Jeanny
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:

[Handwritten notes: "Face current graduation date here"]

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 davidstewart@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 mna@icon.palo-alto.med.va.gov or at (650) 493-5000 x64743.

Sincerely,

Antonette M. Weiss, Ph.D.