

APPLYING TO PSYCHOLOGY MASTER'S PROGRAM

Experience Opportunities

When applying to participate in an experience opportunity, make sure you put your best foot forward. Remember two things, 1) You are applying for a competitive program, and 2) You are representing Queens College and the Master's program.

Experience Opportunities are professional positions. Interact professionally when you are contacting organizations and even after you begin working for an organization. Some examples:

- Write professional, formal, and full length e-mails. E-mails should include appropriate salutations and text. Here is a good resource: <http://www.wikihow.com/Write-a-Formal-Email>
- Investigate the credentials of individuals you speak or meet with and call individuals by his or her formal title. For example, if someone has a Ph.D., it is appropriate to call that person Dr. [last name]. Stick to formal names unless someone specifically tells you otherwise.
- If you are invited to interview, you should dress professionally and bring a copy of your resume to the interview (even if you are interviewing remotely!).
- Show up early or on-time to your interview. Respond to all e-mail inquiries within 24 or 48 hours. Organizations are not likely to hire you if cannot show up to an interview on time or respond to communication in a reasonable amount of time.
- After the interview, send the organization a thank you e-mail or letter that communicates your appreciation for allowing you the opportunity to interview and learn more about the organization. Hand written letters have a special charm to them.

Be prepared with information about yourself. Complete the Experience Opportunity Applications. Also, prepare a resumé so that when you are put in contact with organizations you can immediately provide a copy. Make sure your resumé is clean and professional. If you need help crafting your resumé, reach out to a former or current mentor or contact Dr. Sally Izquierdo (sally.izquierdo@qc.cuny.edu).

Be excited. You are applying with organizations that have a history of training graduate students, but this may be the first time that they are providing an opportunity to a student from our program. Your participation and professionalism contributes to a new and unique partnership!

Be ethical. Confidentiality is a pillar of ethics. If you interview at an organization, you are likely to come into contact with clients at the organization. Your observations of the client should be kept confidential. That is, you should protect the privacy of the individuals served by these



organizations by not discussing your observations with other people. This continues if you are hired by one of our participating organizations. To learn more about expectations, read the APA ethical code. <https://www.apa.org/ethics/code/ethics-code-2017.pdf>

Be respectful of the organizations. Be respectful of the organizations that offer experience opportunities. We collaborate with these organizations because of our high level of respect for the training they offer. It is neither respectful nor professional to speak ill of one organization to another. It reflects poorly on yourself and the QC graduate programs. Remember that if you speak poorly about someone to another organization you may be speaking to someone who considers them a colleague.

In-Person Experience Opportunity Placements. In signing this document, you acknowledge that you understand that your participation in an in-person experience opportunity will involve risks and hazards not found in remote study at the College, which is the current mode of instruction required by the COVID-19 pandemic and the executive orders and directives of New York State. In ordinary times, these risks can range from a) minor injuries and illness such as bruises, and strains, to b) major injuries and illness such as broken limbs, loss of sight, neck or back injuries, heart attacks, and concussions, to c) catastrophic injuries, including paralysis and death, and also include risks of damage to or theft of personal property, and risks involved in traveling to and within, and returning from, experience sites or placements. In signing this document, you understand that COVID-19 presents unique health risks, especially to those with underlying conditions, and that there may be other risks not known or reasonably foreseeable; you have sought and obtained information and advice that you feel is necessary and appropriate and; **YOU VOLUNTARILY ACCEPT AND ASSUME ALL OF THE RISKS IN PARTICIPATING IN THE experience opportunity and your participation in the assigned placement is voluntary.**

I have read this document and the APA's Ethical Principles of Psychologists and Code of Conduct.

Signed,

Signature

Printed name

Date

E-mail a copy of this signed document to Sally.Izquierdo@qc.cuny.edu