

Policy Regarding Readiness for Internship

Year-long predoctoral internships begin in Summer or Fall. Internship applications are due in November or December of the previous year. Part 2 of the APPIC (Association of Psychology Postdoctoral and Internship Centers) Application for Psychology Internship is the *Academic Program's Verification of Internship Eligibility and Readiness*. On this document, the DCT is required to endorse an item that states: "The faculty agree that this student is ready to apply for internship. (Yes or No)".

In order to obtain this endorsement, the student must be deemed eligible and ready by the Graduate Committee, in consultation with students' research mentors and clinical supervisors. Eligibility and readiness will be determined during the spring end-of-semester evaluation of the year that he or she plans to apply for internship. The student must apply for consideration of eligibility by April 15 (by submitting the *Request to Apply for Internship* form—see *Procedure for Requesting Permission to Apply for Internship* below). This evaluation is being done at least a full year prior to the student actually attending the internship, and the faculty will take this consideration into account (i.e., the fact that the student will have additional training).

Eligibility and readiness will be determined by the following:

1. The student has completed the MS thesis.
2. The student has completed all coursework or there is a practical plan to complete it prior to internship.
3. The student is making sufficient progress toward program research requirements, especially the Doctoral Qualifying Examination and the dissertation.
 - The student's research advisor must verify that the student has a feasible plan for finishing the research prior to attending an internship.
 - The student must successfully defend the dissertation proposal by October 15. (Thus, determination of readiness may be conditional on the successful defense of the dissertation proposal.)
4. The student is deemed competent in relevant areas by the Graduate Committee, via formal examination of the student's portfolio.
 - The portfolio comprises documentation of coursework, progress on research, practica hours accumulated, and evaluations of clinical skills by supervisors.
 - The portfolio is rated via the *Competencies Rubric*. To qualify to go on internship, the student must meet all of these competencies at the "Meets Expectations" level or better. (Students intent on seeking permission to apply for internship are *strongly* encouraged to review the *Competencies Rubric*.)
5. The student has successfully completed the *Clinical Competency Examination*. (See attached.)
6. The student has obtained the endorsement of current clinical supervisors.
 - Students must have their *current* clinical supervisors (both external and Program) complete the *Practicum Student Evaluation Form*.
 - Supervisors also will complete a brief addendum stating that the student will likely be ready for internship by Summer or Fall of the subsequent year.
7. The student is up-to-date on all paperwork at the Center for Psychological Services, including progress notes and evaluation reports.

Procedure for Requesting Permission to Apply for Internship

Summary of Criteria

To be eligible to apply for internship, the student must obtain the approval of the full faculty via the Graduate Committee. Eligibility will be determined at the spring end-of-semester review. Faculty will review the student's coursework, progress on research, practica hours accumulated, and evaluations of clinical skills by supervisors. Regarding research, students must have, at the least, a practicable plan for completing the DQE and successfully defending the dissertation proposal by October 15. Students also must pass the Clinical Competency Examination.

Procedure for Requesting Permission

1. By April 15, students must inform the DCT of their intention to apply for internship that year.
2. One week prior to the scheduled *Clinical Competency Examination* (see #3 below), the student must submit a portfolio documenting progress in the Program. It is recommended that the portfolio be presented in a three-ring binder, with subsections. The portfolio must contain the following:
 - (a) The cover page of the portfolio should be the form entitled *Request to Apply for Internship*. The form must be endorsed (co-signed) by the faculty mentor (who endorses readiness for internship and the plan for completing the DQE and dissertation) as well as the CPS faculty supervisor (who confirms that paperwork is up-to-date).
 - (b) Academic transcript (unofficial is acceptable)
 - If all required courses are not completed, please attach a statement of the plan to complete them prior to internship, which must be co-signed by the DCT.
 - (c) Curriculum Vitae
 - (d) Abstract and faculty rating sheets of the M.S. essay, project or thesis
 - (e) Abstract of DQE and faculty ratings sheets
 - If the DQE has not yet been completed, please submit a statement of the plan to finish the research, including dates, which must be co-signed by research mentor.
 - (f) Dissertation proposal or plan
 - If the dissertation proposal has already been approved, include the signed dissertation proposal form.
 - If the dissertation proposal has not yet been approved, submit a statement regarding the plan for finishing the research (i.e., when the proposal will be defended), which is *co-signed by the student's research mentor*. Since student must successfully defend the dissertation proposal by October 15, determination of readiness may be conditional (on the successful defense of the dissertation proposal).
 - (g) The form *Documentation of Clinical Hours*. This form documents practicum experiences, including sites, supervisors, and hours accumulated.
 - (h) Recent (previous two semesters) *Practicum Student Evaluation Form* completed by clinical supervisors (both external and Program).
 - The CPS clinical supervisor must be willing to state that the student will likely be ready for internship by Summer or Fall of the subsequent year.
3. If the portfolio is approved by the Graduate Committee, the student must take and pass the *Clinical Competency Examination*. The exam will be scheduled for the first Monday after the completion of Spring Semester (the day prior to grades being due).