



MASTER'S DEGREE PROGRAM IN CLINICAL PSYCHOLOGY

Curriculum: Clinical Psychology for individuals, families and organizations

VADEMECUM FOR THE CURRICULAR TRAINEESHIP

Academic Year 2018.2019 and previous

Educational goals

Within the curriculum in Clinical Psychology for Individuals, Families and Organizations, the curricular traineeship is a training and orientation experience that gives to the students the opportunity to apply the acquired academic knowledge, to observe the interventions of a psychologist, and to reflect on the on ethical, epistemological, theoretical and technical aspects of the observed psychological intervention. The trainee is asked primarily to observe and reflect on the activities performed by the psychologist in the workplace rather than to apply techniques and to implement psychological interventions.

The traineeship is aimed to orient students within the labor market especially concerning the psychologist profession, fostering a personal and reflective positioning among the several theories, methods and techniques applied in the psychological activity.

In order to promote a professional self-awareness it is necessary that students get involved in the traineeship with a personal commitment, activating some transversal skills (flexibility, willingness to listen, autonomy, etc.) and actively participate at all the activities of the traineeship program (250 hours).

Credits, hours and activities

The curricular traineeship is one of the mandatory formative activities of the curriculum in Clinical Psychology for Individuals, Families and Organizations. It consists of 250 hours activities carried out at the University campus and in an external host organization. The complete fulfilment of the traineeship allows the achievement of 10 credits. The following table summarize all the activities of the traineeship.

	A	B	C	D	E
Number of hours	200	15	5	10	20
Type of activities	Internship	Workshops	Meetings with university tutor	Seminars	Essay
Place	Host organization	University campus	University campus	University campus	Home

- **A:** 200 hours of training and coaching by a psychologist at a host organization.
- **B:** 15 hours of workshops at University campus enhancing the epistemological, theoretical and methodological positioning of students, reflecting on the ethical and deontological aspects of psychological profession and fostering the communication and professional skills useful for one's own self-promotion and vocational planning.
- **C:** 5 hours of meetings with the university tutor along the traineeship: at the beginning, to help managing the administrative procedure (eg., initial educational training project); during the



traineeship, to orient in observing activities and to guide or to solve eventual problems; and at the end of the traineeship, to assist in writing the essay.

- **D:** 10 hours of seminars (practicum) held by practitioners and experts in the most relevant clinical psychology fields.
- **E:** 20 hours committed to writing an essay on the traineeship experience with the suggestions of the university tutor.

People, roles, responsibilities and duties

Host organization tutor

The host organization tutor has to be a licensed psychologist, listed since at least 3 years in the practitioners roster (Albo degli Psicologi della Lombardia). She/he provides training and coaching on the activities and on his/hers role as a psychologist and participates at the final evaluation of the trainee activities.

University tutor

The university tutor provides a support in: a) finding an host organization eligible for the traineeship, b) writing, in agreement with the host organization tutor, the initial educational training project, c) identifying the role and tasks of the trainee, d) solving difficulties, problems and doubts eventually emerging during the internship, e) providing training and references to deepen the internship experience, f) planning, organizing and writing the essay. 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/campus-e-servizi/servizi-gli-studenti/orientamento/tirocini-orientamento-itinere/scienze-umane-e-1) to know the university tutor you are assigned to.

Scientific supervisor and traineeship coordinator

The scientific supervisor is a faculty member. He oversees and coordinates the activities of the traineeship. In particular he approves the initial educational project evaluating the scientific and methodological aptness. He promotes the integration of the learning experience with the curriculum of the student. He intervenes to cope any critical elements and, above all, validate 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

The traineeship Commission approves the organization of all traineeship activities, monitors the quality of the students' experiences and decides the student's requests (e.g., exemptions, early starts, modifications, etc.). For the current academic year the traineeship Commission is composed by Prof. Letizia Caso (President), prof. Attà Negri and prof. Paride Braibanti.

Trainee's duties

The trainee must:

- comply with the times, modality and norms of the training project, signed at the beginning of the internship;
- 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.



When to apply for the traineeship

All the second year students have to apply for the traineeship.

Starting the traineeship

To start the traineeship you need to take the following steps:

First: application for traineeship.

The student has to send an email to the assigned University Tutor (luca.belotti@unibg.it or giovanbattista.andreoli@unibg.it), with the following information in the subject line: "Application for the traineeship - Name and Surname".

It is possible to apply only in two periods during each academic year:

- **from October the 1st to November the 10th**
- **from March the 1st to March the 15th**

Second: search of a host organization.

With the help of the university tutor, the student has to search a host organization eligible for the internship and a psychologist that could be the host organization tutor. A non-exhaustive list of organizations eligible for apprenticeships can be consulted at the following web website: tirocini.opl.it

In case the host organization does not have yet a formal agreement with the University, a new agreement through the online system (sportello.unibg.it/esse3/Home.do) can be activated jointly by the host organization and the university, with the help of the university tutor.

Third: training project definition.

Once found a host organization 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. Subsequently the student selects prof. Attà Negri as scientific supervisor and accepts the project throughout the same website (sportello.unibg.it/esse3/Home.do) at least two weeks before the scheduled start of the internship.

The internship in the host organization can last between two and six months, and should start normally on November or April, in agreement with the host organization tutor.

Fourth: approval by the supervisor.

The training project has to be discussed with and signed by the supervisor, prof. Attà Negri, (atta.negri@unibg.it) during the regular office hours indicated on the university website at least one week before the scheduled start of the internship.

Fifth: the beginning of the internship.

The trainee may begin his/her internship in the host Organization on the 7th day after the project has been presented to the Placement Office (via San Bernardino, 72/e, Bergamo). It is not possible to start the internship before that date.



Before starting the internship the student has to download the Curricular Traineeship Registry (unibg.it/sites/default/files/curricular_traineeship_registry.pdf) to be filled out during the internship.

Ending the traineeship

The student may end the traineeship after:

- having completed the hours at the host organization
- having completed the hours at the University (workshops, seminars and meetings with the university tutor)
- having received the approval on the essay by the university tutor and the supervisor

The completion of the hours at the host organization is certified through the Traineeship Curricular Registry compiled by the student and signed by the host organization tutor, the university tutor the supervisor.

The completion of the hours at the University campus is certified by the university tutor on a separated form – University Traineeship Activities Registry – shown to the student and signed also by the supervisor at the end of the traineeship. On the same document the approval of the essay is also certified.

The two registries should be presented by the student at the Placement Office by 60 days later the date of 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).

The essay

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 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 to administer an ad hoc interview to the host organization tutor to better understand and reflect on the essay sections above. The interview transcription should be attached to the essay.

Traineeship abroad

It is possible to carry out the curricular traineeship abroad if:

- the internship is defined in the Learning Agreement of an Erasmus project. It is mandatory and necessary, before leaving, agree with both the tutors and the supervisors the training project to be included in the Learning Agreement, and inform the Placement Office (tirocini@unibg.it);



- the internship is defined during an Erasmus permanence, extending the stay for the period of the internship. In this case the student during the Erasmus period will agree with both the tutors and the supervisors the training project and inform the Placement Office (tirocini@unibg.it);
- the internship is not a part of an Erasmus project and the student finds abroad, in accordance with the university tutor and the supervisor, an eligible host organization with a psychologist tutor defining a training project. The modalities for starting the traineeship are the same operating for the Italian host organizations.

In all three cases a) the host organization and the University have to sign a formal agreement before starting the internship b) in the host organization have to work a psychologist eligible and available to serve as host institution tutor, c) the traineeship consist of 230 hours of internship and of 20 hours for writing the essay.

Exemption for working students

A working student, who is unable to carry out the traineeship at an host organization, has to send an email to the University Tutor and to the Supervisor (from the 1st of October to the 10th of November, and from the 1st of April to the 31st of April) 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 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. The followings are examples of working places 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 laboratories.

The report has to encompass the following sections:

- description of the working context (mission, values, organigram, functions) and of the role 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 future professional career.

If it is no possible to write an essay on one's own the working context, the student has to write an essay in which 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