



Psychology Internship Consortium

### **Didactic and Group Supervision Attendance & Etiquette Policy**

Attendance at the weekly Didactic seminar, group supervision, and other scheduled group training activities is mandatory for all interns in the Sanford Health-Psychology Internship Consortium and is required for successful completion of the internship. Attendance at these scheduled activities **take priority over other site obligations each week**. Site supervisors are aware of these activities and their requirement for interns. A didactic calendar is distributed during orientation and may be updated throughout the year.

An intern is permitted *no more than three absences* during the calendar year. After the second absence, interns will receive a reminder from the program's Training Director(s). After the third absence, the Training Director(s) will initiate SH-PIC's Due Process procedures. Interns may use only three of their allotted vacation and/or professional development days on didactic training days. The Training Director(s) must be notified in advance of planned absences. Interns who miss a meeting of the didactic seminar or other group because of a serious emergency or for a serious illness should alert their Primary Site Supervisor and the Training Director(s) as soon as possible. For all didactic absences, interns must review a research article related to the didactic topic and submit a 1-2 page review of the article. This review must be submitted to the Training Director(s) and the Primary Site Supervisor and is *due one week from the absence*.

Interns are typically expected to join all Friday training activities (didactic seminars, group supervision) virtually via a secure teleconferencing platform, but they may occasionally be asked to meet on-site at a Sanford Health facility as a group. If meeting place is to change, interns will be notified directly by the SH-PIC Faculty or the Program Administrator. When joining virtually, interns may not be driving or in a public location during Friday training activities. Calling into a didactic presentation by audio-only phone is discouraged. Interns are allowed to call into a didactic presentation by phone a maximum of two times during the training year and they must let the speaker (or faculty member in charge if an outside speaker is scheduled), and the Training Director(s) know at least one week in advance. If an intern calls into a didactic presentation by phone more than two times during the training year, the Training Director(s) may initiate SH-PIC Due Process Procedures.

During didactics, or any internship videoconferencing function, professional and attentive etiquette is expected at all times. **Turn your video on, sit in a well-lit area, and give the screen your undivided attention.** Be aware of what you are doing while on video (i.e., drawing, looking at your phone, eating, etc.), if you would not do those things in front of a live presenter when in person then you should not be doing it while on video. Do not use the computer to go on the internet, email, or do other work. Be seated in an appropriate setting.

**Intern Acknowledgment:**

I acknowledge that I have received and reviewed the Didactic and Group Supervision Attendance & Etiquette Policy of the Sanford Health-Psychology Internship Consortium. I agree to abide by the procedures outlined in this document. I have been provided with a copy of the document to keep in my files.

---

Intern Signature

---

Print Name

---

Date