

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

## PRESENTATION OF THE CURRICULAR TRAINEESHIP

### Academic Year 2021-2022

#### 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 at the curricular traineeship is mandatory. It consists of a set of activities for a total of 150 hours that will be carried out partly at university sites, partly online and partly 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.

October	a) Discussion in groups about the traineeship project	4 hours
November-December	b) Workshops on clinical psychologists' tools	24 hours
January-April	c) Workshop on project works in clinical psychology	4 hours
	d) Internship in a host organization	64 hours
	e) Reflection in groups about the internship	20 hours
	f) Guided reflection in groups about the internship	9 hours
May	g) Individual final essay preparation	20 hours
	h) Personal work on final presentation	2 hours
	i) Final presentation in groups	3 hours
		Total: 150 hours

- a) Discussion in groups about the traineeship project (online or in person attendance) - 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 the psychological practice; a shared agreement on the training project will be collaboratively achieved; the division into small groups can

be found at the following link under the section "Traineeship in Clinical Psychology (ENG)":  
[unibg.it/studia-noi/frequentare/tirocinio/tirocini-dipartimento/scienze-psicologiche-e-psicologia](http://unibg.it/studia-noi/frequentare/tirocinio/tirocini-dipartimento/scienze-psicologiche-e-psicologia)

- b) Workshops on clinical psychologists' tools (online or in person attendance) - Six workshops will be held by professionals, 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; students are required to attend at least five of the six workshops. A final workshop - mandatory for all students - will focus on ethical and deontological aspects of psychological practice.
- c) Workshop on project works in clinical psychology (online or in person attendance) - This specific workshop is aimed to guide students to enhance theoretical and practical capabilities in thinking of and planning the psychological intervention by analysis the needs within the context, defining aims, and choosing the more appropriate instruments to achieve them. The workshop will take place in small groups.
- d) Internship in a host organization (on site, online or blended modality) - 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 considering 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).
- e) Reflection in groups about the internship (online or in person attendance) - Each small group will organize several meetings during the internship period in order to reflect on their ongoing experience. In particular the groups will highlight in each specific context 1) the possible ethical and deontological dilemmas the clinical psychologist could have faced; 2) the epistemology that grounded the psychologist's interventions; 3) the theories that guided the psychologist's actions; 4) the consistency between theories and techniques utilized. At the end of each meeting the groups will upload on the traineeship e-learning webpage a brief report of the topics addressed following a pre-set format.
- f) Guided reflection in groups about the internship (online or in person attendance) - 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.
- g) Individual final essay preparation - Students will be asked to individually prepare a written final essay and to upload it on the traineeship e-learning webpage. The essay length has to be between 2000 and 3000 words and will present a project of psychological intervention within the context in which students will have carried out their internship. Students will be helped to carry out this task attending the workshop on intervention projecting in clinical psychology. The university tutor and supervisor will support the students in writing the final essay and could ask some changes before its final acceptance.
- h) 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.
- i) Final presentation in groups (online or in person attendance) - 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 university website page dedicated to the curricular traineeship ([unibg.it/studia-noi/frequentare/tirocinio/tirocini-dipartimento/scienze-psicologiche-e-psicologia](http://unibg.it/studia-noi/frequentare/tirocinio/tirocini-dipartimento/scienze-psicologiche-e-psicologia)) under the section "Traineeship in Clinical Psychology (ENG)" and on the curricular traineeship e-learning webpage (<https://elearning15.unibg.it/enrol/index.php?id=2177>). Furthermore, students should frequently check their university e-mail address (@studenti.unibg.it) to which important information will be sent by tutor and 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@guest.unibg.it](mailto:luca.belotti@guest.unibg.it)) is the university tutor and meet students online by scheduling appointments via email.

### Scientific supervisor

The scientific supervisor is a faculty member. He oversees and coordinates the activities of the traineeship. In particular he approves 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](mailto:atta.negri@unibg.it)) is the supervisor and meets the students online 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. 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 has to:

- comply with the times, modality and norms of the traineeship projects and activities;
- follow indications provided by tutor and 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 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 acceptance procedure the student has to select 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](http://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 June 2022.

The completion of the activities at the host organization (activity d) – 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.

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), c), f), i) – initial discussion, 4 hours; workshops on clinical psychologists' tools, 24 hours; workshops on project works, 4 hours; guided reflection in groups, 9 hours; final presentation, 3 hours); on the same logbook the student will self-certify the individual work for the final presentation (2 hours) and for the individual final essay (20 hours); lastly, 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 curricular traineeship registry and the logbook, together with the individual final essay, have to be presented by the student in person 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 (6 for the 2019-2020 and 2020-2021 A.Y. or 10 for the previous A.Ys.) and hours (150 for the 2019-2020 and 2020-2021 A.Y. or 250 for the previous A.Ys). In particular they have a) to attend the 24 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, and the schedule of an internship lasting at least 200 hours (2018-2019 A.Y. and previous) or 100 hours (2019-2020 and 2020-2021 A.Y.) at the host organization; d) to dedicate 25 hours in writing a final essay on the internship experience; the essay has to encompass the same sections that make up the final group presentation (see above - activity i), e) to attend at least 1 hour of individual meeting with the university tutor. It is possible also to carry out the curricular traineeship abroad. In order to carry out the traineeship in Italy or abroad these students must contact the university tutor as soon as possible (ideally no later than October 31<sup>st</sup>, 2021); the student have to consider in fact that the entire procedure of the traineeship does not normally last less than 6 months. An internship cannot be recognized if it has not been previously formally approved by the supervisor before it begins.

#### Traineeship abroad

It is possible to carry out the curricular traineeship abroad. In this case the traineeship consists of at least 125 hours of internship (225 hours for the 2018-2019 A.Y and previous) and 25 hours for writing the individual final essay. The student with the support of the university tutor has to follow these steps:

- a) To search for a host organization eligible for the internship and a psychologist that could be the host organization tutor.
- b) Once the student finds a host organization and a supervisor abroad, the university supervisor will evaluate if they satisfy the minimum requirements for the traineeship. The evaluation is conducted considering the host supervisor's curriculum and the available information about the host organization.
- c) In case the host organization does not have a formal agreement with the University yet, a new agreement through the online system ([sportello.unibg.it/esse3/Home.do](https://sportello.unibg.it/esse3/Home.do)) can be activated jointly by the host organization and the university.
- d) Once a host organization with a host tutor is approved by the university supervisor the student has to contact the university and host organization tutors and write with them a training project defining the specific educational goals, the activities to be performed, the operating modes and the schedule of the internship. The training project has to be fulfilled online by the host organization tutor at [sportello.unibg.it/esse3 /Home.do](https://sportello.unibg.it/esse3/Home.do). Subsequently the student has to select prof. Attà Negri as scientific supervisor and accepts the project throughout the same website ([sportello.unibg.it/esse3 /Home.do](https://sportello.unibg.it/esse3/Home.do)) at least two weeks before the scheduled start of the internship.
- e) The training project has to be discussed with and signed by the university supervisor during the regular office hours indicated on the university website at least one week before the scheduled start of the internship.
- f) Before starting the internship, the student has to download the Curricular Traineeship Registry ([https://www.unibg.it/sites/default/files/avvisi\\_e\\_comunicazioni/curricular\\_traineeship\\_registry.pdf](https://www.unibg.it/sites/default/files/avvisi_e_comunicazioni/curricular_traineeship_registry.pdf)) to be filled out during the internship.
- g) At the end of the traineeship the student is requested to write an essay as final report on the traineeship activities. The essay length has to be between 30,000 and 40,000 characters (including spaces) and must be sent by email to the University Tutor. The essay has to encompass the same sections that make up the final group presentation (see above - activity i)

Traineeship abroad can be carried out also during an *Erasmus+* project for study purpose. 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 but the internship project has to be discussed in advance with the university supervisor before to fill out the Learning Agreement. Erasmus and traineeship have different procedures to be followed. Please also refer to the International Programs Office to get further information.

In any case the traineeship will not be considered valid if prior to its beginning 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 you can contact also the traineeship 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.

#### Eventual substitutive activities for working students

A working student, who is unable to carry out the traineeship activities, have the possibility to send an email to the university tutor and to the supervisor (from October 1 to October 31) asking to follow some substitutive activities of the traineeship, and attaching an employment contract or partnership implying a full-time commitment.

If the request is accepted 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 the student's 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. Alternatively, clinical material can be provided to be analyzed and commented on.