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Welcome to the UNE Master of Professional Psychology Program

Psychology at UNE was founded in 1938 and is the third oldest Psychology department in Australia. Sixty years after its inception, and in response to a changing professional scene, the Postgraduate Clinical Psychology Program was inaugurated in 1998. All of our courses are currently accredited with the Australian Psychology Accreditation Council (APAC).

Consistent with the UNE Strategic Priorities, our Program is regionally based but globally connected through the international research collaborations of our academic staff. It is also renowned for the quality of student experience in off-campus and distance education learning. Our aim is to be relevant to local communities through the training of quality practitioners Australia-wide.

The Master of Professional Psychology has two interrelated components: coursework and practicum. This handbook has been compiled as an overview and reference guide to these components, and the requirements and rules of the course. I trust it will provide a roadmap for what lies ahead.

The journey to becoming a practicing psychologist is exciting, challenging and rewarding. On behalf of the Psychology staff at UNE, I welcome you and look forward to sharing the experience with you.

Dr Gavin Clark
Course Coordinator, Master of Professional Psychology
General Information

The Master of Professional Psychology Program at the University of New England

This Course Handbook describes the Master of Professional Psychology (MProfPsyc) at the University of New England (UNE). The MProfPsyc offers a foundational qualification in professional psychology and is accredited by the Australian Psychology Accreditation Council (APAC) and meets the accreditation standards of the Psychology Board of Australia (PsyBA). Completion of the MProfPsyc and a further year of supervised internship will lead to general registration as a Psychologist with the Psychology Board of Australia.

The course provides one year of full-time (or part-time equivalent) off-campus education. Our program adheres to the scientist-practitioner model, which emphasises the use of evidence-based approaches to assessment and intervention in areas such as mental health, wellbeing, and physical and cognitive functioning. The MProfPsyc has the components of coursework (75%) and practical skills training (25%) and aims to provide graduates with an education in the most recent evidence-based theories and methods of practice, and to equip graduates with the skills, which are necessary to practice as a psychologist in a variety of settings.

Staff Associated with the Master of Professional Psychology Program

Direct Staff

Staff members who provide extensive teaching, or who are directly associated with the UNE Postgraduate Professional Psychology programs, are listed below.

**Academic Staff.**

<p>| Name: Associate Professor Debra Dunstan |
|-----------------|-----------------|
| Role: Deputy Head of School            |
| Director, Clinical Psychology Program  |
| Room: 24 in SO6 Psychology Main Building |
| Phone: (02) 6773 3764                  |
| Email: <a href="mailto:ddunstan@une.edu.au">ddunstan@une.edu.au</a>              |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Gavin Clark</td>
<td>Course Coordinator of the Master of Professional Psychology and Lecturer in Clinical Psychology</td>
<td>G.12 in S07 Psychology North Wing</td>
<td>(02) 6773 4553</td>
<td><a href="mailto:gclark8@une.edu.au">gclark8@une.edu.au</a></td>
</tr>
<tr>
<td>Dr Navjot Bhullar</td>
<td>Senior Lecturer in Psychology</td>
<td>G.02 in S07 Psychology North Wing</td>
<td>(02) 6773 3187</td>
<td><a href="mailto:nbhulla2@une.edu.au">nbhulla2@une.edu.au</a></td>
</tr>
<tr>
<td>Dr Warren Bartik</td>
<td>Psychology Clinic Director</td>
<td>G.01 in S07 Psychology North Wing</td>
<td>(02) 6773 3743</td>
<td><a href="mailto:wbartik@une.edu.au">wbartik@une.edu.au</a></td>
</tr>
<tr>
<td>Dr Bethany Wootton</td>
<td>Senior Lecturer in Clinical Psychology</td>
<td>G.03 in S07 Psychology North Wing</td>
<td>(02) 6773 5798</td>
<td><a href="mailto:bwootton@une.edu.au">bwootton@une.edu.au</a></td>
</tr>
<tr>
<td>Name</td>
<td>Role</td>
<td>Room/Location</td>
<td>Telephone</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------</td>
<td>------------------------------------</td>
<td>-----------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Ms Andrea del Pozo de Bolger</td>
<td>Clinical Placement Coordinator</td>
<td>G.09 in SO7 Psychology North Wing</td>
<td>(02) 6773 2871</td>
<td><a href="mailto:adelpoz2@une.edu.au">adelpoz2@une.edu.au</a></td>
</tr>
<tr>
<td>Mrs Laura Clark</td>
<td>Guest Lecturer in Clinical Psychology (PSYC506)</td>
<td></td>
<td></td>
<td><a href="mailto:lclark23@une.edu.au">lclark23@une.edu.au</a></td>
</tr>
<tr>
<td>Dr Dianne Shanley</td>
<td>Guest Lecturer in Clinical Psychology (PSYC507)</td>
<td></td>
<td></td>
<td><a href="mailto:d.shanley@griffith.edu.au">d.shanley@griffith.edu.au</a></td>
</tr>
<tr>
<td>Ms Suzannah Mitchell</td>
<td>Psychology Administrative Assistant</td>
<td>17 in SO6 Psychology Main Building</td>
<td>(02) 6773 5844</td>
<td><a href="mailto:smitch48@une.edu.au">smitch48@une.edu.au</a></td>
</tr>
</tbody>
</table>
Overview of Master of Professional Psychology Degree

The University regulations pertaining to the MProfPsyc appear in the University Handbook and can be found at the following site https://my.une.edu.au/courses/2016/courses/MPPSY

All coursework units (PSYC503-512) are graded. The practicum unit (PSYC531) is assessed as satisfied requirements or fail. For the award of the degree, a minimum pass grade must be achieved for all requirements in all units. This is a condition of accreditation by the Australian Psychology Accreditation Council.

The MProfPsyc involves successful completion of the following 48 credit points of study:

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Name</th>
<th>Offering</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC503</td>
<td>Adult Psychological Disorders</td>
<td>T1, External</td>
<td>6</td>
</tr>
<tr>
<td>PSYC504</td>
<td>Psychological Interventions with Adults</td>
<td>T1, External</td>
<td>6</td>
</tr>
<tr>
<td>PSYC505</td>
<td>Clinical Psychological Assessment</td>
<td>T1, External</td>
<td>6</td>
</tr>
<tr>
<td>PSYC506</td>
<td>Counselling Skills and Professional Practice</td>
<td>T1, External</td>
<td>6</td>
</tr>
<tr>
<td>PSYC507</td>
<td>Clinical Child and Adolescent Psychology</td>
<td>T2, External</td>
<td>6</td>
</tr>
<tr>
<td>PSYC512</td>
<td>Clinical Research Methods</td>
<td>T2, External</td>
<td>6</td>
</tr>
<tr>
<td>PSYC531</td>
<td>Psychology Practice Placement I</td>
<td>T2, External</td>
<td>12</td>
</tr>
</tbody>
</table>

T1 = Trimester 1; T2 = Trimester 2

Unit Descriptions

Details of all unit requirements are provided on the relevant Moodle site. A description of the above units can be found in the UNE Course and Unit Catalogue at the following links:

https://my.une.edu.au/courses/units/PSYC503

https://my.une.edu.au/courses/units/PSYC504

https://my.une.edu.au/courses/units/PSYC505

https://my.une.edu.au/courses/units/PSYC506

https://my.une.edu.au/courses/units/PSYC507

https://my.une.edu.au/courses/units/PSYC512

https://my.une.edu.au/courses/units/PSYC531
Transferring from the MProfPsyc to the MPsych(Clin)

The MProfPsyc has been structured to allow for articulation to the second year of the MPsych(Clin) at UNE and specialist degrees offered at other institutions. Students wishing to transfer to the MPsych(Clin) must submit, in writing, a request for change of enrolment to the Director of the Clinical Psychology Program. This should occur after completion of the Trimester 1 units. Permission to transfer will be dependent upon available places, but may be granted to students who: (1) achieve an average grade of Distinction or above for the coursework units; (2) successfully complete PSYC531; and, (3) have the support of a research supervisor to adapt their research proposal to meet the requirements of PSYC522 Clinical Psychology Thesis. If a greater number of students apply to articulate into the second year of the MPsych(Clin) than there are places available then places will be allocated on a competitive basis following an interview with a panel composed of members of the clinical team. A requirement of this transfer is that in the Second Year, the student undertakes PSYC513 Clinical Placement I at the UNE Psychology Clinic.

Transferring To and From Part-Time Study

The MProfPsyc may be studied part-time or full-time and students may apply to change their enrolment status during their course of study. Students that wish to increase or decrease their study load to either part time or full time should, in the first instance, contact the Course Coordinator (Dr Gavin Clark), to inform them of your intention to change. Students should then change their enrolment to the preferred study load and send a written request through ASKUNE by selecting the 'Contact Us' tab. Students will then be notified if they are eligible to change their study load.
Schedule of activities 2016

The Principal Dates for all UNE activities in 2016 can be found at the following site: http://www.une.edu.au/about-une/principal-dates. Below is an overview of key activities for students completing the MProfPsyc full-time.

### MProfPsyc Course Dates

#### Trimester 1

Seven weeks of **lectures** during weeks beginning:

1. 22\(^{nd}\) February
2. 29\(^{th}\) February
3. 7\(^{th}\) March
4. 14\(^{th}\) March
5. 21\(^{st}\) March
6. 28\(^{th}\) March
7. 4\(^{th}\) April

#### Mid-Trimester Break

**April Intensive School Period**

PSYC503 & PSYC504 = Friday 15\(^{th}\) and Saturday 16\(^{th}\) April 9.00am-to-5.00pm. *(Mandatory)*

PSYC505 & PSYC506 = Sunday 17\(^{th}\) and Monday 18\(^{th}\) April 9.00am-to-5.00pm. *(Mandatory)*

Four weeks of **lectures** during weeks beginning:

8. 25\(^{th}\) April
9. 2\(^{nd}\) May
10. 9\(^{th}\) May
11. 16\(^{th}\) May

**Exam Period 23\(^{rd}\) May–3\(^{rd}\) June**

#### Trimester 2

**PSYC507 Intensive School** - Tuesday 28\(^{th}\) June to Friday 1\(^{st}\) July *(Mandatory)*

**PSYC512 Intensive school** - Monday 20\(^{th}\) and Tuesday 21\(^{st}\) June *(Non-mandatory)*

- Saturday 20\(^{th}\) and 21\(^{st}\) August *(Mandatory)*
Trimester 1 Timetable 2016

A detailed timetable describing the topics covered each week will be provided within each of the Unit Guides corresponding to each Unit (accessible on the Unit Moodle site). Students should expect Lectures and associated materials to be uploaded to Moodle on the Friday of each week’s timetabled classes. Lecturers may endeavour to make these materials and lectures available earlier in the week.

A number of the lectures will involve being asked to engage in role-plays, discussion topics or reflection on discussion boards prior to being given access to the next set of lecture materials. Each student is therefore expected to have completed these tasks prior to the following Friday.

An overview of the scheduled assessment tasks for each unit is presented below.
<table>
<thead>
<tr>
<th><strong>Academic Week</strong></th>
<th>PSYC503</th>
<th>PSYC504</th>
<th>PSYC505</th>
<th>PSYC506</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 W/c 22nd Feb</td>
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<tr>
<td>2 W/c 29th Feb</td>
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</tr>
<tr>
<td>3 W/c 7th March</td>
<td>Diagnostic assessment</td>
<td>Complete quiz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 W/c 14th March</td>
<td></td>
<td></td>
<td></td>
<td>Ethical Scenario essay</td>
</tr>
<tr>
<td>5 W/c 21st March</td>
<td></td>
<td></td>
<td>Case-Conceptualisation report</td>
<td></td>
</tr>
<tr>
<td>6 W/c 28th March</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 W/c 4th April</td>
<td>Essay</td>
<td></td>
<td>WAIS-IV Administration Recording</td>
<td></td>
</tr>
<tr>
<td><strong>BREAK IN LECTURES</strong></td>
<td></td>
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<tr>
<td>8 W/c 25th April</td>
<td></td>
<td></td>
<td>WAIS-IV Administration Report &amp; Memory essay</td>
<td></td>
</tr>
<tr>
<td>9 W/c 2nd May</td>
<td>Case Presentation</td>
<td>Essay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 W/c 9th May</td>
<td>Practical Exam - Submit recording</td>
<td>Counselling essay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Take-Home Exam given out</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 W/c 16th May</td>
<td>Take-home Exam Hand-in</td>
<td></td>
<td></td>
<td>Practical Skills exam – Submit recording Hand in Logbook</td>
</tr>
</tbody>
</table>

**Exam Period**

<table>
<thead>
<tr>
<th>Examination</th>
<th>Examination</th>
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</thead>
</table>
Policies Relating to the Master of Professional Psychology

Attendance at Intensive Schools

As per the BCSS policy for Mandatory Intensive Schools, failure to attend a Mandatory Intensive School will result in the student being withdrawn from the unit. If the Intensive School occurs after the census date, the student will be withdrawn without academic penalty (but will still have a HECS liability). As per the Course Rules, withdrawal from any unit shall be deemed to be withdrawal from candidature.

Assignments

Submission.

All written work should be e-submitted via the Moodle site for the relevant unit and accompanied by a signed and dated Plagiarism Declaration Form. All written work must also comply with APA format as detailed in the APA Publication Manual (6th edition). Typing should be in a 12-point font size throughout, double-spaced and with at least 2.54 cm margins all round. All pages are to be numbered. The word count must be specified on the title page. The word count applies to the text of the assignment and includes all material except the title page and references. Specified word limits are maximum limits and students should not exceed these. Markers/examiners will cease to read any words exceeding the stated maximum word length.

Lecturer contact and enquiries

If students have any queries regarding assignments or any aspect of the Unit content they should post this on the Moodle Discussion boards for the Unit. Lecturers will typically be unable to provide feedback to such queries by email.

Extensions and late submission.

Only the unit coordinator may grant extensions. An application for an extension must be made prior to the due date of submission. Unit Co-ordinators may grant up to 30 days extension on assessments, however, an extension cannot be granted beyond the end of the examination period. Thereafter, students must apply for a Special Extension of Time through the Student Centre. Extensions will only be granted in accordance with the UNE Assessment Policy. Please note that applications for extensions of time will be expected to be made with accompanying supporting documentation. Extensions will not be granted due to: (a) the demands of other assignments due on or about the due date or other study-related commitments; (b) failure of computer, Internet, or other Information Communication Technology (ICT) unless publicly documented (ICT failure at the UNE server is treated at a global unit level by the school); or (c) foreseeable work commitments or other foreseeable circumstances.
A Unit Coordinator is under no obligation to accept late work if prior approval for lateness has not been sought and granted before the due date. However, if unapproved late work is accepted, it will subject to the School’s Late Penalty Policy:

- 3% deducted per day (21% per week) for a maximum of 2 weeks (42%).
- After two weeks, a late assignment will be recorded as received, but it will attract a zero mark. In accordance with accreditation requirements, the student will be deemed to have failed the unit. As per the Course Rules, unless good cause is shown failure in any unit shall result in termination of candidature.

Please note that the assignments are required to be submitted via the relevant Unit Moodle site by the assignment due date. The timely submission of assignments is the responsibility of the student. Therefore any assignments which are submitted late due to technological difficulties that the student has encountered will be penalised unless additional extenuating circumstances apply. Students are therefore encouraged to ensure they are fully familiar with the online submission portal prior to the assignment due date and also to allow plenty of time to upload the assignment prior to the deadline for submission.

**Plagiarism.**

Prior to submitting any written work students must read the University’s Student Academic Misconduct and Plagiarism Rules. Please note that these rules require a signed and dated Plagiarism Declaration Form to be submitted with each piece of assessable work. By signing the declaration, a student is confirming that s/he is not ignorant of the rules and has complied with the requirements.

**Credit for Previous Experience**

**Coursework.**

Students may be given credit for coursework that is directly equivalent to coursework in the current program and has been completed in an APAC accredited program at pass level within the preceding five years. Students who wish to apply for advanced standing should do so through ASKUNE.

**Practicum.**

No credit will be given for any previous placement or clinical experience.

**Course Evaluation**

Student evaluation of the Master of Professional Psychology will be carried out in two ways: (a) UNE Student Evaluations of Teaching of coursework units, which is undertaken via online survey by the Corporate Intelligence Unit; and, (b) an online survey asking for feedback on the program as a whole. Student evaluation of the program is considered to be an important source of information and is the main vehicle for improving the program in the future. Student feedback to Unit Coordinators, the Course Coordinator or the Director of the Clinical Psychology Program, is welcome.
at any stage. Any complaints about a unit should be directed to the Unit Coordinator in the first instance.

**Course Advisory Liaison Committee**

The program has a Course Advisory Liaison Committee (CALC) which meets twice yearly – 11:00 am to 2:00 pm on the second Thursday in March and September. The CALC provides advice to the program staff. The CALC consists of staff, student representatives from each of the Postgraduate Professional Psychology programs, local professionals and members of related organisations.

**Documentation of Training**

Electronic copies of documentation relating to each student’s training will be kept on file for 10 years following course completion. File documents will include:

- Application for candidature
- Letters of offer and acceptance
- Curriculum Vitae
- Provisional Registration certificate
- Letters of Clearance (National Police Certificate and Working with Children Check)
- Letters to scholarship funding bodies confirming enrolment
- Confidentiality agreement
- All placement Supervision Contracts and mid- and final placement evaluation forms
- Log Book of placement experience
- Correspondence relating to progression and activity within the Program
- Letters to the Australian Health Practitioner Regulation Agency (AHPRA) with reference to Provisional Registration with the Psychology Board of Australia (PsyBA) and course completion

**Internet Access and Email Communication**

Students completing the Master of Professional Psychology are required to have internet access throughout their period of enrolment and to regularly check their email account. All teaching units will be delivered online via the learning management system Moodle. Each unit will also involve engaging in skills practice and discussion via message boards and video link. Students are therefore required to have access to a computer capable of sending and receiving emails, accessing the internet and watching videos online. Students are reminded of the following understanding and signed declaration made as a condition of candidature in the program:

*The University will communicate with me electronically (unless due to extenuating circumstances alternate communication arrangements have been approved by the*
University) and it is my responsibility to regularly check my UNE email account and that I am required to have access to a computer capable of sending and receiving email, accessing the Internet, playing CDROMs and interacting with Learning Management Systems.

**Technical.**

Technical support is available in the first instance from the IT Service Desk, which can be contacted in the following ways:

**Telephone:** +61 (2) 6773 5000 or toll-free 1800 763 040

**Email:** servicedesk@une.edu.au

**In person:** Dixson Library Service Desk, Ground floor Dixson Library (C31)

**Funding support.**

All students.

A limited number of Commonwealth Supported Places (csp) are available for students newly enrolling into the MProfPsyc.

**Indigenous students.**

In addition to the above scholarships, Indigenous students may also apply for the following scholarships that provide funding up to $15,000 per year:

- Puggy Hunter Memorial Scholarship
- Australian Psychological Society Bendi Lango Bursary

**Professional Behaviour and Expectations**

Students must behave in accordance with the Australian Psychological Society (APS) Code of Ethics and the UNE Student Behavioural Misconduct Rules. As the aim of the Master of Professional Psychology is to prepare students for work in the field, professional conduct and respectful behaviour is required at all times. In accordance with the APAC accreditation standards, students will not be permitted to continue in or graduate from the program if professionalism has not been demonstrated. To assist students to meet the requirements of professionalism, conduct will be monitored throughout the period of candidature. Reports of breaches of ethical conduct or behavioural misconduct will be managed according to the University’s rules and guidelines.

**Confidentiality**

During the course of this degree, sensitive and confidential material and issues will be raised. This may include the descriptions of (anonymised) client difficulties within teaching, watching clinical videos and may also relate to fellow students during discussion or reflective exercises. The
protection of clients’ confidentiality applies to all clinical teaching and related materials, but also applies to discussion, clinical skills training and practice sessions.

You will therefore be asked to sign a confidentiality agreement prior to commencing the MProfPsyc which states that you agree to treat with complete confidence any case information or personal material you encounter during lectures, class discussions and practical sessions, either within formal class times or within skills practice sessions.

The ability to observe confidentiality is considered integral to being an ethical and effective psychologist and adhering to the APS code of ethics.

Withdrawal of Candidature and Mechanism for Appeal

A student’s candidature in the MProfPsyc will be withdrawn under the following circumstances:

- Receipt of a Fail grade in any unit of study
- Termination of a placement due to student conduct

Students whose candidature has been withdrawn may appeal in accordance with the relevant UNE policy.

Paid Employment

The MProfPsyc involves the completion of a number of academic assignments and, when undertaken full-time, its completion is expected to require the hours associated with full-time employment. Additionally, students who are studying full-time with a Commonwealth Supported Place in the MProfPsyc are expected to engage in study activities for a minimum of 37 hours per week during periods of enrolment. It is therefore recommended that full-time students limit their paid employment to a maximum of 10 hours per week.
Coursework

Teaching Units

Detailed outlines of all units will be provided in Unit Guides and on the related Unit Moodle sites. Assessment of each unit will be undertaken in a variety of ways including written assignments, student presentations, competency-based assessment tasks and written examinations. Each unit will have assessment tasks to the equivalence of 7,500 words. Students are expected to spend a minimum of 150 hours on each 6-credit point unit. Students are also expected to purchase prescribed texts.

PSYC503 Adult Psychological Disorders

<table>
<thead>
<tr>
<th>Coordinator(s)</th>
<th>Dr Gavin Clark (<a href="mailto:gclark8@une.edu.au">gclark8@une.edu.au</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Description</td>
<td>The aim of this unit is to provide an account of the clinical presentation, classification, development, and consequences for the common adult psychological disorders. This unit teaches students about the biopsychosocial approach to constructing a case conceptualisation for adult clients presenting with mental health issues. The Diagnostic and Statistical Manual of Mental Disorders (DSM) system is used as the basis for discussion of diagnostic issues.</td>
</tr>
</tbody>
</table>
| Prescribed Material Mandatory | Text(s): The Handbook of Adult Clinical Psychology: An Evidence-based Practice Approach  
ISBN: 9781583918548  

PSYC504 Psychological Interventions with Adults

<table>
<thead>
<tr>
<th>Coordinator(s)</th>
<th>Dr Gavin Clark (<a href="mailto:gclark8@une.edu.au">gclark8@une.edu.au</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Description</td>
<td>This unit provides an introduction to psychological interventions employed in the most common adult mental health problems. The main focus is on evidence-based approaches such as cognitive-behaviour therapy, including a variety of specific clinical skills. The empirical literature related to the treatment of these disorders will also be examined.</td>
</tr>
</tbody>
</table>
| Prescribed Material Mandatory | Text(s): Clinical Handbook of Psychological Disorders: A Step-by-Step Treatment Manual 5ed  
ISBN: 9781462513260  
Barlow, D. H. Guilford Press, 2014 |
### PSYC505 Clinical Psychological Assessment

<table>
<thead>
<tr>
<th>Coordinator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Andrea del Pozo de Bolger (<a href="mailto:adelpoz2@une.edu.au">adelpoz2@une.edu.au</a>)</td>
</tr>
<tr>
<td>A/Prof Debra Dunstan (<a href="mailto:ddunstan@une.edu.au">ddunstan@une.edu.au</a>)</td>
</tr>
</tbody>
</table>

**Unit Description**

This unit provides students with the knowledge and skills necessary to systematically assess, measure and/or evaluate a variety of psychological issues presenting in adulthood. Students are introduced to the theoretical, conceptual and practical aspects of assessment, and are exposed to a range of assessment strategies, including interviewing, observation and psychological testing.

**Prescribed Material Mandatory**

- Text(s): Handbook of Psychological Assessment
  - ISBN: 9780470083581

### PSYC506 Counselling Skills and Professional Practice

<table>
<thead>
<tr>
<th>Coordinator(s)</th>
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<tbody>
<tr>
<td>Dr Bethany Wootton (<a href="mailto:bwootton@une.edu.au">bwootton@une.edu.au</a>)</td>
</tr>
</tbody>
</table>

**Unit Description**

The aim of this unit is to acquire core skills in counselling and professional practice, including ethics. In the counselling component the focus is on interviewing, case formulation and the development of counselling micro-skills. In professional practice, students gain an understanding of the professional and ethical context in which psychologists operate in Australia.

**Prescribed Material Mandatory**

### PSYC507 Clinical Child and Adolescent Psychology

<table>
<thead>
<tr>
<th>Coordinator(s)</th>
<th>Dr Dianne Shanley <a href="mailto:d.shanley@griffith.edu.au">d.shanley@griffith.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Description</strong></td>
<td>This unit provides students with the knowledge and skills necessary to conduct assessment and implement interventions for the most common psychological problems which occur in childhood and adolescence. The main focus is on evidence-based treatments for working with children, adolescents and their parents and teachers. Evidence concerning the effectiveness of interventions is examined.</td>
</tr>
</tbody>
</table>

### PSYC512 Clinical Research Methods

<table>
<thead>
<tr>
<th>Coordinator(s)</th>
<th>Dr Navjot Bhullar <a href="mailto:nbulla2@une.edu.au">nbulla2@une.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Description</strong></td>
<td>This unit is designed to provide students with research knowledge and skills for application in psychology practice. Students will gain an understanding of a range of qualitative and quantitative research methods. This unit will also address issues in research ethics and how ethical decisions involve a trade-off between the costs and benefits of conducting a specific type of research.</td>
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PSYC512

This unit covers the following topics: qualitative and quantitative research methods and their application to clinical research; research designs including single-case designs; methods to evaluate service delivery; and, principles and procedures governing the use of statistics in clinical research. The goal of the unit is to provide training to students in developing and writing a research project of clinical relevance. The written research proposal will be submitted to PSYC512 Unit Coordinator by Monday, 12 September 2016 and a recorded presentation of the proposal will be submitted via Moodle by Friday, 16 September 2016. The PSYC512 Unit Coordinator will mark the research proposals and the proposal presentations. Students are also required to prepare an associated ethics application as part of PSYC512 assessment. Students who transfer to MClinPsych in the second year will be required to undertake a new research project under the supervision of a Psychology staff member at UNE.

Steps in Preparing the Research Proposal

1. The PSYC512 Unit Coordinator will provide students with a choice of topic areas on which to base a proposal for a hypothetical research project to be carried out in an area of relevance to clinical psychology. In accordance with the scope of topics published by the journal of the APS College of Clinical Psychologists - Clinical Psychologist – “relevance” refers to “a range of topics of broad general relevance to psychologist working in clinical and health settings, including assessment and treatment of psychopathology as well as commentary on theoretical, social and cultural issues and applied therapies across the lifespan”.

2. Students are required to prepare a written research proposal and associated HREC application. As the proposal will be an assessment task for PSYC512 and marked using marking criteria, the Unit coordinator will not read and comment on the proposal.

3. Submit the research proposal to the PSYC512 Unit Coordinator by Monday, 12 September 2016.

4. Submit a recording of a 10-minute presentation which provides an overview of the proposal. Students will then engage in discussion within Moodle regarding the project. The presentation must be submitted by Friday, 16 September 2016.

5. Students are required to engage in a Discussion forum on Moodle answering questions related to the research project by Friday, 23 September 2016.

Content of the Research Proposal

The proposal will consist of a document of no more than 6 pages (a total of 1,500 words, double spaced, 12 point font with 2.54 cm margins on all sides) comprising a title page, main body (Introduction, Method and Statistical analysis), and references section. The word limit for the proposal does not include the Title Page and References. The Introduction (approximately 2 pages) should provide a brief outline of the theoretical background and most relevant literature and contain a statement of purpose of the research and the hypotheses to be tested. It should be clear how the reviewed literature leads to the proposed investigation. Approximately 2 pages should consist of the details of the proposed methodology and a description of the data analysis strategy to
be employed.

**Headings in the Research Proposal**

**Title Page (not included in the word limit)**
- Student name
- Supervisor/s
- Date
- Word count

**Introduction**
- Hypotheses

**Method**
- Power Analysis
- Participants
- Measures/Materials
- Procedure

**Statistical analysis**

**References (not included in the word count)**

An example of a research proposal can be found on the PSYC512 Moodle site.

**PSYC512 Intensive School**

PSYC512 has two intensive school periods. The first is non-mandatory and will take place on Monday 20th and Tuesday 21st June. The non-compulsory intensive school is not considered essential to attend and will cover an Introduction to the unit and different types of research designs used in clinical/psychological research. The lectures covered in this intensive school will be recorded and placed on the Unit Moodle site. It is therefore expected that most students will not attend this lecture in-person but watch this on Moodle.

The second intensive school is mandatory to attend and will take place on Saturday 20th and Sunday 21st August. This intensive will focus on statistical/methodological techniques and their applications in clinical research. All students enrolled in PSYC512 are required to attend this intensive school.
Practicum

The practicum component of the Master of Professional Psychology aims to integrate and link clinical practice with the knowledge base gained from the coursework components. The practicum requirement for the MProfPsyc is a 300-hour field placement as part of PSYC531 Psychology Practice Placement. The 300 placement hours are expected to be carried out on a site where students undertake psychological practice under the supervision of a Psychologist who holds general registration with the Psychology Board of Australia (PsyBA) and who is also a Board-approved supervisor with PsyBA (this supervision is not provided by the University). Commencement of the MProfPsyc placement requires satisfactory completion of at least a pass grade in the core skills and theory modules contained within units PSYC503-506. Students must also be concurrently enrolled in, or have passed, PSYC507. As described below, students will identify and negotiate their placement site with a potential placement supervisor. The UNE placement coordinator will determine the suitability of placements; therefore, any organisation of placements is to occur in negotiation with the placement coordinator.

When on placement, students are expected to behave in a professional and ethical manner in accordance with the Australian Psychological Society (APS) Code of Ethics (2007).

PSYC531 Psychology Practice Placement

<table>
<thead>
<tr>
<th>Coordinator</th>
<th>Ms Andrea del Pozo de Bolger (<a href="mailto:adelpoz2@une.edu.au">adelpoz2@une.edu.au</a>)</th>
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</table>

This 12-credit point unit develops professional psychological skills and ethical practices required in the professional context. Students will undertake supervised workplace practice that can include, but is not limited to, role-playing and skills practice, observation of supervisors working with clients, and case analysis. While on placement, students’ practice will be developed in the following areas: interviewing skills; psychological assessment, case formulation and diagnosis; conducting psychotherapeutic interventions with individuals and groups; professional identity, conduct and ethical practice; and, professional communication with clients, support persons and other professionals. The placement will include: (1) 40 days (300 hours) of logged placement time, (2) 100 hours of client contact, and (3) 40 hours of supervision (one per each full day, i.e 7.5 hours of placement)

<table>
<thead>
<tr>
<th>Prescribed Material Mandatory</th>
<th>Text(s): Internship, Practicum and Field Placement Handbook</th>
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<tr>
<td></td>
<td>ISBN: 9780205959655</td>
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<tr>
<td></td>
<td>Baird, B.N., Pearson 7th ed. 2013</td>
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</table>

PSYC531 is normally undertaken in Trimester 2. For part-time students, the timing of placements is negotiated with the Placement Coordinator.

The PSYC531 Unit Guide will provide the most up-to-date details regarding the requirements of the clinical placement and your responsibilities regarding associated documentation. Such requirements may necessarily be updated prior to your commencement of clinical placement. Therefore please ensure that you consult the PSYC531 Unit Guide upon enrolment into the Unit.
Please note that each student is solely responsible for ensuring that they enrol in PSYC531 in the appropriate trimester. Failure to enrol in PSYC531 may prevent the clinical placement from going ahead and invalidate any placement hours already accrued.

**Arranging Placements**

Students will identify a placement in a location of their choice. The organisation of the placement is the responsibility of the student and potential placements will not be identified or organised by the University. This is intended to support the off-campus mode of learning in this course, and to establish a possible opportunity for the 1-year postgraduate internship necessary to meet the requirements of general registration as a psychologist as part of the 5+1 pathway.

Establishing links with potential placement supervisors at the earliest opportunity will ensure the timely undertaking of your placement. All placements must be approved and ratified by the Placement Coordinator at UNE prior to being undertaken in order to ensure they meet the requirements of the registration board.

The following steps must be undertaken prior to commencing placement:

1. Student to liaise with potential placement sites to determine: availability to offer a placement, what psychological practice you would be able to observe and undertake when on placement and what supervision would be available (including supervisor qualifications). An initial information sheet regarding placement expectations and requirements will be provided on the MProfPsyc Moodle site which can be forwarded to potential supervisors.

2. Student to forward details of placement via email to UNE Placement Coordinator in order to establish whether the placement would meet the requirements of PSYC531.

3. Student to arrange for supervisor Curriculum Vitae to be sent to UNE Placement Coordinator (this is a requirement of the course’s accreditation).

4. Student and supervisor to sign placement supervision contract (a template of this document will be supplied by UNE) and send this via email to UNE Placement Coordinator.

5. Student to ensure that they are enrolled within PSYC531 prior to placement commencement.

Some students are able to undertake a placement at their place of current employment, provided that the placement experience is of direct relevance to the program, involves work ordinarily undertaken by a psychologist, and supervision is arranged to fulfil the requirements of the course. Previous employment experience will not be credited as it is not integrated into the overall program.

Students are responsible for all expenses arising from placement attendance, including travel or accommodation, or paying for required supervision when this is not available at the placement site. As noted above, scholarship funds to assist with placements (or other matters) may be available for eligible students.
Characteristics of the Placements

Placements should involve practica that supports the achievement of the capabilities set down by APAC standard 5.1.12 (i.e. knowledge of the discipline; ethical, legal and professional matters; assessment and measurement, interventions, research and evaluation; communication and interpersonal relationships).

Placement Hours

The field placement needs to fulfill the minimum requirement of the following targets:

(1) 300 hours (40 x 7.5 hour days) of logged placement time
(2) 100 hours of direct client contact
(3) 40 hours of clinical supervision (one hour of supervision for each full day, i.e. 7.5 hours, of placement).

Client Contact Hours.

“Direct client contact” is defined as time that focuses on providing psychological services to the client for the client’s benefit. In many cases, clients will be an individual, couple or group involved in the therapeutic process. However, clients may also be stakeholders involved in client care (e.g., family member/s; members of a multidisciplinary treatment team; a referring GP) or an organisation (e.g. provision of psycho-education to other stakeholders involved in client care).

“Direct client contact” involves:

(1) Face-to-face assessment, feedback on assessment, and therapy with clients.
(2) Telephone calls, video conference with a client of more than 15 minutes (involving counselling, clinical interview, follow-up)
(3) Liaison with the direct client’s significant others or other relevant informants (e.g., parents or referrers) via face-to-face, telephone, or video conference.
(4) Provision of psychoeducation to clients.
(5) Joint student and supervisor sessions with a client.
(6) Observation of supervisor conducting therapy or assessment of a client.

Direct client contact can occur in individual or group contexts. In rural settings, up to 20 of these contact hours can be via tele/videolink. Time spent talking about a client in supervision, case conferences or presentations, is not direct client contact. Likewise, scoring client assessments, or writing case notes, letters or reports, are not considered as direct client contact. Seeing a client with a supervisor can be counted as both direct client contact and supervision.

Students need to be mindful that obtaining the direct client contact hours can be difficult. Therefore, students need to aim for as many hours as possible of client contact per placement day.
Supervision can occur in both individual (one-on-one) and group format; with group supervision to comprise no more than 50% of total supervision time. Time spent by the supervisor reviewing and providing feedback on notes, reports, and letters is considered supervision time. Overall, students need to aim for 1 hour of supervision per placement day.

Total Placement Hours.

Professional activities, in addition to direct client contact and supervision, occur on all placements. These activities may include record keeping, attendance at meetings, case presentations, research on client problems, and familiarisation with relevant aspects of the placement organisation/site. Combined, these activities produce the total placement hours (300). Students need to aim for a total of 7.5 hours for each placement day.

Placement Days.

The number of days suggested for each placement have been calculated on the basis of a 7.5 hour working day which equates to 40 days. Placements are usually completed at a rate of 2, 3 or 4 days/week, however, the arrangements on any one placement are to be negotiated between the student and the field supervisor. As unforeseen circumstances and problems can sometimes delay the completion of placement requirements, it is prudent to factor in such issues when planning days/timetables for placements.

Other Issues Regarding Placement Hours.

Students should also be aware that achievement of target hours does not necessarily equate to completion of placement requirements. At all times, professional conduct and attention to the best interests of the client must come first. Therefore, on some occasions, additional hours may be required to finalise treatments, assessments, or other outstanding supervision matters. Completion of these matters is the criterion upon which the decision to finalise a placement is made.

Recording Placement Hours—The Log Book

Each student must keep an ongoing record of all placement experiences. This record is to be kept in the form of a log book (a template and example is available on the Placement Moodle site and from Psychology Downloads on the UNE website).

Accreditation standards specify “On commencing the 5th year, every postgraduate professional coursework student must commence a single log book of casework and supervision experiences. The log book must detail the nature and hours of all placement and other practicum undertaken (internal and external), as well as the dates, nature and hours of supervision, with group supervision clearly differentiated from individual (i.e., one-on-one) supervision and the log book clearly specifying the nature of client work undertaken. Supervisors are required to regularly endorse, by signed notation, that the log book is a true reflection of the practicum undertaken. The log book should be carried over into the 6th and subsequent years of professional postgraduate training. A
final check of the log book must be a requirement of the course and this check must be confirmed by the signature of the/a primary supervisor on the log book itself” (5.1.17).

The log book should provide a rich source of information of (i) activities undertaken in client contact and supervision and (ii) student progress. The responsibility for maintaining the ongoing record of details of client contact and supervision falls with the student. Details to be provided include: client characteristics, issues and diagnoses; context of client contact; assessment or intervention procedures; contact with carers/school teachers; activities undertaken/areas covered in supervision. No identifiable client information is to be included.

Supervisors are encouraged to note relevant issues about student progress over time in the “supervisor comments” column. This will allow ongoing monitoring of student progress.

The student should forward to the UNE placement coordinator a monthly update of pages of the log book (with copies kept by the student and field supervisor). This provides the placement coordinator with regular and ongoing information about progression of the placement.

The log book is organised to separate out the different areas of required hours for each placement (and in total). The supervision hours and client contact hours are straightforwardly kept in their own columns/totals, while the “total hours” is obtained by adding “other” hours to the supervision and client contact hours (i.e., the total of all four columns). Each page of the log book is to be tallied up to provide a “running total” which is then carried over to the next page. Students may find it easier to record contact in minutes, rather than hours and part-hours, and then divide the total by 60 to obtain number of hours (this can simplify the adding of figures such as 1½ hours, 20 minutes, 5 minutes, ¾ hour etc.). Recording times in minutes also supports the accuracy of the record. As noted above, the log book is to be “a true reflection of the practicum undertaken”. Any inflating of hours is considered unethical conduct and could result in withdrawal of course candidature.

Placement Coordinator.

The placement coordinator is responsible for co-ordinating the practica and skills training components of the all courses. The Placement Coordinator is Mrs Andrea del Pozo de Bolger.

Placement Requirements to be Addressed Prior to Enrolment In MProfPsyc

Provisional Registration.

Prior to commencing any placements, students must be provisionally (or fully) registered with the Psychology Board of Australia (PsyBA). The provisional registration number must be provided to the Placement Coordinator and field supervisor prior to commencement of the first placement.

National Police Certificate & Working with Children Check.

Students are required to obtain a National Police Certificate and Working With Children Check prior to the commencement of any placement, including at the UNE Psychology Clinic. Students should apply online for a National Police Certificate at:
The application receipt is taken to a Police station, along with the identify documentation listed on the receipt. A fee of $52 is paid and a certificate is issued within three weeks.

The Working with Children check should be carried according to the procedures of the state in which you are planning to conduct your clinical placement. If you are unsure where your placement will be carried out then the NSW Working with Children Check should be applied for. The NSW Working with Children Check is free for students and lasts for a period of 5 years. Apply for the check online then present the receipt along with photo ID (as directed on the online form) at a Roads & Maritime Registry or Service Centre. A letter advising of the outcome of the check will usually be issued within 10 days.

The above checks (and registration) need to be attended to promptly upon your offer of a place on the program.

**Vaccinations.**

Please note that the majority of placement sites will require you, as a student practitioner, to present evidence of immunisations consistent with NSW Health for Category A risk personnel. It is your responsibility to liaise with any potential placement site to ensure that you will meet their immunisation/vaccination requirements prior to undertaking a placement. The University will not ask you to provide evidence of these checks or require you to complete these prior to enrolment but advise that it is likely that you will need these in order to undertake your placement.


**Pre-Placement Interviews**

Field supervisors may offer a pre-placement interview with the student prior to agreeing to undertake the placement. Some supervisors may offer a placement position without an interview, but may ask students to meet with them prior to the planned commencement of placement.

At the initial interview or meeting, the proposed placement is discussed fully and the Supervision Contract negotiated.

The student should take the following to placement interviews or preliminary meetings:

1. Placement Supervision Contract
2. Proof of Provisional Registration.
4. Evidence of immunisation compliance
5. Log Book
6. Curriculum Vitae

After the placement has been formalised via the completion of the Supervision Contract, the placement coordinator will send other relevant information and paperwork to the field supervisor.

**Supervision Contract**

A Supervision Contract is completed and signed by the field supervisor and student at the beginning of each placement. These contracts need to be given to the placement coordinator as soon as possible. A current version of the Supervision Contract will be provided to the field supervisor by the placement coordinator, or will be available on Moodle and the UNE website at Psychology Downloads.

This document states the objectives for the placement including the range of activities to be covered and the skill base to be developed, and details such as supervision arrangements and specific dates. The contract is reviewed, approved and signed by the placement coordinator (APAC 2009, 5.1.23).

After the Supervision Contract is negotiated, completed and signed by the field supervisor and student, the original is to be forwarded to the placement coordinator prior to the commencement of the placement. Copies of the original form are to be held by both the field supervisor and the student.

**Changes in Placements**

A student who wishes to alter placement arrangements after these have been agreed must discuss the proposed changes with the placement coordinator.

**Note.** It is expected that once a placement has been formalised, students will complete the placement and will not withdraw. If a student withdraws after the commencement of a placement without reasonable cause, or the placement has to be terminated due to the student’s conduct, then the student will be marked as having failed the placement.

**Supervision on Placement**

**Supervisor Qualifications.**

Post-graduate Professional Psychology placements generally need to be supervised by a psychologist with general registration with two years full time or equivalent post-qualification experience and who is also an Authorised Supervisor with the PsyBA.
Forms of Supervision.

Supervision of all placements is to involve at least one hour of direct contact between supervisor and supervisee for each day (7.5 hours) of placement. Supervision can occur in both individual (one-on-one) format and group format. However, at least 50% of supervision is to occur in individual format.

Supervision may vary from direct supervision of the student undertaking activities to more advanced discussion of activities and cases. The form of supervision may change over time as the student gains more experience and expertise.

Distance (off-site external) supervision may occur if there is no other form of supervision available. However, the student should have access to a staff member who holds direct clinical responsibility for the work being undertaken. Supervision can be face-to-face, video link or telephone. Supervision time via electronic means should not be greater than 40% unless the supervisee is located in a remote area and farther than 100 kms from the supervisor.

Supervisor Obligations on Placement.

Field supervisors are required to oversee all activities of students on placement. APAC General Accreditation Standard 5.1.19 states that “All reports and case notes written by the student arising from training undertaken as part of any internal or external placement must bear the signature of the responsible supervisor”. This means that not only reports and letters must be countersigned by the supervisor, but also day-to-day case (progress) notes.

Field supervisors are requested to utilise the “Supervisor Comments” section of the log book. While obviously every activity will not require comment, the supervisor comments column can provide a valuable record of student progress. Consistent documentation in this area is also likely to enable timely recognition and rectification of any problems that might arise during the placement. Regular field supervisor comments made in relation to areas covered by the initial contract, mid-placement review and final placement review can provide continuous monitoring of these key areas.

Mid-placement review.

At approximately the mid-way point of the placement, an interim review is conducted (using the Mid-Placement Evaluation Form in Moodle) in which student and field supervisor review progress in terms of student performance and the extent to which placement objectives are being met. Any areas of satisfaction or dissatisfaction from either the student or the supervisor are to be discussed, as are any changes to the original goals or any other relevant placement-related matters.

Any problems or issues raised in the mid-placement review should be formulated as specific goals to be addressed through the remainder of the placement. A completed mid-placement evaluation form, signed by the supervisor and the student, is to be submitted as an e-copy to the placement coordinator within a week of the review (with copies kept by the supervisor and the student).
**End-of-placement review.**

At the end of a placement a final assessment is conducted (using the Placement Evaluation Form in Moodle) as to whether the placement has been completed to a suitable standard, whether further time is necessary to meet requirements, or whether the student has failed to meet requirements and is unlikely to do so with further work. Feedback is provided regarding specific areas of student performance. The student is also required to provide an assessment of the placement and has the opportunity to respond to assessment/comments by the supervisor.

The placement coordinator is to communicate with the field supervisor (in person, by telephone or by email) regarding the placement evaluation. **Documentation is to be forwarded, as an e-copy, directly to the placement coordinator no later than one week following the placement period (with copies to be held by the field supervisor and student).**

**Communication/Liaison Between UNE and Placement Sites**

It is a central aim of the UNE Postgraduate Professional Psychology Program to foster ongoing liaison and communication with field supervisors. All supervisors will be provided with a copy of the current Handbook, plus information about placement requirements and the content of coursework units.

**Difficulties on Placement.**

If a student experiences any difficulties whilst on placement, with the placement itself, the clinical work or with the supervisory relationship, then this should be discussed with their supervisor in the first instance. If these difficulties are unable to be resolved within supervision then the student may contact the placement coordinator. The placement coordinator can assess and help problem-solve any difficulties with the student and, if necessary, facilitate discussion between the student and supervisor.

**Case Reports**

MPProfPsyc students are required to submit two written case reports (2000 – 3000 words) in the practicum component of the program. One of the case reports must detail the results of an intervention (which need not necessarily have been successful). The other case report must provide an account of an assessment, using standardised assessment tools. A Satisfied Requirements (SR) grade is required for each case report in order to pass the placement. Case reports are due two weeks before the placement ends and must be submitted to the placement coordinator.

The two case reports must contain no client-identifying information, have a cover sheet, and be written in APA style. These are also to be written in the format prescribed for the journal *Clinical Case Studies*. (This journal is accessible via the UNE library or via the link [http://ccs.sagepub.com/]; students are required to read some articles from this journal to grasp the format required). The reports should provide details of the presenting case, describe the student’s work, and justify the methods used (APS College of Clinical Psychologists, 2006; Guideline 7.4).

Case reports may be required to be presented at placement case conferences.
**Intervention Case Reports.**

Intervention case reports need to demonstrate evidence-based practice, and as above, should adhere to the format prescribed for the journal *Clinical Case Studies*. Group intervention (e.g., social skills training group) reports are permitted.

Intervention case report outline:

- Cover Page
- Abstract

1. Theoretical and Research Basis (outline of diagnostic issues, evidence-base treatment issues etc.)
2. Case Presentation (brief introduction of the presenting client/outline of presenting case)
3. Presenting Complaints
4. History
5. Assessment (including interview information, psychometric data on self-report measures/tests used etc.)
6. Case Conceptualisation + goals + plan
7. Course of Treatment and Assessment of Progress (can be by sessions)
8. Complicating factors
9. Follow-Up
10. Treatment Implications of the case
11. Recommendations to clinicians and students
12. References

**Assessment Case Reports.**

For assessment case reports, a (fully de-identified) copy of an actual assessment report produced during the placement is to be provided, preceded by theoretical background etc. in an Introduction section, and followed by discussion of implications/matters raised etc. in the Discussion section. As above, the format should adhere to that prescribed for the journal *Clinical Case Studies*. The word count applies only to the Introduction and Discussion sections – not to the original report section. (A word count of less than 2000 words for Introduction and Discussion may be acceptable if all relevant areas are suitably covered). An abstract and references are also to be included.

Assessment case report outline:

- Cover Page
- Abstract
1. Introduction (include such sub-headings as Theoretical and Research Base, information on psychometric properties of tests used, etc., and a brief case introduction).

2. De-identified copy of actual report (NOT included in the word count). Note that de-identification includes not only the client name, but also those of towns, schools, doctors, other professionals, etc. The report should indicate the client’s age and must include an appendicised summary of the test scores.

3. Discussion: include such sub-headings as Complicating Factors, Follow up, Assessment Implications, and Recommendations to Clinicians and Students.

4. References

The field supervisor may, but not necessarily, review the case report. However, this person must sign off on the cover page to confirm that the work was undertaken on the associated field placement. The relevant unit coordinator, who may require some revisions prior to passing the report, assesses the report.

Concluding Placement Activities.

Planning is required to ensure that all placement activities are finished in a timely manner and without placing undue stress on supervisors. To this end, students should submit drafts of final reports from any assessment to their supervisor no later than 4 weeks prior to the end of the placement (2 weeks from the time of the end of the assessment thereby allowing 2 weeks for feedback and final editing).

Grading of Placements

Assessment of Pass or Failure.

As outlined above, field supervisors formally assess student progress at the mid-placement and end-of-placement reviews. Formal assessment of whether a student has satisfactorily completed a placement will be made by the placement unit coordinator, based on the mid-placement review, final placement review, any other reports completed by field supervisors, any other relevant information provided to the placement coordinator, and the grading of the case report. In the case of major discrepancies between the field supervisor’s and the placement coordinator’s evaluations of the student’s performance, other psychology program staff may be involved in this evaluation. ‘Below standard’ ratings by the supervisor in both the mid-placement and final placement review is considered as the student failing the placement. If a student disagrees with a ruling of failure for a placement, they may appeal in accordance with the UNE Student Appeals Policy, Item 2: Appeals related to assessment of practical and/or professional work experience: see UNE Student Appeals Policy.

Evaluation of Placements by Students.

Students are asked to provide formal evaluation of each placement and their own progress at the mid-placement and final placement reviews using the designated evaluation form.