



# American University Center for Well-Being, Programming and Psychological Services

## Externship Application: Training Director Form

### Applicant:

Instructions for applicant: Please give this form to your Training Director to be completed and emailed to Dr. Melissa Meulman, Psy.D. at [mmeulman@american.edu](mailto:mmeulman@american.edu).

### Director of Training:

**Name:**

**Address:**

**Phone:**

**Email:**

Instructions for Training Director: The student listed above is applying for a position in the American University Externship Program. We are excited that the student is considering our training program! We kindly request your cooperation in completing the following questionnaire.

Additionally, we request that you visit our website to familiarize yourself with our program and the expectations of externs. Please note the following requirements:

- Externs are be required to be on site for 16-20 hours per week.
- Externs must be on site every Thursday from 9:00am until 12:30pm for seminars and training.
- An affiliation agreement will need to be signed between American University and the student's home institution.
- The externship follows the academic year calendar, beginning in late August and ending in May. Externs are not required to be on site over the winter break.

If you have any questions or concerns about your student's participation in our externship program, please do not hesitate to contact Melissa Meulman, Psy.D., Associate Director for Training at 202-885-3500 or [mmeulman@american.edu](mailto:mmeulman@american.edu).

Please complete and email this form to [mmeulman@american.edu](mailto:mmeulman@american.edu). Thank you!

**Please answer the following questions about the applicant:**

Is the student in good standing?  Yes  No

Is the student currently on probation?  Yes  No

If yes, please explain:

Are there any complaints currently pending against this student or were any filed in the past and found to be legitimate?  Yes  No

If yes, please explain:

Has the student ever reneged on a prior offer of externship?  Yes  No

Does the applicant possess the emotional stability and maturity to handle the challenges of graduate training to this point?  Yes  No

Does the applicant demonstrate awareness of and practice according to current APA Ethical Guidelines for psychologists?  Yes  No

Does the applicant demonstrate the capacity to participate in supervision constructively and to modify their behavior in response to feedback?  Yes  No

Is this student ready to apply for externship?  Yes  No

***Please read the following statement and sign if you agree:***

I have reviewed the requirements for the externship program stated above and do not know of any host program requirements or circumstances that would prevent the applicant from being able to complete these requirements. I understand that an Affiliation Agreement between American University and the host university will need to be completed prior to the start of the externship.

Director of Training Signature: \_\_\_\_\_

Date: \_\_\_\_\_