



**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 Psychology Internship

UH&CS supports a Doctoral Internship in Health Service Psychology. The program is a one-year, full-time program. UH&CS admits interns from APA-accredited Counseling or Clinical Psychology doctoral programs 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 500 intervention hours over the course of one year. Interns devote on average approximately 22 hours per week to clinical activities and receive individual and group supervision with licensed psychologists. Interns receive didactic training by senior clinical staff and participate in case conferences. Interns work within an interdisciplinary context, collaborating with social work staff and students, clinical counseling 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 Division of Student Affairs at Case Western Reserve University. The current total stipend (2027-28) is \$40,000. The Division also allocates space and other physical and system resources within UH&CS for interns as needed. Case Western Reserve University and the Division 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. Interns were fully

funded with equitable stipends since the onset of the psychology 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 barriers to travel.

Entrance Criteria

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

- Demonstrate consistency between candidate's interests and the aims of the CWRU UH&CS internship.
- Be a registered student, in good standing, at or beyond the third year in an APA-accredited doctoral program in Clinical or Counseling Psychology.
- Have successfully completed all preliminary or qualifying exams required by the home program before internship application deadline.
- 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.
- Have obtained a minimum of 300 AAPI intervention hours.

Requirements for Successful Internship Performance

The 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 documentation. 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 for individual clinical cases, and interns are supervised for their provision of supervision (umbrella supervision). Interns will receive group supervision for individual clinical cases and group therapy cases, 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), and a certificate of completion. 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 on a quarterly basis throughout the internship year.
- 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 Training Director contacts the home doctoral program when the intern joins the site in order to establish a line of communication and then again at mid-year. The Training Director will re-engage with the home doctoral program if needed and/or requested. Finally, at the end of the year, the Training Director 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 their 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 consult with the Training Director and then meet with the 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.
- 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:

- Ongoing 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 Training Director will participate in discussion with the supervisor and intern to reiterate and review feedback.
- Written feedback on a problem is provided if the situation is not redirected, with steps for remediation outlined, and expectations stated. The supervisor and Training Director 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 employer. All applicants are protected under federal and state laws and university policy from discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, protected veteran status, disability, age and genetic information.

Case Western Reserve University complies with the Americans with Disabilities Act regarding reasonable accommodations for applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the CWRU

Office of Equity at 216-368-3066 to request a reasonable accommodation. Determinations as to granting reasonable accommodations for any applicants will be made on a case-by-case basis.