

Supervision and Time Log

Yale Doctoral Internship in Clinical and Community Psychology

Fellow
Primary Advisor

Jane Doe
Brady Seacourt

Month
Year

July
2015 - 2016

July

July

Supervisors (first 6 letters of last name)

Sup Name	Paris		Ponce		Baker		Sisto		Wetteman		(name)		(name)		(name)		(name)		
	Ind	Grp	Ind	Grp	Ind	Grp	Ind	Grp	Ind	Grp	Ind	Grp	Ind	Grp	Ind	Grp	Ind	Grp	
Sup Format	60		60		90		60		60										
Planned Min	W		W		B		W		W										
Planned Freq																			
Date																			
1																			
2																			
3																			
4							60												
5																			
6																			
7																			
8	60																		
9			60																
10																			
11						90													
12																			
13																			
14	60						60												
15																			
16			30																
17																			
18																			
19	FC																		
20																			
21						90													
22																			
23							60												
24	60																		
25																			
26																			
27																			
28			30																
29																			
30	60																		
31							60												
Summary:																			
Hours	4.0	0.0	4.0	0.0	0.0	3.0	4.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
All Hours	4.0		4.0		3.0		4.0		4.0										
Mean/Wk	1.0		1.0		0.7		1.0		1.0										

Make all entries in MINUTES
Planned Min = planned minutes of supervision per session
Planned Freq = planned frequency of sessions: W=weekly; B=biweekly; 0 = other
Codes for Sessions Not Kept: F=fellow; S=supervisor; V=vacation; C=cancelled (eg. FC = Fellow Cancelled)

Month Year
19.0 19.0
4.5 4.5

Yale Doctoral Internship in Clinical and Community Psychology

Supervision and Time Log

TIME COMMITMENTS (Check one answer for each question) - Were you able to:

1. Complete REQUIRED internship responsibilities in AVERAGE of 50 hrs/wk THIS MONTH (Excluding dissertation hours and non-required activities)?
2. Spend an AVERAGE of four hrs/wk on your scholarly project (Sept to May only)?

Yes	No
X	
	X

FELLOW ATTESTATION

By inserting your name and date in the fields below and submitting the completed form you represent that this is an accurate accounting of the supervision received and time spent.

Fellow Name Date

PRIMARY ADVISOR ATTESTATION

Did the supervisor this fellow received this month meet the internship's standards regarding amount and type?

Yes	No
X	

Comments:

Primary Advisor should insert his or her name indicating that this report has been reviewed and accepted.

Faculty Name Date

INSTRUCTIONS:

When First Using this Form:

1. Save this form to your desktop or laptop using the electronic file name: "your last name - supervision" (for example: Brown - supervision).
2. Click on the "Supervision" tab and insert the first name, last name, email address, and work supervised for each assigned supervisor.
3. In the "July tab" insert your name, your primary advisor's name, and the academic year on lines 1 & 2. This information will carry forward to future
4. Insert your supervisors' last names (up to 6 letters) in the highlighted row. List the Primary Placement Advisor first; then the Secondary Placement
5. Insert the planned length (in minutes) and frequency of supervisory sessions using the codes listed under the table.
6. In future months do not delete any supervisors from this log, even if they stop providing supervision. If you add a new supervisor place their name in the next open column for the month during which they start providing supervision.

Throughout the Month:

1. Record the length of each supervision session by placing the number of MINUTES under the appropriate cell, based on the supervisor, date, and whether it was individual or group in format.
2. Indicate the reasons for session not kept by coding Fellow (F) or Supervisor (S) AND Vacation (V) or Cancelled (C.), which is used for all non-vacation reasons. Do not code a session as not kept if it is rescheduled in the same week.

At the End of Each Month:

1. Answer the two Time Commitment questions.
2. Insert your name and date in the Attestation section above.
3. By the 5th day of the following month email the completed form to your Primary Advisor for review and acceptance. (For the last month of internship, forms are due on the last day of the internship).
4. By the 10th of each month Primary Advisors review completed forms, insert their name and date above indicating acceptance, and email to the Student Coordinator at psychsec.yale.edu.
5. Save the file as a new document by changing the "month" in the electronic file name. Click on the tab for the that month and begin tracking supervision for the month.

In You Have Questions:

Email the Student Coordinator at psychsec@yale.edu

