



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 Hawai'i Internship Consortium and is required for successful completion of the internship. Attendance at these scheduled activities, either in person or through the use of Zoom, should **take priority over other site obligations each week**. Site supervisors are aware of these activities and their requirement for interns.

A schedule for the Didactic seminar will be distributed at the beginning of each semester and is updated throughout the year. Attendance at each seminar meeting is tracked by the HI-PIC consortium. An intern is permitted no more than **three** absences during the calendar year. After the second absence, interns will receive a reminder from the Training Director. After the third absence, the Training Director will initiate the HI-PIC Due Process procedures.

Interns may use only three of their allotted vacation and/or professional development days on Fridays. The Training Director must be notified in advance of planned absences. Absences related to extenuating circumstances will be decided on a case-by-case basis. 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 Training Director as soon as possible. **For all didactic absences, interns must review a research article related to the didactic topic and submit a 1-2 page review of the article, or if the intern misses didactic for another training, the intern can submit a 1- 2 page review of the training that they attended. This review must be submitted to the Training Director and their site supervisor and is due one week from the absence.**

Additionally, O'ahu interns are expected to attend didactics in person at HYCF if the didactic speaker is located on site. All other island interns need to participate via Zoom. 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. If the intern plans to call into a didactic presentation, he or she must let the speaker (or faculty member in charge if an outside speaker is scheduled), and the Training Director 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 will initiate the HI-PIC Due Process Procedures.

During didactics, or any internship videoconferencing function, professional and attentive etiquette is expected at all times. Turn video on 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 in the internet, email, or do other work. Be seated in an appropriate setting.

Acknowledgment

I acknowledge that I have received and reviewed the Didactic Attendance Policy of the Hawai'i 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.

Signature

Print Name

Date