

Association of Psychology Postdoctoral and Internship Centers (APPIC)

APPIC STANDARDIZED REFERENCE FORM

Introduction and Instructions

Workgroups of the Council of Chairs of Training Councils (CCTC) were formed in 2013 and 2014 to consider ways to improve the reference process. In order to improve consistency across reference letters, the Council decided to endorse a modified version of the standardized reference form developed by the Canadian Council of Professional Psychology Programs (CCPPP).

Please be aware that applicants for APPIC internship programs are required to use this form. We believe the form encompasses a comprehensive array of variables typically covered in letters of reference and that a standardized format is in the students' best interests. You will note that this form reflects the state of the field with regard to competencies, and gives the letter writer opportunities to communicate about the student regarding areas for further growth and development

The form is attached and also available via electronic download on the APPIC website (www.appic.org). In addition, the form will be embedded in the AAPI.

CCTC and APPIC sincerely appreciate your participation in this endeavor.

Sincerely,

Council of Chairs of Training Councils

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A: Student Information: Please complete the following items about the factual nature of your supervisory or academic relationship with this particular student.

Nature of Clinical/Research Supervisor/Faculty Member Contact

1. Student name:
2. Supervisor name:
3. Describe the nature of your involvement with this student and how long you have known the student:
4. Starting and ending dates of contact:
5. Activities performed by student (e.g., assessment, therapy, teaching, consultation, research design, data collection, analysis):
6. Nature of supervision by this supervisor: ___live ___audiotape ___videotape ___discussion ___other (e.g., clinical seminar leader; please specify):
7. Population seen by this supervisee (e.g., child, adolescent, adult, geriatric, couple, family):

B: Clinical/Research Supervisor / Faculty Member Recommendation:

Please address each of the following areas to the greatest extent possible.

- You may wish to download the Word document from the APPIC website (www.appic.org), on which you may work directly.
- Please endeavor not to omit any section. However, if any areas are omitted, please indicate your reason (e.g., insufficient information).
- There should be ample room available in each section, but you need not feel obliged to fill them.

Clinical/Research Supervisor / Faculty Member Recommendation

B.1: Description of training experience and setting: (Supervisors are invited to describe the training experience offered to this student, if so desired):

B.2: Current student competencies – Please address each in as much detail as possible, according to your knowledge of the student:

Evidence-Based Practice in Intervention and Assessment

Degree of familiarity with specific theoretical models and skills; Ability to formulate a diagnosis and treatment plan; Application of various assessment and therapeutic practices (e.g., individual, couple, family, group); Ability to integrate research with clinical expertise, as well as patient/client characteristics, culture, and preferences.

Communication and Interpersonal Skills

Quality of written communications (e.g., assessment reports, notes, papers and publications) and oral communications (e.g., discussion with patients/clients, colleagues, professional presentations, teaching); Interpersonal skills may include the ability to develop rapport and build alliances in clinical work, as well as the ability to work effectively with supervisors, mentors, and colleagues.

Professional Values and Attitudes, Ethical and Legal Standards, and Reflective Practice

Demonstrates integrity, accountability, concern for the welfare of others; Knows and adheres to the professional standards associated with health care practice/research practice including relevant statutes and laws; Is knowledgeable about policies relevant to the delivery of services; Engages in ethical decision-making in collaboration with others; Values and collaborates with other health professions; Engages in reflective practice conducted with personal and professional self-awareness.

Individual and Cultural Diversity

Exhibits awareness, respect, knowledge, and skills to work professionally with diverse individuals, groups, and communities that represent various cultural and personal backgrounds and characteristics; Is knowledgeable about the literature on diversity factors and health disparities and applies that knowledge in clinical or research settings.

Research

Expertise with psychological research design, methods, and techniques of data collection and analysis; Ability to conduct independent research such as master's thesis and doctoral dissertation, Can apply research skills in practice, including familiarity with randomized controlled trials/manualized and empirically supported interventions; Ability to critically evaluate relevant health and behavior research related to populations to be served.

Consultation/Interprofessional/Interdisciplinary; Supervision

Quality of contributions to interprofessional team functioning; Knowledge about the core competencies for interprofessional practice and application of that knowledge; Knowledge about theories, models, and effective practices in supervision.

Other Work Skills and Personal Resources:

Organizational ability, motivation, initiative, determination, timeliness, reliability, independence, interest in discovery, resiliency, capacity to cope with the internship experience, openness to supervision, other relevant personal characteristics.

C: Areas for growth and development

Recognizing that all psychologists continue to develop throughout their careers, please comment on areas where you believe the student will most benefit *next* (i.e., during the internship year) from supervisory guidance. How can the internship continue to contribute to the course of learning and development of this student? This information is requested for the purposes of determining the internship's ability to meet the intern student's training needs. Therefore, please provide *detailed comments* (i.e., more specific than "more experience" or "the training you have to offer"):

D: Summary recommendation

In summary, please note your overall level of knowledge of student and the student's skills. You may wish to note the strength of your recommendation. Any comparison made to other students (supervised in the past) may be included here:

Contact Information and Signature:

Supervisor name:

Address:

Email:

Telephone:

Supervisor signature (may be electronic):

Date: