Psychology Doctoral Externship and Master’s Internship
Fall Orientation and Training
Training Year 2023-2024

Wednesday, August 16

8:00  Brenda Karns
      /Donna Koger  gather and meet, LU 327
               meet front office staff
               storage key, office number, diagnostic manual, tour of office
               settle into office

9:00  Jeff McCoy  technology training, LU 371
       passwords, email addresses, teams, zoom, v-drive, pharos, duo

9:30  Trainees  begin set up software and office area (individual offices)

10:00 Tim Hess  clinical policies and clinical handbook (zoom)

12:30 Trainees  lunch (on your own)

1:30  Jen Smith  telehealth training, LU 371

3:30  Brenda Karns  administrative information, evaluations, due process, LU 371

5:00  end of the day

Thursday, August 17

8:00  Tim Hess  titanium policies and procedures (zoom)
       duress (all trainees) (zoom)

12:30 Trainees  lunch (on your own)

1:00  Amanda McErlean
      /Tim Hess  risk assessment, LU 371

4:00  Brenda Karns  orientation questions, LU 371

5:00  end of the day