



DOCTORAL PSYCHOLOGY INTERNSHIP UNIVERSITY HEALTH & COUNSELING SERVICES TRAINING POLICIES & PROCEDURES

CWRU and UH&CS Mission Statements

The mission of Case Western Reserve University is to improve and enrich people's lives through research that capitalizes on the power of collaboration, and education that dramatically engages students. CWRU realizes this goal through scholarship and creative endeavor that draws on all forms of inquiry; learning that is active, creative and continuous; and promotion of an inclusive culture of global citizenship.

The mission of UH&CS is to advance the well-being, development, and academic success of our diverse student body through integrated medical, mental health, and wellness services. We collaborate with the entire CWRU community through outreach, education, and services to promote a culture of safety, respect, and global citizenship that fosters lifelong resilience.

UH&CS Doctoral Psychology Internship

UH&CS supports a Doctoral Internship in Health Services Psychology. The program is a one-year, full-time program. UH&CS admits interns from any accredited doctoral program and is a single-entry internship. Interns typically work 40 hours per week. No part-time or non-stipend positions are currently offered. Each intern is required to complete a minimum of 2000 hours over the course of one year. Interns devote a minimum of 16 hours per week to clinical activities and receive individual, assessment, and group supervision with licensed psychologists. Interns receive didactic training by senior clinical staff and participated in weekly case conferences. Interns work within an interdisciplinary context, collaborating with social work staff and students, psychiatry staff and residents, and other professions afforded by this site.

Administrative and Financial Assistance

Interns are included in University Health & Counseling Service's budget under the aegis of the Department of Student Affairs at Case Western Reserve University. Intern stipends come directly from the budget of the Department of Student Affairs, and a recent stipend increase was approved and implemented to maintain cost of living regional adjustments. This Department also allocates space and other physical and system resources within UH&CS for interns as needed. CWRU and the Department of Student Affairs have both clearly demonstrated their value of the internship and are willing to provide resources as needed for the internship program to be successful. The Department of Student Affairs has provided funds to facilitate yearly Association of Psychology Postdoctoral and Internship Centers (APPIC) dues. The Department of Student Affairs has also funded travel for the program's Training Director to attend an annual training conference. Interns

were fully funded with equitable stipends since the onset of the doctoral internship program in 2011.

Intern Recruitment and Selection

In an aim to recruit interns who are diverse and are invested in the value of multiculturalism, we highlight our commitment to diversity in our brochure, on our website, and in the APPIC advertisement of our internship program. We ensure that a diverse representation of staff participates in the interview process, and we ask questions in the interview that emphasize our interest not only in knowledge but also in application of multicultural themes. In the open-ended question/answer period of the interview, we highlight our diverse student population, our appreciation of diversity on staff, and the diverse range of community experiences available to interns. We do not require in-person interviews and explicitly state in our materials that this decision is informed by our commitment to encouraging a diverse range of applicants, including those who may have challenges to travel that include physical or economic ability.

Entrance Criteria

To be considered a candidate for the CWRU UH&CS internship, applicants must:

- Demonstrate consistency between candidate's interest and the aims of the CWRU UH&CS internship.
- Be a registered student, in good standing, at or beyond the third year in a doctoral level program in clinical or counseling psychology.
- Have completed supervised practicum and clinical placement experience with a minimum of 500 total intervention hours.
- Have successfully completed all preliminary or qualifying exams required by the home program before internship ranking submission in February.
- Have successfully proposed dissertation by internship ranking submission in February.
- Have completed all doctoral coursework by July 31 of the entering internship year.
- Be willing and able to commit to a busy, full-time twelve month internship.
- Be willing to engage in self-reflection in supervisory and training relationships as needed to ensure ethical and appropriate clinical practice.

Requirements for Successful Internship Performance

UH&CS Doctoral Internship program aims are based on the foundational and functional competencies typically required of an entry-level psychologist in a university setting. The objectives and competencies below outline the knowledge and skills we believe necessary for practice and are the basis of our psychology internship training program.

Core Competencies:

1. Interns will achieve competence appropriate to their professional developmental level in the area of Research.
2. Interns will achieve competence appropriate to their professional developmental level in the area of Ethical and Legal Standards.

3. Interns will achieve competence appropriate to their professional developmental level in the area of Individual and Cultural Diversity.
4. Interns will achieve competence appropriate to their professional developmental level in the area of Professional Values, Attitudes, and Behaviors.
5. Interns will achieve competence appropriate to their professional developmental level in the area of Communications and Interpersonal Skills.
6. Interns will achieve competence appropriate to their professional developmental level in the area of Assessment.
7. Interns will achieve competence appropriate to their professional developmental level in the area of Intervention.
8. Interns will achieve competence appropriate to their professional developmental level in the area of Supervision.
9. Interns will achieve competence appropriate to their professional developmental level in the area of Consultation and Interprofessional/Interdisciplinary Skills.

Supervision Requirements

UH&CS has a minimum of 2 doctoral-level psychologists on site for 2 interns. These psychologists serve as supervisors and are licensed in the state of Ohio, where our university resides. They have the primary professional responsibility for the cases for which they provide supervision and co-sign clinical notes and reports. In supervision with interns they review evidence-based approaches, including empirical bases for assessment and intervention. Supervisors' meetings facilitated by the Training Director include discussions on how supervisors are reviewing evidence-based approaches with interns.

Each intern will receive two hours per week of individual supervision counseling clients, and interns are supervised for supervision (umbrella supervision). Interns will receive group supervision for individual clinical cases and group therapy cases and additional supervision for assessment, along with consultation for professional development and outreach activities.

Intern records include application materials, communications with the intern's department, evaluation forms, documentation of direct and indirect hours, documentation of remediation or grievance (if any), a certificate of completion, and any letters of recommendation written on their behalf. These records are securely maintained by the Training Director.

Evaluation and Feedback Policy

UH&CS supervisors and interns are informed of the following evaluation procedures:

- Interns receive feedback both informally and formally throughout the year
- Interns are formally evaluated by their individual supervisor at the end of a supervisory term, at mid-point of the training year and at the conclusion.
- Evaluation forms are directly linked to profession-wide competences.
- Minimum levels of achievement are reviewed with the intern at the start of the supervisory term and goals are established for the training period.
- Feedback is intended to inform the intern of how their performance is being perceived and guide them on directions to take moving forward.

- Feedback is intended to reinforce strengths and progress for the sake of clarity and coherence to the developmental model of training.
- The TD contacts the home doctoral program when the intern joins the site in order to establish line of communication and then again at mid-year. The TD will re-engage with home doctoral program if needed and/or requested at some other point in the year. Finally, at the end of the year, the TD will update the home program on the status of the intern, in conjunction with the supervisor's formal evaluation, and potential successful completion of the training year.
- Interns are asked to give feedback about the program during the year and are expected to evaluate the internship program at the conclusion of their internship. Feedback from interns is highly valued and contributes to the changes made to the internship.

Evaluation Procedures

The following rating scale is to be used on feedback forms to evaluate intern performance:

- A** = attention needed (below acceptable standards)
- M** = improvement needed (growth area)
- T** = on target for expected standards
- S** = strength area (beyond expected standards)
- E** = area of expertise (at the level of established professional skills)

Intern Evaluations: At the onset of each semester, each intern will meet with her/his supervisor to establish goals for the semester. The intern is responsible for articulating goals and collaborating with the supervisor on a plan for clinical and professional development. At the conclusion of each semester, supervisors and Training Director meet with each intern to review and provide feedback on progress towards goals. Evaluation forms are completed by each primary supervisor at the end of the supervision tenure and are to cover the core competencies as highlighted above.

Exit Criteria

In order to be granted a Certificate of Completion from the UH&CS Internship, interns must:

- Complete 500 direct service hours and 2000 overall hours.
- Complete all responsibilities of the full-time, 12-month internship.
- By the final evaluation, interns need to have ratings of T (on target) or higher on all items of their final evaluation form. Interns who earn M ratings at mid-term will be evaluated again on those areas before the final evaluation; if they are not on track towards a T rating, then this will initiate a remediation process. In order to pass internship, interns will need to demonstrate T ratings by the end of their final evaluation.

Remediation Process

The following outlines the procedure for remediation:

- On-going feedback in supervision is initially verbal and with the opportunity for the intern to be engaged in a discussion on feedback. Guidance on ways to move forward successfully is offered.
- As needed, the TD will participate in discussion with the supervisor and intern to reiterate and review feedback.
- Written feedback on a problem is provided if situation is not redirected, with steps for remediation outlined, and expectations stated. The supervisor and TD document that the evaluation was reviewed and discussed by the supervisor and intern.
- If formal remediation is necessary, the intern will be informed of the concern and of the remediation plan (see Grievance and Due Process document for more details).
- The Training Director will communicate with the intern's program as needed, in conjunction with the supervisor's formal evaluation.

Grievance & Due Process

Please see document entitled "*UH&CS Grievance and Due Process*" for complete process.

Nondiscrimination Policies

Case Western Reserve University is an equal opportunity/affirmative action employer and complies with all Federal and Ohio State laws, regulations, and executive orders regarding affirmative action requirements.

All UH&CS hiring is conducted through the Department of Human Resources following established best practices.

All UH&CS positions are reviewed by the Office of Inclusion, Diversity and Equal Opportunity to ensure that they have been broadly advertised in order to attract underrepresented minority candidates and that all qualified candidates are fairly considered.

The department adheres to the university-wide mandatory elements to employment position advertisements. The first statement is the following:

"In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply."

The second statement regarding the university's Affirmative Action Program is the following:

"Case Western Reserve University provides reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and

hiring process should contact the Office for Inclusion, Diversity and Equal Opportunity at 216.368.8877 to request a reasonable accommodation. Determinations as to granting reasonable accommodations for any applicant will be made on a case-by-case basis."