



## 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 **takes priority over other site obligations each week**. Site supervisors are aware of these activities and their requirements for interns. A didactic calendar is distributed during orientation and may be updated throughout the year.

In rare and program-sanctioned circumstances, the Training Director(s) may approve an excused absence from didactics or group supervision when the intern is participating in an educational activity that directly contributes to the intern's profession-wide competencies or rotation-specific training requirements (e.g., evidence-based intervention training, certification-related coursework, or consortium-approved advanced clinical training). Approval must be obtained in advance, and the activity must be determined by program leadership to provide educational value equivalent to or greater than the missed didactic training or group supervision. When an absence is formally approved under this provision, the Training Director(s) may waive the standard make-up assignment. All excused absences approved under this provision will be documented in the intern's training file.

An intern is permitted *no more than three unexcused absences* during the calendar year. After the second unexcused absence, interns will receive a reminder from the program's Training Director(s). After the third unexcused absence, the Training Director(s) may 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 serious illness should notify their Primary Site Supervisor and the Training Director(s) as soon as possible.

For all unexcused didactic absences, interns must review a research article related to the didactic topic and submit a 1–2-page review discussing the relevance of the topic to their professional role. This review must be submitted to the Primary Site Supervisor and Training Director(s) and is due one week from the absence. Interns whose absence is pre-approved as a training-related excused absence (as described above) may have the research review requirement waived at the discretion of the Training Director(s).

Interns are typically expected to join all required educational training activities (didactic seminars, group supervision) on-site at a Sanford Health facility as a group. If an intern has a or if bad weather prevents them from driving in, and they must join virtually, interns may not be

driving or in a public location during educational 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.

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Intern Signature

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Print Name

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Date