



MASTER'S DEGREE PROGRAM IN CLINICAL PSYCHOLOGY
Curriculum of Clinical Psychology for Individuals, Families and Organizations

PRESENTATION OF THE CURRICULAR TRAINEESHIP

Academic year 2019-2020

Educational goals

The curricular traineeship is a training and orienting experience for the second-year students of master's degree program in Clinical Psychology.

During the traineeship the students will have the opportunity (a) to apply some of the acquired academic knowledge, (b) to observe the interventions of a psychologist in a real workplace, and (c) to reflect on the ethical, epistemological, theoretical and technical aspects of psychological practice. The trainee is asked primarily to observe and reflect on the activities performed by a psychologist in the workplace rather than to learn specific techniques or to perform psychological interventions.

The traineeship is aimed to orient students within a variety of different forms and contexts of the psychologist profession, fostering a personal and reflective position among several theories, methods and techniques applied in the psychological practice.

In order to promote professional self-awareness, it is necessary that students get involved in the traineeship with a personal commitment, acquiring some transversal skills (flexibility, willingness to listen, autonomy, etc.) and actively participating in all the activities of the traineeship program (150 hours).

Traineeship activities

Attendance in the curricular traineeship is mandatory. It consists of a set of activities for a total of 150 hours that will be carried out in part at the University campus and in part in an external host organization. Complete fulfilment of the traineeship allows the achievement of 6 credits. Below is a summary, a schedule and a brief presentation of the traineeship activities.

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| October | a) Traineeship project discussion in groups | 5 hours |
| November-December | b) Workshops on clinical psychologists' tools | 25 hours |
| January-April | c) Internship in a host organization | 64 hours |
| | d) Reflection in groups about the internship | 20 hours |
| | e) Guided reflection in groups about the internship | 3 hours |
| May | f) Individual final essay preparation | 25 hours |
| | g) Personal work on final presentation | 6 hours |
| | h) Final presentation in groups | 2 hours |
| | | Total: 150 hours |

- a) Traineeship project discussion in groups - Students will be oriented to reflect in small groups on expectations toward psychological practice and traineeship; the groups will be oriented in taking a position on the ethical, epistemological, theoretical, methodological dimensions as prerequisite of any psychological practice; a shared agreement on a training project will be collaboratively achieved; small groups will be formed and assigned to one of the university tutors; the groups and the corresponding tutor can be checked at the following link: unibg.it/studio-noi/frequentare/tirocinio/tirocini-dipartimento/scienze-psicologiche-e-psicologia

- b) Workshops on clinical psychologists' tools - Five workshops will be held by professional experts of psychological intervention in the main contexts of clinical practice: private practice, public services, communities and non-profit organizations, productive organizations, and educational institutions. A final workshop will focus on ethical and deontological aspects of psychological practice.
- c) Internship in a host organization - Several internship programs in the various contexts of clinical practice will be proposed during the workshops; the internship will be carried out in small groups formed taking into account both the places availability and the students' preferences; each small group will be guided and oriented by a professional psychologist of the host organization (host organization tutor).
- d) Reflection in groups about the internship - Each small group will organize several meetings (for a total of at least 20 hours) during the internship period in order to reflect on their ongoing experience. In particular the groups will highlight in each specific context a) the possible ethical and deontological dilemmas the clinical psychologist could have faced; b) the epistemology that grounded the psychologist's interventions; c) the theories that guided the psychologist's actions; d) the consistency between theories and techniques utilized. At the end of each meeting the groups will send to the university tutor a brief report of the topics addressed following a pre-set format.
- e) Guided reflection in groups about the internship - Together with the university tutor, groups will give a shared meaning to their internship experiences, summarizing the main points of the reflections made by groups on the ethical, epistemological, theoretical and methodological aspects of the psychologist's role in the observed context. Furthermore, the university tutors will help the students to set the individual final essay and the final presentation in groups.
- f) Individual final essay preparation - Students will be asked to individually prepare a written final essay and to send it by email to the university tutor and to the supervisor. The essay length has to be between 1500 and 2500 words and will present a personal reflection on professional positions taken by the student at the end of the traineeship and master's degree program. The essay should also be an occasion to make connections between workshops, internship, academic teachings, and personal experiences. The university tutor and supervisor will support the students in writing the final essay and could ask some changes before its final acceptance.
- g) Personal work on final presentation - All groups will prepare a joint presentation based on their reflections of the internship experience. Each participant will be required to actively contribute to its composition and oral presentation.
- h) Final presentation in groups - The closing activity of the traineeship will be a meeting in which groups will present and together discuss each groups' reflections on the internship experience. These meetings should help to share everyone's learned lessons from the internship. The group presentation has to encompass the following sections:
- description of the psychologist position within the host organization (role, mandate, relationship with the organization and its mission, etc.);
 - aims, target, tools, epistemological and theoretical background of the observed psychological activities;
 - description of the activities observed by the trainee, reflecting on the coherence between the epistemological, theoretical and technical level;
 - analysis of the skills and competences enhanced during the internship, the emotions and personal values elicited by the experience, the significance of the experience in view of one's professional career.

It could be useful for students to administer an ad hoc interview to the host organization tutor to better understand and reflect on the above presentation sections.



Attendance

Given the primarily practical and professionalizing nature of the traineeship it is necessary for the student to carry out the proposed activities in person and with active involvement. The attendance is mandatory for all the traineeship activities, including the opening and closing meetings; no replacement activities will be carried out.

The notices relating to the internship activities will be uploaded on the website page dedicated to the curricular traineeship: unibg.it/studia-noi/frequentare/tirocinio/tirocini-dipartimento/scienze-psicologiche-e-psicologia. Furthermore, the students should frequently check their university e-mail address (@studenti.unibg.it) to which important information will be sent by the tutors and the supervisor.

People, responsibilities and duties

Host organization tutor

The host organization tutor is an experienced and licensed psychologist. She/he provides training and coaching on the activities and on his/her role as a psychologist and participates in the final evaluation of the trainee activities.

University tutor

The university tutor provides support in a) identifying the role and tasks of the trainee; b) solving difficulties, problems and doubts that emerge during the internship; c) providing bibliographical references to deepen the internship experience; d) planning, organizing and writing the individual final essay and the final presentation; e) making connections between trainees, host organization tutors, university supervisor, the traineeship commission and placement office; f) presenting the traineeship activities and guiding the first group meeting and group work; g) giving support during the workshops. The university tutor participates at the final evaluation of the trainee activities at the end of the traineeships. For the current academic year Dr. Luca Belotti (luca.belotti@unibg.it) and Dr. Giovanbattista Andreoli (giovanbattista.andreoli@unibg.it) are the university tutors and meet students at the University campus by scheduling appointments via email. Please check the list posted on the traineeship website (unibg.it/studia-noi/frequentare/tirocinio/tirocini-dipartimento/scienze-psicologiche-e-psicologia) to know the university tutor you are assigned to.

Scientific supervisor

The scientific supervisor is a faculty member. He oversees and coordinates the activities of the traineeship. In particular he agrees on traineeship projects with the host organization tutors and organizes the workshops. He promotes the integration of the learning experience with the curriculum of the student. He intervenes to cope with any critical elements and validates the right completion of the traineeship. For the current academic year prof. Attà Negri (atta.negri@unibg.it) is the supervisor and meets the students at University during the office hours indicated on the university website.

Traineeship commission and coordinator

The traineeship commission approves the organization of all traineeship activities, monitors the quality of the students' experiences and decides about the student's requests (e.g., exemptions, modifications, etc.). For the current academic year, the traineeship Commission is composed by prof. Ilaria Castelli (coordinator), prof. Letizia Caso, prof. Andrea Greco, Silvia Ivaldi, prof. Attà Negri. Prof. Ilaria Castelli serves as coordinator of the curricular traineeships in all the academic programs in psychology (bachelor's in Psychological Sciences, master's in Clinical Psychology – all three curricula).

Trainee's duties

The trainee must:

- comply with the times, modality and norms of the traineeship projects and activities;
- follow indications provided by the tutors and the supervisor;
- attend all the activities scheduled and jointly decided with the host organization tutor;
- comply with confidentiality obligations and ethical principles inherent to the psychology profession.

Procedures of the internship

Formal starting of the internship

For administrative and insurance purposes, before starting the internship in the host organization all the students of each group must accept and subscribe to the internship program online at [sportello.unibg.it/esse3 /Home.do](http://sportello.unibg.it/esse3/Home.do) at least two weeks before the scheduled start of the internship. During the electronic procedure the student selects prof. Attà Negri as scientific supervisor. The online and timely acceptance of the internship program is the necessary and mandatory condition to start the internship.

Curricular traineeship registry

Before starting the internship each student downloads the curricular traineeship registry (unibg.it/sites/default/files/avvisi_e_comunicazioni/curricular_traineeship_registry.pdf). During and at the end of the internship student and host organization tutor fill out and sign the registry.

Formal closing of the traineeship

The traineeship will be closed after the final presentation in groups in May 2020.

The completion of the activities at the host organization (activity c) – internship, 64 hours) is certified through the curricular traineeship registry compiled and signed by the student, the host organization tutor, the university tutor, and the supervisor. Each of them moreover writes a personal evaluation of the traineeship experience.

The completion of the other traineeship activities is certified on another form – the university traineeship activities logbook. This form is managed by the university tutors that at the end of the traineeship will certify the attendance of the guided activities in groups (activities a), b), e), h) – initial discussion, 5 hours; workshops, 25 hours; guided reflection in groups, 3 hours; final presentation, 2 hours); on the same logbook the student will self-certify the individual work for the final presentation (5 hours) and for the individual final essay (25 hours) and the reports of the reflection group meetings on the internship will attest the group work attendance; also the supervisor will sign this logbook as approval of the individual final essay.

The two registries, together with the individual final essay, have to be presented by the student in person (or via a “PEC” email account) at the Placement Office by no later than 60 days after the supervisor’s signature. The student can graduate 30 days after having presented these documents to the Placement Office (via San Bernardino, 72/e, Bergamo).

Other information

Traineeship for students of previous academic years

The students who should have carried out the traineeship in previous academic years have to follow different rules since in their study plan the traineeship consists of different amounts of credits (10) and hours (250). In particular they have a) to attend the 25 hours of workshops on clinical psychologists’ tools (see the section “Traineeship activities”), b) to search, with the help of the university tutor, a host organization eligible for the internship and a psychologist that could be the host organization tutor, c) to write and sign with the university and host organization tutors a training project defining the specific educational goals, the activities to be performed, the operating models and the schedule of an internship lasting at least 200 hours at the host organization; d) to dedicate 25 hours in writing a final essay on the internship experience. It is possible also to carry out the curricular traineeship abroad. In order to carry out the traineeship in Italy these students must contact one of the two university tutors no later than October 31st, 2019; for the traineeship abroad it is possible to contact the tutors later, but the student must consider that the entire procedure of the traineeship does not normally last less than 6 months. Please see also the vademecum for the 2018-2019 a.y.: unibg.it/studia-noi/frequentare/tirocinio/tirocini-dipartimento/scienze-psicologiche-e-psicologia

Traineeship abroad

It is possible to carry out the curricular traineeship abroad during an *Erasmus+* project for study purpose only if the traineeship is independent and not funded by another scholarship by the University of Bergamo. In this case the student finds abroad - in accordance with the Traineeships Office, the university tutor, and the supervisor - an eligible host organization with a psychologist tutor, defining a specific training project for the traineeship.

The traineeship could be also be conducted as an *Erasmus+ traineeship* project (that is different program from the Erasmus+ for study purpose). In this case the internship program will coincide with the Learning Agreement fulfilled for the *Erasmus+ traineeship* project.

In all case of traineeship abroad a) the host organization and the University have to sign a formal agreement before starting the internship, b) the host organization must have a psychologist eligible and available to serve as host institution tutor, c) student and host organization tutor sign a training project before starting the internship, d) the traineeship consists of at least 125 hours of internship and 25 hours for writing the individual final essay.

Once student finds a host organization and a supervisor abroad, the university supervisor will evaluate if they satisfy the minimum training requirements for the traineeship. The evaluation is conducted considering the host supervisor's curriculum and the searchable information of the host organization. Also the Traineeships Office must (tirocini@unibg.it) also be informed to receive the formal approval as for the administrative aspects. The traineeship will not be considered valid if prior to its inception it has not obtained the formal and written approval from the scientific supervisor, the university tutor and the Traineeships Office.

For suggestions in finding a host organization abroad please contact the coordinator during the office hours indicated on the university website. Once the host organization is found, the student defines a training project with the host organization tutor in accordance with the university tutor and the supervisor. The modalities and rules to formally start the traineeship are the same as the internship carried out in Italy (see the section "Procedures of the internship").

Exemption for working students

A working student, who is unable to carry out the traineeship activities, has to send an email to the university tutor and to the supervisor (from October, 1 to October, 31) writing in the subject line: "Traineeship exemption request - working student - Name and Surname" and attaching an employment contract or partnership implying a commitment of at least 35 hours per week.

If the exemption is granted by the traineeship commission and if the student workplace context allows to conduct a psychological analysis of the activities performed, the trainee has to write an essay of 30,000-40,000 characters (including spaces) on his/her own workplace context and to send it by email to the university tutor and to the supervisor. The followings are examples of workplaces on which it is possible to write an essay: cooperatives with services dedicated to specific issues/fragile people; schools (including kindergartens); research institutions and universities; services and centers dedicated to people's needs: social assistance, different skills, (etc.); employment offices or curricula/staff selection services; hospitals, medical/clinical services.

The report has to encompass the following sections:

- description of the workplace context (mission, values, organogram, functions) and of the role of the student within it;
- description of the psychological aspects or problems encountered, analyzing them according to a theoretical background;
- personal considerations about the job, also linking it to their future professional career.

If it is not possible to write an essay on student's workplace context, the student has to write an essay in which they will critically analyze the following books: Johnstone, L., & Dallos, R. (2013). *Formulation in psychology and psychotherapy: Making sense of people's problems* (2nd ed.). London: Routledge; McWilliams, N. (2011). *Psychoanalytic Diagnosis: Understanding Personality Structure in the Clinical Process*. NY: Guilford Press; Lingiardi, V. & McWilliams N. (Eds.) (2017). *Psychodynamic Diagnostic Manual, Second Edition*. NY: Guilford.