

## SH-PIC Didactic and Intern Group Attendance and Etiquette Policy

Attendance at the weekly Didactic seminar and other scheduled group training activities is mandatory for all interns in the Sanford Health 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.

Attendance at didactics and all other scheduled group training activities is mandatory for all interns 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 Director(s). After the third absence, the Program Director(s) will initiate SH-PIC Due Process procedures. Interns may use only three of their allotted vacation and/or professional development days on didactic training days. The Program 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 Site Director and the Program Director(s) as soon as possible. For all didactic absences, interns must watch the recorded training seminar and submit a 1-2 page summary of the main concepts and relevance of the topic to their professional role. If the live didactic session was not recorded, interns will 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 Program Director and their site supervisor and is due one week from the absence.

Interns are expected to join all Friday training activities on-site, but if they have a conflict and must join virtually, interns may not be driving or in a public location during Friday training activities. Calling into a didactic presentation by 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 Program 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 Program 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 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 appropriate setting.

**Acknowledgment:**

I acknowledge that I have received and reviewed the Didactic and Intern Group Attendance and 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.

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Intern Signature

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Print Name

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Date