



BYU COUNSELING AND PSYCHOLOGICAL SERVICES

BYU: Counseling and Psychological Services

[Externship: 2-3 externs, 20 hours]

1500 WSC, BYU, Provo, UT 84602.

<https://caps.byu.edu/>

Contact/Supervisors: Hoku Conklin

Approximate Pay: \$24 – \$27/hour (depends on year in graduate program)

20 Hour Externship: The CPSE externship offers a unique pre-internship experience with opportunities to provide individual, group, couples therapy, and crisis management services, attend training seminar with doctoral interns, attend clinical team meetings, clinical services meetings, in-service trainings, and diversity trainings. Externs also receive quality supervision from a licensed psychologist. CAPS uses a scientist-practitioner model and does routine outcome monitoring, which provides unique opportunities for trainees to practice empirically supported treatment. CAPS has audio and video recording technology where video of counseling sessions are stored on a secure server that can be used for supervision, consultation, and engaging in deliberate practice. CAPS also offers 30+ groups per semester, providing externs with unique opportunities to gain group therapy training covering a wide range of topics (e.g. understanding self and others, faith and sexuality, compassion focused therapy, sexual concerns, anxiety, OCD, disordered eating, trauma, race-related stress) and formats (i.e. interpersonal process, workshops, structured/psychoeducational, tabletop role-playing, practical/experiential). CAPS has excellent support staff who also assist with scheduling and community referrals.

The CPSE externship is a 20-hour weekly position during Fall and Winter semester. It is preferably allocated for 4th year CPSE students. While the externship officially begins during Fall semester of the CPSE student's 4th year and concludes at the end of Winter semester of that same academic year, there is the possibility of starting the externship during the Sp/Su before the start of Fall semester, so that the extern can accrue clinical hours to strengthen their internship application. Because BYU enrollment significantly decreases

during Sp/Su, this is only offered as available. As such, the total number of externship hours available during Sp/Su may vary.

20 Hour CAPS Externship: Collaboration Agreement Between the Counseling Psychology and Special Education (CPSE) Program and Counseling and Psychological Services (CAPS) – Feb 4, 2025

This agreement is brought about to provide the highest quality of training and an understanding of the expectations for CPSE students when providing clinical services at CAPS.

Overview

1. Approximately, 2-3 CPSE trainees in their fourth-year have the opportunity to complete an externship at CAPS where they will be paid for 20 hours (includes clinical services provided and training/supervision received) during Fall and Winter semesters.
2. While preference and priority for the CAPS externship is given to fourth-year CPSE students who can provide 20 clinical hours/week, CAPS is open to considering externs for fewer hours and/or are third-year students, if there is a lack of interest and availability among the fourth-year students.

Clinical Training

3. The following is a typical schedule for a 20-hour externship.
 - 11-12 hours of direct service (i.e. individual, group, or couples therapy)
 - 2-3 hours of walk-in, quickcare, or emergency coverage
 - 1 hour of individual supervision from a licensed psychologist
 - 1 hour of group supervision or clinical review team
 - 1 hour of training seminar with pre-doctoral interns (optional)
 - 1-2 hours of Friday morning training (i.e. clinical services meeting, diversity training, in-service training)
 - 1-2 hours of case management (i.e. note writing, supervision prep, video review)

Responsibilities of an Extern

4. It is the responsibility of the extern to provide the Training Director, Hoku Conklin (hoku_conklin@byu.edu) and Office Manager, Lani Higgins (lani_higgins@byu.edu) a copy of their anticipated schedule 3 weeks before the start of the semester/term. This schedule should be consistent from week-to-week throughout the semester/term. Hours need to be completed between 8am and 5pm, Monday through Friday.
5. If a client no-shows or cancels their appointment, the clinical extern is expected to still be in their office at CAPS for this hour to provide coverage for a crisis walk-in or “quickcare” appointment.
6. It is the responsibility of the trainee to begin seeing clients the first week of both Fall and Winter semester through the end of the semester (this is typically up to, but not including, exam reading day).
7. All clinical services will be provided at CAPS, including remote services. There is the possibility of seeing clients over Zoom, with supervisor approval. The trainee will still provide the services from their office in CAPS.
8. Clinical notes should be completed using a CAPS computer and within 24 hours of seeing a client. Remote access to Titanium is not provided or permitted.

Supervision

9. Clinical externs will receive 1 hour of clinical supervision from a licensed psychologist who has been licensed 2+ years
10. Clinical externs will receive 1 hour of group supervision by attending clinical review team (these are available on Mondays at 3pm or Thursdays at 9am)

Evaluations

11. At the end of both Fall and Winter semester, each trainee will be provided an evaluation of their clinical work. This evaluation is made up of items covering the nine profession-wide competencies as outlined by APA. A trainee can request a copy of the evaluation from the Training Director (Dr. Hoku Conklin) at any point in the semester if they would like to review the items of evaluation. A copy of the evaluation will be sent to the CPSE Training Director (Dr. Aaron Jackson). The results of this evaluation and any other feedback should be provided by the clinical extern’s clinical supervisor.
12. The CPSE Training Director (Dr. Aaron Jackson) will be invited to attend the end of the semester Supervisory Feedback Meeting at the end of both Fall and Winter

semesters. This meeting typically occurs on Friday from 8-10am, near the end of the semester.

13. Clinical externs will provide an evaluation of their supervisor and of the training program at the end of the training year (usually in April). This will not be provided to the clinical supervisor until Fall of the next academic year (usually in August).

Communication

All questions, concerns, or items of feedback are to be directed to the Training Director (Dr. Hoku Conklin, hoku_conklin@byu.edu). If the training director is unavailable, the trainee can reach out to the Practicum Coordinator (Dr. Derek Griner, derek_griner@byu.edu) or to the Clinical Director (Dr. Natalie Kirtley, Natalie_kirtley@byu.edu).