

## UNPAID EXTRA HOURS REQUEST FORM

### Clinical Psychology Graduate Students

The Clinical Psychology Program recognizes that students may have opportunities to obtain unique clinical training that may lead them to exceed the recommended maximum working hours per week. The purpose of students submitting a request for unpaid extra hours is to inform faculty of student extra hour activities and for the faculty to provide the most appropriate recommendation to ensure student success in the program.

Clinical Psychology Graduate Students are discouraged from working more than a total of 24 hours per week across paid or unpaid positions. In cases where students believe that working additional hours is essential to their training and professional goals, students must obtain approval to take on these extra hours. Both paid and unpaid research, clinical, and teaching activities that exceed the 0.50 FTE appointment (defined as 20 hours/week for teaching positions and 16 hours/week for clinical positions) and are outside the student's primary laboratory require approval. This form is for additional unpaid hours sought by Clinical Psychology Graduate Students. Students seeking extra paid hours must submit the Paid Extra Employment Application Form to the Department of Psychology for approval.

Before applying and committing to any form of additional unpaid work, students must submit this request form via DocuSign, routing it for signatures to the Major Professor and the Director of Clinical Training. You may be asked for additional information to what you provide on this form.

In most cases, such requests will be evaluated by the faculty through an email exchange initiated by the DCT. In the event that a concern is expressed during this process, the major professor will have to attend and present the student's request during the next clinical faculty meeting for further discussion. The decision to approve such requests is made by the whole clinical faculty, not just the DCT or major professor, and is *made based on the specific case of the student progress and training goals.*

1. Name:

2. Date:

3. Year in Program:

4. Current appointment paid through USF (not including scholarships)

- E.g., TA, RA, GA :
- FTE    .25,    .50 (check 1)

5. Progress in program (check all that are applicable):

- None yet – just started program
- First year project completed
- Pre-doctoral coursework completed
- Thesis proposed
- Thesis approved
- Comps/MAP passed
- Dissertation proposed

6. Standing in the program:  good standing,  progress watch,  probation

7. Site and position that you want to add to your current workload as a TA or RA:

- tasks and responsibilities
  
  
  
  
  
  
  
- number of hours per week this position would involve
  
  
- period for which approval is sought (starting month-ending month)
  
  
- supervisor(s) and their credentials

8. Unpaid externship assignment that was already approved (if applicable):

- site and job title
  
  
  
  
  
  
  
- supervisor(s)
  
  
  
  
  
  
  
- hours per week

9. Plans to mitigate possible interference of this added position with your progress, research, and (if applicable) teaching

10. Relationship of this added position to your career goals and the values of the program, if any

**Endorsement by Major Professor:** \_\_\_\_\_

**Endorsement by Director of Clinical Training:**\_\_\_\_\_