

University *of* Hartford

DEPARTMENT OF PSYCHOLOGY

Graduate Institute of Professional Psychology

DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY

Predoctoral Internship Manual

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I. OVERVIEW OF THE PREDOCTORAL INTERNSHIP

A. Internship Purpose and Description

The predoctoral internship, along with the doctoral dissertation, represents a capstone experience for completion of the Psy.D. Program. The internship is an intensive, clinically-rich experience at a hospital, clinic, or other institutional setting appropriate for the education and training of professional psychologists. The internship site must have a corps of fully qualified licensed psychologists and have facilities and clinical programs which meet licensure standards of state licensing boards and accreditation standards of relevant professional organizations (e.g., APA). The internship is typically full-time for one year, but a few programs are constructed for two years on a half-time basis. All internship eligibility and application procedures are specified in greater detail in the following chapters.

GIPP requires that an internship be modeled after the criteria established by APA for internship training programs. An internship program which is a member of the Association of Psychological Postdoctoral and Internship Centers (APPIC) **and** is accredited by APA clearly meets the Psy.D. program's standards for a predoctoral internship. **Application to other, non-APA-accredited internship programs are discouraged and must be approved by the GIPP core faculty.**

Eligibility to apply for internship is determined through review of a student's overall academic and clinical performance by the GIPP faculty and subject to final approval by the GIPP Director. As minimum requirements, a student must successfully complete the prerequisite coursework, pass the Qualifying Examination, successfully defend a dissertation proposal, and successfully complete two years of clinical practicum to become eligible to apply for internship. The student must also be in good standing in the Psy.D. program. Any student who suspends or terminates his/her affiliation with GIPP is no longer eligible to pursue or continue an internship placement.

The eligible student must obtain his/her own internship placement. This process involves participation in the national competition for internship placements overseen by APPIC. Applications are submitted by the student during the Fall semester, and interviews typically take place during December and January. APPIC's Notification dates for internship match results occur at the end of February. Students are expected to be fully familiar with APPIC *Match Policies*.

B. Role of the Director of Clinical Training (DCT)

Many policies regarding internship reference the role of the Director of Clinical Training (DCT), which is currently filled by the GIPP Director. In addition to directing other elements of the doctoral program, the DCT has the responsibility and authority for the continued development, implementation, and oversight of the internship system. The DCT is responsible for developing and disseminating policies and procedures that apply to internships, as well as for interpreting and applying those policies to specific situations which may arise. S/he is also responsible for maintaining internship information resources, approving internship training agreements, and maintaining an overview of student training needs and available internship

opportunities. The DCT is available to students for consultation around internship-related matters and to local agencies wishing to develop internship training opportunities. The DCT is responsible for completing the portion of the internship application documenting the student's eligibility to apply for internship.

Beginning in the Summer semester, the DCT holds a series of meetings with students to present an overview of the internship application and matching process. Subsequent meetings include a review of strategies for specific application procedures, instructions for obtaining grade transcripts and letters of recommendation, and preparing for internship interviews. A review of the requirements and expectations for successful completion of a predoctoral internship will also be provided. Failure to attend these preparation meetings may result in an unfavorable review of internship readiness by the faculty and/or the DCT.

C. Role of the Coordinator of Practicum Training

The GIPP Coordinator of Practicum Training continues to play an important role in the training of advanced students in the doctoral program who are engaged in a 4th year practicum. Students generally seek to include the hours of clinical experience accrued during such an advanced practicum on their internship applications, but **can only do so if these activities are sanctioned by GIPP**. To include these practicum hours on an internship application, an advanced student must submit to the Coordinator of Practicum Training a completed practicum training agreement, along with an activity log, a supervisor's evaluation form, and a student evaluation of the site for each semester of practicum. As for other practicum placements, students need to submit to the Coordinator of Practicum Training proof of individual professional liability insurance. Please see the *GIPP Practicum Manual* for further information and copies of these forms.

D. Role of the Faculty Advisor

Students in the doctoral program are assigned a Faculty Advisor at the time of entrance into the program. This member of the GIPP core faculty remains in that role for the student through the first three years of the doctoral program (or until another advisor is formally assigned). For students beyond the third year, the Chair of the student's dissertation committee takes on the role of Faculty Advisor. Faculty Advisors are expected to review student applications and provide consultation about all aspects of the internship process. The Advisor reviews selection of the student's sites for application and is required to sign the student's *Site List* (see Appendix A). It is common, but not required, for an internship applicant to request a letter of recommendation from his/her Advisor.

II. INTERNSHIP PREPARATION AND APPLICATION PROCEDURES

A. APPIC Application Procedures

It is the responsibility of each student to be fully aware of APPIC application policies, forms, and deadlines. APPIC has adopted a standardized online application, the APPIC Application for Psychology Internship (AAPI Online), and the most updated version of this application form is available at www.appic.org. All APPIC-member programs participate in the computerized matching process. The official APPIC *Match Policies* that govern the process are also available at www.appic.org. Students should familiarize themselves with this web site, which includes an updated calendar of internship application events, registration with the National Matching Service (see www.natmatch.com/pscyhint), access to internship news, electronic listserves, and information for unmatched applicants.

The following overview of the internship application process is taken verbatim from the APPIC website:

1. Applicants access the AAPI Online via the "Applicant Portal," which means that they will use their internet browser to create an account, enter information into the various fields of the AAPI, and ultimately submit their completed application to internship sites. Applicants may create multiple versions of cover letters, CVs and essays (e.g., in order to tailor these items to different sites and/or settings) if they wish to do so.
2. Once an applicant completes the portions of the AAPI that need to be verified by her/his Director of Clinical Training (e.g., total hours, dissertation progress, etc.), the student will generate an electronic request to her/his DCT. The DCT will then either approve the information (via an electronic signature) or ask the student to make changes, and provides additional information as appropriate.
3. The applicant will also request letters of recommendation by generating electronic requests (via e-mail) to individuals of her/his choosing. These individuals will upload their letters directly into the AAPI Online. While the applicant will not be permitted to view the content of the letter, she/he may attach it to as many or as few applications as desired. In other words, the applicant can decide which letters of reference are submitted to each internship site.
4. The applicant also submits one official copy of all graduate transcript(s) directly to the application service via regular mail. These transcripts are verified as official, scanned into the system, and attached to each application that is submitted by the applicant. If you apply to one of the relatively few sites that request undergraduate transcripts, that transcript should NOT be sent to AAPI Online and must instead be uploaded as part of any "supplemental materials" for that program (see next paragraph).

5. If a program requires applicants to submit materials that are not a part of the regular AAPI Online application (e.g., testing reports, undergraduate transcripts, additional essays), the applicant will need to obtain the required information, convert it into an electronic document (e.g. via scanning), upload it to the AAPI Online service, and attach it as "supplementary materials" to the application that is submitted to that program.
6. Once an applicant has completed all aspects of the application, she/he chooses the "designated" sites to which the application is submitted electronically. The applicant has the flexibility to decide which cover letter, essays, letters of recommendation, CVs and if requested, supplemental materials are submitted with each application.
7. Once submitted, the application is instantly available to the internship site for review. Training Directors and selection committees may review applications online, sort and select applications based on various criteria, and download application information in various formats. Please send your transcripts to: AAPI Online Transcript Department at P.O. Box 9117, Watertown, MA 02471.

B. GIPP Approval for Internship: All students who wish to apply for internship in the Fall semester will be asked to notify the DCT of their intentions at the start of the semester. Eligibility to apply for internship is determined through review of a student's overall academic and clinical performance by the GIPP faculty and subject to final approval by the DCT. The student is also expected to consult with his/her Advisor throughout the application process.

1. **Faculty Review:** Faculty meet in the Fall of each year to review the academic and clinical standing of students who wish to apply for internship that year. Faculty may fully approve internship application, request additional information, set contingencies for approval of application, or recommend a delay in internship application. Students will be notified by the DCT of this review before October 1 of the application year. The following aspects of student progress will be reviewed in making this decision:
 - a) **Academic Standing:** A student must be in Good Standing to apply for internship.
 - b) **Clinical Readiness**
 - c) **Successful Completion of the Qualifying Examination**
 - d) **Professional Character and Level of Responsibility**
 - e) **Status of Dissertation:** Any student who requests approval from the GIPP faculty to apply for the predoctoral internship must have an approved dissertation proposal that is completed according to the following schedule:
 - No later than October 1, the student must submit to the GIPP Director a fully signed Proposal Approval Form indicating successful defense of the disserta-

tion proposal and completion of any recommended changes to the proposal draft.

- The dissertation proposal defense must occur no later than September 15, and the scheduling of this meeting with committee members must occur no later than September 1.
 - In addition, the student must provide the committee chair a complete draft of the proposal prior to scheduling the defense meeting, and must provide this draft to committee members at least two weeks prior to the date of the defense.
- 2. Advisor Consultation:** The student must meet with his/her Advisor concerning all aspects of the internship application materials before applying for internship, and should remain in contact with the Advisor throughout the application and interview process. It is the student's responsibility to have the following materials reviewed and approved by his/her Advisor:
- a) **Application Site List:** Advisors will review the student's *Site List* for match to the student's past clinical experience, for fit with student goals, and for APA-approval. The Advisor indicates approval of the *Site List* by signature.
 - b) **AAPI:** Advisors will review the student's completed application form (AAPI) for accuracy and completeness, with special emphasis on essays and cover letters. Students may save and print a draft copy of the AAPI Online from the Applicant Portal.
 - c) **Required Clinical Materials:** Advisors will review any extra materials required by particular sites such as assessment reports/data, intervention conceptualizations/strategies, treatment plans, etc. with special emphasis on client confidentiality and appropriateness.
 - d) **Curriculum Vitae (CV):** Advisors will review CVs for format, completeness, and accuracy.
- 3. DCT Approval:** The DCT provides the verification of internship eligibility and readiness for students by means of the AAPI DCT Portal. The DCT is given access to this portal once the student requests such verification, which generates an automated e-mail requesting a response from the DCT. The DCT will either approve the information by electronic signature or ask the student to make changes, as appropriate. It is also possible for the DCT to write comments that support the student and/or identify training needs.

To complete this review, the DCT will already have the following information:

- a) **Faculty Review Results:** The DCT participates in the Faculty Review, so is aware of the review by GIPP faculty. The DCT will only verify eligibility for internship for students endorsed by the GIPP faculty.
- b) **AAPI Online.** This will be viewed by the DCT via the DCT Portal.
- c) **National Matching Service Registration:** The DCT will receive this information by entering the DCT Portal.

The student should submit the following to the DCT:

- d) **Site List:** The student must provide a *Site List* signed by the Advisor.
- e) **Written Materials for the DCT:** Materials submitted to the DCT should include a CV, cover letter, and essays. These materials must be provided to the DCT **at least two weeks prior to the first application deadline.**
- f) **Site-specific Needs:** It is the student's responsibility to provide the DCT any special forms that might be required by a specific site.

C. Selection of Internship Sites

Information about internship sites is available through the APPIC online directory of internship sites on the APPIC website. The Directory contains information provided by the sites and is in the form of a searchable database. The online directory permits applicants to search sites by program characteristics (e.g., geography, specialty areas, treatment modalities, and agency type).

1. **Half-time Internships:** GIPP fully endorses half-time (two year) internships for its students, provided that they have received APA-accreditation. Although fewer than full-time internships, the half-time internship may provide an opportunity across both years to work on the dissertation, attend to family responsibilities, and/or improve student finances.
2. **Special Petition for Application to Non-APA-Accredited Internship Sites:** It is expected that students will apply only to APA-accredited internships. In special circumstances, the GIPP faculty will consider a request by a student to submit applications to non-APA approved sites. However, the student must submit a written request that addresses the following issues:
 - a) **Rationale:**
 - Does the site offer something unique?
 - How does the site fit with student's clinical needs and interests?
 - What are the advantages of this internship?
 - Has the request has been discussed with and approved by the Advisor?

b) Site Details:

- Detailed accounting of the training experiences provided.
- Amount and source of clinical supervision.
- Number and nature of other interns.
- Status of site application for APA accreditation.
- Status of APPIC membership application.

D. Letters of Recommendation

Each student will need to secure reference letters from faculty and clinical supervisors who are familiar with the student's work. Most sites will require one (1) letter from a faculty member and two (2) letters from clinical supervisors. This is in addition to the commentary provided by the DCT in the AAPI Online, as outlined above.

- 1. Letters from Faculty:** Once notified by the DCT of eligibility to apply for internship, students may approach core faculty to request a letter of recommendation. Although faculty attempt to accommodate student requests, there is a limited number of letters that any one faculty member can write. Students should thus be prepared for a backup plan if a first preference is not available. The DCT will outline a process of selection and assignment of letter writers, should a need arise in a given year to distribute letter-writing efforts evenly.
- 2. Letters from Supervisors:** Students should approach a past or present clinical supervisor early in the process to discuss whether s/he will write a letter. If supervisors do not wish to write a letter and there are no other clinical supervisors available, please contact the DCT as soon as possible.
- 3. Procedures:**
 - a) Provision of Information:** Provide your CV, site list, letter of intent, AAPI, and/or personal statement as requested by the letter writer.
 - b) Deadlines:** Students are responsible for informing letter writers of application deadlines and for insuring that letters are submitted in a timely manner. Students are advised to check faculty schedules and availability as the deadlines approach.
 - c) Reference Portal:** This portal of the AAPI Online is for faculty and supervisors who are providing letters of reference for students. Once a student has designated the individual to the AAPI Online Service as someone who will be providing a letter of reference, an e-mail that contains links and instructions for accessing the AAPI Online Reference Portal is sent to the letter writer.

- d) File Copy of Letters:** It is strongly recommended that the student retain copies of all letters for future reference, especially for participation in Phase II of the Match, described below.

E. Grade Transcripts

Students should complete a Transcript Request Form (available at from the University website <http://uhaweb.hartford.edu/sasc/TranscriptForm.htm>) and submit it with appropriate payment to the Registrar. It is recommended that students obtain a small number of additional transcripts at this time for any last-minute applications later. As noted above, graduate transcripts should be mailed directly to the AAPI Online Transcript Department.

F. Honor Code

Any verbal or written correspondence with an internship site needs to be truthful, accurate, and in compliance with the APA's *Ethical Principles of Psychologists and Code of Conduct* and APPIC's *Match Policies*. This includes documentation of clinical and/or practicum hours and accuracy of the curriculum vitae. Applicants should be mindful of the statement on the AAPI Online which notes that any "significant misstatements in or omissions from the application" are cause for rejection or dismissal from the internship program. Application forms for federal, state, and other publicly funded internship programs contain similar notice regarding civil and criminal penalties for false statements. Internship applicants from GIPP are expected to meet these conditions fully throughout the internship application and selection process.

III. THE INTERNSHIP MATCHING PROCESS

A. National Matching Service

APPIC contracts with the National Matching Service (NMS) to coordinate the computerized matching process. Applicants must register with NMS to participate in the internship match. Although match registration typically opens in the summer, students should **not** register for the match until they have been informed of faculty approval to apply for internship.

The 2011 APPIC Match will be conducted in two phases, with each phase involving the submission of rank order lists by programs and applicants to determine the placement of applicants into positions. For the 2011 Internship Match, applicants must submit a rank-order list of internship preferences for Phase I to NMS by **Wednesday, February 9, 2011**. NMS will perform a computerized matching of applicant and site rankings, with applicants and training programs learning of their results on **Friday, February 25, 2011**. In a change for 2011, applicants, internship directors, and DCT's will receive results of the specific program placement at the same time.

Please note: Placing any internship program on the rank-order list signifies the student's agreement to attend if matched with that internship program. Further information and registration instructions are available on the NMS website (www.natmatch.com/psychint).

B. Unmatched Applicants

Any student who receives word that he/she has not matched with an internship program during Phase I should contact the DCT as soon as possible for further advisement. For 2011, APPIC is replacing the traditional clearinghouse with a Phase II of the Match. A second selection process will begin immediately upon the conclusion of Phase I, with the goal of placing unmatched applicants into positions that remained unfilled in Phase I. Applicants who registered for Phase I but did not obtain a position will be eligible to participate in Phase II. Those applicants will use the AAPI Online service to submit applications to programs with unfilled positions from Phase I. Applicants and programs will submit new rank order lists for Phase II of the Match by **Monday, March 21, 2011**. Listing an internship program on this second list again signify a student's binding acceptance of a match, as for Phase I. A second matching process will be carried out using those rank order lists, and the results of Phase II of the Match will then be distributed to applicants, internship directors, and DCT's on **Monday, March 28, 2011**.

Any unplaced applicant wishing to participate in Phase II should be prepared to submit an AAPI Online and any other materials on short notice. Interviews are generally scheduled promptly and often by telephone. No additional fees will be charged to applicants and programs that participate in Phase II of the Match.

While it is anticipated that Phase II will fill the vast majority of positions that remain available from Phase I, APPIC will operate a "Post-Match Vacancy Service" that begins upon conclusion of Phase II and will allow programs to announce unfilled or newly-funded positions

that become available through the end of the summer. Any unplaced applicant wishing to utilize this service should be prepared to submit application materials on short notice and to make a prompt decision, generally within 24 hours after the offer is made. At the same time, applicants should consult with their Advisors (and/or with the DCT) and obtain approval prior to accepting an offer. All decisions are as binding as offers accepted through the computerized match.

GIPP faculty support use of Phase II and the vacancy service **only** for students who previously registered for the APPIC Match Program for Phase I. It is not permissible to begin the internship application process solely through Phase II or the vacancy service.

IV. THE INTERNSHIP YEAR

A. Academic Registration

Each student must maintain continuous enrollment in the Psy.D. Program while on internship. Students on internship should enroll in Predoctoral Internship for all three semesters (CPS 080 in the Fall, CPS 081 in the Spring, and CPS 082 in the Summer) during the internship year. Without such official enrollment at the University of Hartford, students will not receive University credit for internship and may put student loan deferments in jeopardy. It is **not** necessary to register for Dissertation Continuance (CPS 090-091-092) during the internship year.

B. Professional Liability Insurance

All students on internship are required by GIPP to carry professional liability insurance in the **minimum amount of \$1,000,000 per incident/\$3,000,000 aggregate per year**. While students may or may not be required to submit proof of current liability insurance to the internship training director before starting the internship, **students must submit a copy of current coverage to the DCT before leaving for internship**. This should represent a continuation of the liability coverage that the student has maintained while in the doctoral program. Most internships will also have an umbrella policy covering interns (as the University of Hartford does for its students). However, students will still need to purchase this *individual* policy during the internship year, just as they have since they entered GIPP.

Please note. Some internship sites may require individual coverage in an amount greater than noted above, and students will be expected to comply with the policy at the internship site. Individual liability coverage for students provides protection only while the student is engaged in a University-sponsored training activity, such as the internship placement. Unless stated in your policy, insurance does *not* cover non-school related professional activities.

C. Internship Training Agreement

After accepting an internship offer, the student should contact the internship program about any required training agreements. An internship agency may require its own training agreement form to be completed. Such agreement forms usually focus on the employment status of the internship student and/or the formal relationship between the internship program and the University. If such forms require the signature of University officials, the student should request assistance well before the start of the internship year.

In the event that an internship program does not have its own internship agreement form, the student should contact the GIPP Director to develop and complete an Internship Training Agreement (see Appendix B) before the start of internship. This written agreement specifies the details of the training objectives, activities, and responsibilities of the student and the internship training program during the internship experience.

Whether the internship provides its own training agreement, or the student uses the Internship Training Agreement provided by GIPP, **it is required that students provide the**

DCT with a copy of the training agreement form as soon as it is completed and signatures are obtained. The student should also retain a copy of the training agreement for his/her own records.

D. Other Information Required by the Internship Program

An internship program may also require the student to submit health records, verification of citizenship, or other documentation. The intern may also be required to undergo fingerprinting and/or a criminal background check as a condition of placement at the internship site. It is the student's responsibility to submit such documents directly to the internship program upon request.

E. Evaluation Procedures

Students participating in internships are formally evaluated by their internship supervisors periodically during the internship year. Most internship programs have their own intern evaluation forms tailored to the clinical training activities at that facility. Any program without its own evaluation form may use the GIPP *Evaluation of Predoctoral Intern* (see Appendix C). GIPP requests that internships provide both mid-year and final evaluations for the interns. The completed evaluations should be reviewed and discussed with the student and the evaluation forms signed by the student and the internship supervisor. It is the student's responsibility to make sure the DCT receives these evaluations.

Students on internship will receive an Incomplete for CPS 080, 081, and 082 until completion of the internship year, usually between July 1 and October 1. The DCT will change Internship grades from Incomplete to Pass for the three semesters of internship once all the following conditions are satisfied:

1. Students on internship must register for CPS 080 (Fall), CPS 081 (Spring), and CPS 082 (Summer) and pay all associated fees.
2. Students must provide evidence of appropriate professional liability insurance prior to beginning internship.
3. Students must have provided a Training Agreement, signed by the student and the Internship Director, within the first month of the internship.
4. At the end of the internship, the GIPP Coordinator of Internships must receive
 - a. A final evaluation from the internship supervisor(s).
 - b. A letter from the Internship Director stating that the student has successfully completed the internship year. If a statement of successful completion is contained in the final evaluation, a separate letter is not needed. The student may also forward a copy of the certificate of completion to satisfy this requirement.

- c. The student should also submit an evaluation of the internship site at the end of the internship year. Forms and instructions will be provided by the DCT.

F. Communication Between Internships and Training Program

The internship is considered an integral part of the Psy.D. Program. As such, internship directors and supervisors are considered partners in the professional training of GIPP students. Accordingly, program faculty and internship supervisors may, from time to time, exchange information about student performance and expectations that may be relevant to internship success and/or performance evaluation beyond the written evaluations described above. APA guidelines for communication between internships and programs may be found at on the APPIC website (<http://www.appic.org/downloads/cctc-guidelines.doc>).

G. Resolution of Concerns and Conflicts

The student has an ethical responsibility to fulfill his/her commitment to an internship program for the duration of the agreement. It is expected that the student and internship supervisors will attempt to address any concerns that arise during the internship experience. Should any problem arise which cannot be resolved successfully in this manner, the student should seek consultation as soon as possible from the DCT. In the event that the student has difficulty fulfilling the training agreement with the internship program, termination of the agreement should be considered only after all other efforts have been exhausted.

H. Ethical Practice

It is critical that both students and the programs involved in internship training adhere to the highest standards of ethical professional practice. Internship supervisors and students should be thoroughly familiar with the current *APA Ethical Principles of Psychologists and Code of Conduct* and the relevant state regulations that pertain to the practice of psychology, and practice only within those guidelines.

I. Policy of Nondiscrimination

Although internship experiences are conducted away from the University of Hartford campus, the student's presence at an internship program still constitutes engagement in an educational activity of the University. Consequently, it is required that all University policies be followed regarding nondiscrimination on the basis of race, gender, creed, color, age, physical disability, sexual orientation, and national and ethnic origin. Discriminatory behavior, including acts of sexual harassment, by the intern or by any staff of the internship program, may result in suspension or termination of the internship placement by the DCT.

J. Compensation

Application to and acceptance of unfunded internships are strongly discouraged. Indeed APA has this to say about unfunded internships: “The Committee [on Accreditation] strongly discourages the use of unfunded internship positions....The awarding of such positions should be documented fully in the doctoral and internship program’s annual report to the Committee, and the program should anticipate that site visitors may make focused inquiry into the case circumstances resulting in the ad hoc creation of an unfunded internship position....In the view of the Committee, the routine or regular granting of one or more unfunded internships would not adhere to the spirit of the present Committee policy.” (APA Implementing Regulations Related to the “Guidelines and Principles.”)

Financial support should be in the form of a stipend which is advertised at the time of application to the program. The stipend should support the student as a trainee, rather than compensate the student for specific tasks completed. It is **not** permissible to use a percentage of fees arrangement as the basis for internship compensation.

SUGGESTED REFERENCES

- Williams-Nickelson, C., Prinstein, M.J., & Keilin, W.G. (2008). *Internships in psychology: The APAGS workbook for writing successful applications and finding the right fit* (2nd ed.). Washington, DC: American Psychological Association.
- Megargee, E.I. (2001). *Megargee's guide to obtaining a psychology internship* (4th ed.). New York: Routledge.
- Boylan, J.C., & Scott, J. (2008). *Practicum and internship: Textbook and guide for counseling and psychotherapy* (4th ed.). New York: Routledge.
- Prinstein, M.J., & Patterson, M. (Eds.). (2003). *The portable mentor: Expert guide to a successful career in psychology*. New York: Springer.

Appendix A: Internship Site List

Student Name: _____ Date: ____/____/____

Page 1 of _____

Rank ^a	Due Date	Internship Director or Contact Person and Agency name	Agency Program/ Dept.	Training Specialty	Applicaton Materials Received	APA- Approved?	Letters Requested
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

Appendix B: Internship Training Agreement



Internship Training Agreement

1. Parties: This Agreement is entered into by the following parties:

Student: _____,
 who is a student in good standing in the Psy.D. Program at the University of Hartford's
 Graduate Institute of Professional Psychology.

Primary Supervisor: _____ (Degree) _____
 (Agency) _____
 (Department/Unit) _____
 (Mailing Address) _____
 (City, State, ZIP) _____
 (Phone) () _____ (Licensure, State(s) & #) _____
 (e-mail) _____

Supervisor 2: _____ (Degree) _____
 (Agency) _____
 (Department/Unit) _____
 (Mailing Address) _____
 (City, State, ZIP) _____
 (Phone) () _____ (Licensure, State(s) & #) _____
 (e-mail) _____

Internship Training Director: _____ (Degree) _____
 (Agency) _____
 (Department/Unit) _____
 (Mailing Address) _____
 (City, State, ZIP) _____
 (Phone) () _____ (Licensure, State(s) & #) _____
 (e-mail) _____

1. Parties (continued):**GIPP Director of Clinical Training:** John G. Mehm, Ph.D.

Address: Graduate Institute of Professional Psychology
 University of Hartford
 200 Bloomfield Avenue
 West Hartford, CT 06117

Phone: (860) 768-5224*FAX:* (860) 768-4814*Email:* mehm@hartford.edu

2. Duration: This Agreement will be in effect from _____, 2011, to
 _____, 2012. *Total # weeks = _____.* (A)

3. Weekly schedule:

	<i>1st 6 months</i>	<i>2nd 6 months</i>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Total hours/week = _____. (B)**4. Vacation time:** _____*Total hours vacation = _____.* (C)**5. Total hours for year:** $(A \times B) - C =$ _____**6. Training goals & objectives:** _____

7. Activities for meeting goals & objectives: _____

8. Supervision:

Supervisor	Hours/week	Type of Supervision	Area of Supervision
		Individual	
		Individual	
		Group	
		Group	

9. Didactic Training (seminars, in-services, grand rounds):

Title	Type of Activity	Hours	Frequency

10. Additional learning activities (including research):

11. Assessment and/or diagnostic materials available:

12. Stipend: \$ _____ / year.

13. Liability insurance: For the entire period covered by this Agreement, the student will maintain professional liability insurance in the amount of \$1,000,000 per incident and \$3,000,000 aggregate per year.

14. Evaluations: The supervisors agree to complete evaluation forms for the intern at the end of each 6-month period and submit a copy to the Director of Clinical Training.

15. Notification of Completion: The Internship Training Director agrees to provide written notification to the Director of Clinical Training when the student has successfully completed the internship year.

16. Other stipulations: _____

17. Copies: Please attach descriptive information regarding the agency and services offered, as well as description of the internship program. All parties should retain a copy of this Agreement; original will be placed in the student's record at GIPP.

18. Date: This Agreement is entered into on this _____ day of _____, 2011.

19. Signatures:

(Student)

(Primary Supervisor)

(GIPP Director of Clinical Training)

(Supervisor 2)

(Internship Training Director)

Appendix C: Evaluation of Predoctoral Intern



UNIVERSITY OF HARTFORD

GRADUATE INSTITUTE OF PROFESSIONAL PSYCHOLOGY

EVALUATION OF PREDOCTORAL INTERN

Intern: _____ Supervisor: _____

Period Covered: _____, 201____, to _____, 201____

Facility: _____

Department/Unit: _____

Instructions: For each of the following areas, please use the rating scale below to evaluate the intern relative to other interns at a similar level of training and experience. Your comments at the end of each section will assist with our understanding of the intern's strengths and weaknesses.

(EX) Excellent: Intern's performance was at an exceptionally high level.

(VG) Very Good: Intern's performance was solidly competent, clearly above average, and characterized by an absence of difficulties. Suggestions for continued improvement are offered.

(GD) Good: Intern's performance was basically competent and fulfilled requirements. There were no major problems and the work was adequate. Suggestions for continued improvement are offered.

(SC) Satisfactory with Concerns: Intern's performance was minimally acceptable; there was a major problem or many minor difficulties that identify a need for remediation/corrective action, as noted in the comments section.

(US) Unsatisfactory: Intern's performance was unacceptable; no credit for the internship can be given. There were several major problems that identify a need for remediation/corrective action, as noted in the comments section.

(NA) Not Applicable: Intern is not expected to engage in this activity, or supervisor does not have enough information to rate intern.

I. PROFESSIONAL CHARACTERISTICS

	US	SC	GD	VG	EX	NA
1. Shows responsibility in attendance, completing work on time, following procedures.	1	2	3	4	5	NA
2. Shows enthusiasm for learning.	1	2	3	4	5	NA
3. Demonstrates knowledge and application of professional ethics.	1	2	3	4	5	NA
4. Demonstrates/discusses engagement in self-care activities.	1	2	3	4	5	NA
5. Maintains positive attitude and maturity in clinical activities.	1	2	3	4	5	NA
6. Able to work independently.	1	2	3	4	5	NA
7. Able to interact and work successfully with other trainees.	1	2	3	4	5	NA
8. Able to interact and work successfully with professional staff.	1	2	3	4	5	NA
9. Shows sensitivity and respect for persons of diverse backgrounds and cultures.	1	2	3	4	5	NA
10. Adequately prepares for supervisory sessions.	1	2	3	4	5	NA
11. Communicates effectively with supervisor.	1	2	3	4	5	NA
12. Shows receptivity to critique and suggestion for improvement.	1	2	3	4	5	NA
13. Assesses own strengths and weaknesses accurately.	1	2	3	4	5	NA
Overall Rating	1	2	3	4	5	

Comments: _____

II. CASE MANAGEMENT SKILLS

The following apply to all clinical activities in which the intern participated:

	US	SC	GD	VG	EX	NA
1. Engages client in collaborative relationship.	1	2	3	4	5	NA
2. Consults with family and relevant others in developing treatment plans.	1	2	3	4	5	NA
3. Develops treatment plans with reasonable short-term and long-term goals.	1	2	3	4	5	NA
4. Develops treatment plans with clearly specified objectives and interventions.	1	2	3	4	5	NA
5. Makes appropriate referrals to community resources.	1	2	3	4	5	NA
6. Collaborates with medical staff and facilities on client's behalf.	1	2	3	4	5	NA
7. Assists client in maintaining and expanding social network.	1	2	3	4	5	NA
8. Monitors client's progress toward achievement of treatment goals.	1	2	3	4	5	NA
9. Documents clinical activities in clear and timely manner.	1	2	3	4	5	NA
10. Submits billing information in clear and timely manner.	1	2	3	4	5	NA
Overall Rating	1	2	3	4	5	

Comments: _____

III. ASSESSMENT AND CONSULTATION SKILLS

Describe nature of assessment and consultation experiences: _____

	US	SC	GD	VG	EX	NA
1. Knows background and application of a variety of assessment procedures.	1	2	3	4	5	NA
2. Considers issues of diversity and culture in assessment.	1	2	3	4	5	NA
3. Obtains information via interviewing skills.	1	2	3	4	5	NA
4. Obtains information via observational skills.	1	2	3	4	5	NA
5. Follows standard testing procedures.	1	2	3	4	5	NA
6. Integrates findings from available sources.	1	2	3	4	5	NA
7. Effectively answers referral questions.	1	2	3	4	5	NA
8. Delineates client's problems and resources.	1	2	3	4	5	NA
9. Uses <i>DSM-IV-TR</i> to develop a formal diagnosis.	1	2	3	4	5	NA
10. Communicates findings to relevant individuals.	1	2	3	4	5	NA
11. Writes effective assessment reports.	1	2	3	4	5	NA
Overall Rating	1	2	3	4	5	NA

Comments: _____

IV. THERAPY SKILLS: Describe the number and types of therapy cases supervised:

	US	SC	GD	VG	EX	NA
1. Develops rapport with clients.	1	2	3	4	5	NA
2. Understands the impact of countertransference on the therapy relationship.	1	2	3	4	5	NA
3. Demonstrates the level of self-knowledge needed for good clinical care.	1	2	3	4	5	NA
4. Self-reflects on process of own interactions with clients.	1	2	3	4	5	NA
5. Able to respond with empathy.	1	2	3	4	5	NA
6. Able to consider issues of culture and diversity in therapy.	1	2	3	4	5	NA
7. Knows relevant theories of psychotherapy.	1	2	3	4	5	NA
8. Conceptualizes cases from a theoretical model.	1	2	3	4	5	NA
9. Uses theoretical model to develop treatment goals and objectives.	1	2	3	4	5	NA
10. Demonstrates critical thinking skills appropriate for internship level of training.	1	2	3	4	5	NA
11. Applies techniques/interventions relevant to a theoretical model.	1	2	3	4	5	NA
12. Understands appropriate methods for measuring change in therapy.	1	2	3	4	5	NA
13. Assists clients with emergency and crisis intervention, when needed.	1	2	3	4	5	NA
Overall Rating	1	2	3	4	5	NA

Comments: _____

V. PROBLEM CHECKLIST

Listed below are problems which may require supervisory attention at various points in internship training. Please indicate **Yes**, **No**, or **Don't Know** whether any problem has remained a supervisory concern *over the past month*.

	Current Problem?		
	Yes	No	DK
1. Displays lack of self-confidence in interactions with clients.	Yes	No	DK
2. Appropriately manages countertransference and/or discusses it in supervision	Yes	No	DK
3. Overuses psychological jargon.	Yes	No	DK
4. Becomes overinvolved with the client.	Yes	No	DK
5. Demonstrates detachment or lack of interest toward client.	Yes	No	DK
6. Tries to fit client into inappropriate treatment model.	Yes	No	DK
7. Sees the same clinical issue in all clients.	Yes	No	DK
8. Evidences difficulty dealing with sexual material.	Yes	No	DK
9. Evidences difficulty dealing with issues of aggression/violence.	Yes	No	DK
10. Fails to consider client's medical issues or use of substances.	Yes	No	DK
11. Fails to consider client's ethnic or cultural background.	Yes	No	DK
12. Does not seek appropriate consultation/advice during crises.	Yes	No	DK
13. Does not understand legal issues regarding the reporting of suspected child abuse.	Yes	No	DK
14. Does not understand legal issues regarding the duty to protect others from harm.	Yes	No	DK
15. Does not understand legal issues regarding involuntary hospitalization.	Yes	No	DK
16. Does not understand legal issues regarding confidentiality.	Yes	No	DK
17. Does not understand agency policies regarding personnel issues (e.g., diversity, disabilities, sexual harassment).	Yes	No	DK
18. Other: _____	Yes	No	DK

VI. GENERAL SUMMARY

	US	SC	GD	VG	EX
Overall Evaluation:	1	2	3	4	5

Intern's main strengths and assets: _____

Areas of needed improvement: _____

Training recommendations: _____

Supervisor's Signature

Date

Intern's Signature

Date