

# **Practicum Portal Q & A**

**2021-2022: DETAILED INSTRUCTIONS FOR  
APPLYING TO THE PORTAL BY EMAIL  
STARTING FRIDAY DEC 4<sup>TH</sup> 9AM**

# Opening and Closing Dates

01

**Portal Opens**

Friday,  
December 4th  
9 am

02

**Portal Closes**

THURSDAY,  
December 18th  
5 pm

03

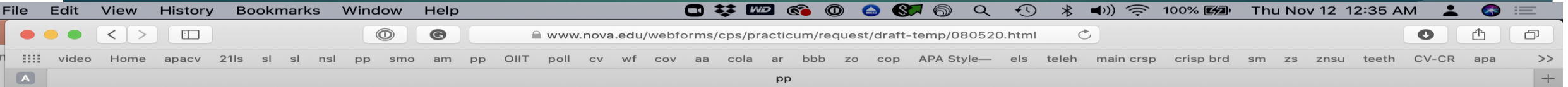
**LATE  
SUBMISSIONS  
CANNOT BE  
ACCEPTED**

04

**ASSIGNMENTS  
and  
PREINTERVIEWS**

Late Jan/Early  
February

# Selecting the Right Practica List



## REQUEST FOR PRACTICUM: 2021-2022

**TO BE SUBMITTED NO LATER THAN December 18, 2020 by 5 pm**

**NOTE:** ALL FIELDS MARKED WITH AN ASTERISK ( \* ) ARE REQUIRED.  
IF THE QUESTION DOES NOT APPLY, PLEASE CHECK "N/A" (NOT APPLICABLE).

**Please clear your internet browser cache** before starting this form to ensure you are seeing the latest version. ( [Help](#) )

**This is a request for: \***

**Please select a Practicum sele**

- ✓ Select Practicum
- First Practicum
- Second Practicum
- First Elective Practicum
- Second Elective Practicum



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**This is a request for: \***

Select Practicum 

**Please select a Practicum selection to continue.**

# How To Complete The Practicum Portal?

- ▶ First select appropriate practicum year (e.g., 1<sup>st</sup>, 2<sup>nd</sup>, Elective) then hit **CONFIRM** button to start.
- ▶ **Once you select your practicum year, then you will only be presented with sites for which you are eligible.**
- ▶ Complete information, **must use NSU email.**
- ▶ **Upload CV as some sites require this.**
- ▶ Do you have a **master's degree** or no?
- ▶ Are you **enrolled in a concentration**? **Yes**, then select the appropriate one.
- ▶ Do you speak Spanish?
- ▶ Answer yes or no to last question on Neuropsychology experience

# Application Information Requested

(must answer all questions or cannot submit)

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**This is a request for: \***

**Confirmed**

**First Name: \***

**Program: \***

**Last Name: \***

**Email: \***

**NSU ID : \***

**Gender: \***

**Current Address**

**Address: \***

**City: \***

**State: \***

**Cell Phone: \***

# Selecting Your Practicum Year

This is a request for: \*

First Practicum ▾

Confirmed

Upload your CV.\*It must be submitted and only labelled as follows:

Firstname.Lastname.CV.docx

Example: linda.sobell.CV.docx \* (DOCX ONLY)

Choose File no file selected

When did you begin your matriculation in the Doctoral Program?

Semester: \*

Semester ▾

Year: \*

(YYYY) ▾

Practicum-Related Experience: \*

Select Your Experience ▾

Do you Have a Master's degree related to counseling/therapy ATTAINED PRIOR TO ENTRY INTO PHD OR PSYD PROGRAM AT COLLEGE OF PSYCHOLOGY: \*

Select ▾

Zip/Postal Code:\*

# CV, Travel, COVID, Rx, Arrests

**Upload your CV.\*It must be submitted and only labelled as follows:  
Firstname.Lastname.CV.docx  
Example: linda.sobell.CV.docx \* (DOCX ONLY)**

Choose File no file selected

**When did you begin your matriculation in the Doctoral Program?**

**Semester: \***

Semester ▾

**Year: \***

(YYYY) ▾

**Practicum-Related Experience: \***

Select Your Experience ▾

**Do you Have a Master's degree related to counseling/therapy ATTAINED PRIOR TO ENTRY INTO PHD OR PSYD PROGRAM AT COLLEGE OF PSYCHOLOGY: \***

Select ▾



# SPANISH, OTHER EXPERIENCE, MASTERS

Upload your CV:\* (DOCX ONLY)

Choose File no file selected

When did you begin your matriculation in the Doctoral Program?

Semester: \*

Semester

Year: \*

(YYYY)

Practicum-Related Experience: \*

Select Your Experience

Do you Have a Master's degree related to counseling/therapy ATTAINED PRIOR TO ENTRY INTO PHD OR PSYD PROGRAM AT COLLEGE OF PSYCHOLOGY: \*

Select

Are you OFFICIALLY enrolled in a concentration NOW? \* Select

## Site Preference Information:

The following are important points related to all practicum assignments. When you submit this form you are indicating that you have read and understand these points.

### Note:

- **For all 1st and 2nd Year Practicum Students you must select 14 sites.**
- **For sites that include SUMMER starts, there is a symbol like this \* in front of the site's listing. These sites may also include fall starts so please read over the practicum brochure.**
- **Some students have a Forced Practicum Site and will only have ONE site on the list.**
- **Please read over site-specific requirements (e.g., certain Non-NSU clinics may require that you work on holidays and days that NSU is closed; requires health insurance; paid parking; urine screening; training before the fall semester).**

### Instructions:

- Please review the Practicum Sites listed below;
- **From the list, determine which are your top 14 in rank order;**
- **Click on the site you believe should be ranked #1 and drag it to the top of the list;**
- Repeat the same process with the additional sites you rank;
- Once you have reordered the list to reflect your top 14, click on "submit form" which is found at the bottom of this form. If this is not showing, it is because you have not filled in all of items on the form.

## Site Preference(s):

# 1<sup>st</sup> and 2<sup>nd</sup> Year Practicum Student Site Selections

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- **Click on the site you believe should be ranked #1 and drag it to the top of the list;**
- Repeat the same process with the additional sites you rank;
- Once you have reordered the list to reflect your top 14, click on "submit form" which is found at the bottom of this form. If this is not showing, it is because you have not filled in all of items on the form.

## Site Preference(s):

1. ADHD Assessment, Consultation, & Treatment Program - NSU (1, 2) 6111
2. Adolescent Drug Abuse Prevention & Treatment (ADAPT) - NSU (1, 2) 6112
3. Adult Services Program - NSU (1, 2) 6113
4. Anxiety Treatment Center (ATC) – NSU (1,2) Clinical Interventions for Anxiety Disorders required as summer elective course 6114
5. Biofeedback and Health Psychology Center NSU (1, 2) - health psychology course required 6115
6. Child & Adolescent Traumatic Stress Program (CATSP) - NSU (1, 2) 6117
7. \*Child, Adolescent, and Family Services (CAFS) - NSU (1, 2) 6116
8. Childnet (1) 7116
9. \*CONVIVA Care Center - Geriatric and Rehabilitation Psychology (SPANISH ONLY; 1, 2) 7115
10. Family Violence Program - NSU (1, 2) 6118

# Elective Student Site Selections

## Instructions:

- Please review the Practicum Sites listed below;
- **Click on the site you want to rank as #1 and drag it to the top of the list;**
- **Repeat the same process with the additional sites you want to rank;**
- After the last site that you rank, drag the following statement below your last ranked site **\*\* I do not want any practicum site below this line**
- **Once you have reordered the list to reflect your top sites, click on the "submit form" button which is at the bottom of this form. If this is not showing, it is because you have not filled in all of items on the form.**

## Site Preference(s):

1. Broward Children's Center (E) 7152
2. Broward Health Medical Center- Pediatric Psychology (2, E) - NOTE ONE MUST BE SPANISH SPEAKING 7112
3. \*Broward Health North Medical Center - Rehabilitation Unit (2, E) 7114
4. Broward Health North Memory Disorder Center (2, E) 7175
5. **\*\*I do not want any practicum site below this line\*\***
6. Broward Sheriff's Office - North Broward Detention Center (E) 7153
7. Cleveland Clinic Florida – Neurology (E) 7169
8. \*Community Action and Human Services Department (2, E) 7117

# Elective Sites Selections: Only # Sites You Want

## Instructions:

- Please review the Practicum Sites listed below;
- **Click on the site you want to rank as #1 and drag it to the top of the list;**
- **Repeat the same process with the additional sites you want to rank;**
- After the last site that you rank, drag the following statement below your last ranked site **\*\* I do not want any practicum site below this line**
- **Once you have reordered the list to reflect your top sites, click on the "submit form" button which is at the bottom of this form. If this is not showing, it is because you have not filled in all of items on the form.**

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4. Broward Health North Memory Disorder Center (2, E) 7175
5. **\*\*I do not want any practicum site below this line\*\***
6. Broward Sheriff's Office - North Broward Detention Center (E) 7153
7. Cleveland Clinic Florida – Neurology (E) 7169

# Sites start off in Alphabetical Order

## Site Preference(s):

1. ADHD Assessment, Consultation, & Treatment Program - NSU (1, 2) 6111
2. Adolescent Drug Abuse Prevention & Treatment (ADAPT) - NSU (1) 6112
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4. Anxiety Treatment Center (ATC) – NSU (1,2) Clinical Interventions for Anxiety Disorders required as summer elective course 6114
5. Biofeedback and Health Psychology Center NSU (1, 2) - health psychology course required 6115
6. \*CAC Medical Centers - Rehab Psych (Spanish only; 1, 2, E) 7115
7. \*Child, Adolescent, and Family Services (CAFS) - NSU (1, 2) 6116
8. Child & Adolescent Traumatic Stress Program (CATSP) - NSU (1, 2) 6117
9. \*Childnet (1, 2, E) 7116
10. Consumer Recovery Center at Henderson (1, 2) 7118
11. Family Violence Program - NSU (1, 2) 6118
12. \*Goodman JFS of Broward: Behavioral Health (1, 2, E) 7121
13. Healthy Lifestyles Guided Self-Change Program (GSC) – NSU (1, E) 6119
14. \*Intensive Psychodynamic Psychotherapy Clinic (IPPC) - NSU (1, 2) 6120
15. \*Mailman Segal Center for Human Development (1) 7130
16. \*Miami VA Healthcare System - Rehabilitation (1, 2) 7140

1st & 2<sup>nd</sup> year electives (not in concentrations) for next year **MUST** select 14 sites by moving sites up to the top 14 slots. Nothing after 14 counts. Elective use space bar after last site.

**Site Preference(s):**

1. \*CAC Medical Centers - Rehab Psych (Spanish only; 1, 2, E) 7115
2. ADHD Assessment, Consultation, & Treatment Program - NSU (1, 2) 6111
3. \*Child, Adolescent, and Family Services (CAFS) - NSU (1, 2) 6116
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# Important Notes

- ▶ **ALL 1st and 2nd year** practicum students **must select 14 sites.**
- ▶ **Electives** use space bar after last site.
- ▶ Sites that include **SUMMER** starts will have an \* in front of the site's listing. It may also include fall starts.
- ▶ Some concentration students have a **forced practicum site and will only have ONE site on the list** (due to concentration).
- ▶ **Please read over site-specific requirements** (e.g., certain Non-NSU clinics may require that you work on holidays and days that NSU is closed; 5 days a week; requires health insurance; paid parking; urine screening; training before the fall semester).



# Concentrations

Are you OFFICIALLY enrolled in a concentration NOW? \*

Please select the concentration you are OFFICIALLY enrolled in NOW

- Forensics; I am a 1st year student and I must do a Forensics rotation this coming year
- Health Psychology, 1st year practicum
- Serious Mental Illness, 1st year practicum
- Neuropsychology; I will be 1st year practicum and must do a therapy rotation this coming year
- Psychodynamic; I will be 1st year practicum and have been told I can do the Psychodynamic rotation this coming year
- Psychodynamic; I will be 1st year practicum and will complete the Psychodynamic rotation (IPPC) in my 2nd practicum year

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Do you speak Spanish fluently enough to interact with clients in a therapy or assessment session? \*

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# Submitting Your Application and Emails

No  Yes

I am applying to 1 or more neuropsychology practicum sites (does not include the PSC NAC). By checking Yes I am indicating that I have read the brochure for the neuropsychology site to which I am applying. That experience must be described below in order for me to apply.

**No student is to arrange his/her own practicum site. The student handbook says that students are not to contact practicum sites or supervisors to arrange their own practica. If you do this you can be referred to the professional standings committee.**

CONFIRM SITE ORDER

CLEAR & RESTART

**If you cannot submit the form go back and look for missing/wrongly inputted information. Make sure all required fields are filled out correctly.**

## How Do You Select Sites?

- ▶ **1<sup>st</sup> and 2<sup>nd</sup> year practicum students:** Click on the site you want to move and drag it up or down to select your 14 sites
- ▶ Even though there might be 22 sites like for 1<sup>st</sup> year students, the first 14 sites you list will be your choices.
- ▶ **Elective students:** Select ONLY # you want

## Make Sure to Hit the Confirm Site Order Button to Submit

No student is to arrange his/her own practicum site. The student handbook says that students are not to contact practicum sites or supervisors to arrange their own practica. If you do this you can be referred to the professional standings committee.

CONFIRM SITE ORDER

CLEAR & RESTART

**If you cannot submit the form go back and look for missing/wrongly inputted information. Make sure all required fields are filled out correctly.**

## Weblinks to Practicum Brochure and Portal

- ▶ **Practicum Brochure:** <https://psychology.nova.edu/2020-2021-practicum-brochure.pdf>
- ▶ **Practicum Portal:** Weblink will be emailed with set of detailed instructions

# Reminders

- ▶ **IT IS CRITICAL TO YOU READ AND MEET THE REQUIREMENTS FOR EACH SITE BEFORE SELECTING IT.**
- ▶ **We review students' eligibility before assigning them. If you do not meet the requirements for a site we cannot assign you there and you have wasted 1 or more of your 14 site selections.**
- ▶ Immediately after you submit your application, a copy will be sent to the Office of Clinical Training and **a copy will be sent to your NSU email address.**
- ▶ **Sometime in late January early February we will notify students of their assigned practicum placements.**
- ▶ **BROWSERS THAT CAN BE USED TO SUBMIT YOUR APPLICATION:** You can **only use Outlook, Chrome, or Firefox.** **The Explorer browser cannot be used as it comes up with errors and will be rejected.**
- ▶ **THE PORTAL IS CORRECT!** Do not be alarmed if some sites are not listed under a certain year.
- ▶ **Intensive Supervisors:** For 1<sup>st</sup> and 2<sup>nd</sup> year students not at a PSC faculty site, After sending out practicum assignments we will send out intensive supervisor assignments. Elective students can ask for an intensive supervisor but it will cost 1 credit hour.

# How Sites and Students Get Assigned

- ▶ By year
- ▶ By concentration
- ▶ Pre-interviews
- ▶ By need for a clinical rotation
- ▶ PSC faculty selections
- ▶ Having special skills (e.g., Masters, past experience in an area)
- ▶ Site requirements
- ▶ Number of students needed type, Spanish, male
- ▶ Do not contact outside non-PSC sites
- ▶ Social media postings