I. Purposes of the Internship

The internship is an educational and practical experience designed to help students become creative, empathic professional psychologists. As competent and committed psychologists, they will help clients acquire the knowledge, skills, understanding, and adjustment necessary to contribute positively to their quality of life in a complex, changing urban society.

The Internship is designed to orient students majoring in Counseling Psychology to the responsibilities of a professional practicing psychologist. At a cooperating site (hospital or agency) interns are provided with supervised on-the-job opportunities to apply theories and techniques they have studied to understand the relationship of the psychologist to the mental health site, establish effective working relationships with clients and staff, and improve their diagnostic, therapeutic, and assessment skills.

In the internship, students experience supervised practice in individual, couple, and family therapy, psychological testing (both standardized and projective), and report writing. Interns are also afforded experience with other resources that may be available at the site, e.g., computers, print and non-print media, professional literature, and research. Interns learn how these resources are used in therapeutic settings.

The Internship provides opportunities to interact with clients, colleagues, and staff to develop a broad view of people including diversity of culture, ethnicity, gender, age, religious experience, physical disability, intellectual ability, sexuality, and socio-economic issues.

The Internship encourages development of student strengths to gain confidence in their professional competence.

The student’s performance is formally evaluated by both the site supervisor, and the University Supervisor to ensure competent professional input.

II. Objectives of the Internship

1. Interns will demonstrate professional competence in administering both standardized and projective testing instruments, with an emphasis on batteries of tests; interpreting test scores and writing clear, concise, comprehensive, and professional psychological assessment reports.
2. Interns will demonstrate competence in integrating knowledge of human development and developmental delays, learning theory, and psychopathology into clearly and concisely written DSM diagnoses for both initial assessment and final diagnosis of their client’s disorders. Diagnoses must demonstrate a comprehensive understanding of the client and of the disorder.

3. Interns will demonstrate competence in conducting interviews and psychotherapy sessions with children, adolescents, adults, couples, and families and maintaining clear, concise, and current session/process notes that are HIPAA compliant.

4. Interns will demonstrate the development of appropriate professional relationships with clients and staff from diverse cultural backgrounds.

5. Interns will demonstrate competence in establishing, in appropriate situations, counseling relationships with clients and their families, and consulting relationships with other professionals (e.g., psychiatrist, teacher, case worker, etc.) who may also be involved with the intern's clients (with appropriate signed release).

6. Interns will demonstrate the ability to establish therapeutic and empathic relationships with clients, their families, other professionals, and/or staff, and the public in a professional, ethical, and legal manner.

III. Prerequisites for the Internship

To begin the Internship, a student must have successfully completed all course requirements of the Counseling Psychology Program with at least a 3.0 GPA. It is expected that this training, which includes work with clients, will have prepared the student to provide individual, couple, and family psychotherapy; to administer both standardized and projective psychological tests; and to write appropriate assessment reports that meet professional standards.

Interns are required to obtain professional liability insurance. While students may obtain any professional liability insurance of their choice, proof of its purchase must be presented to both the University Internship Supervisor and the site Supervising Psychologist prior to starting the Internship.

IV. Procedures for Internship Placement

During the winter semester of the second year of course work, or the semester preceding the start of the Internship, the student will meet with the University Internship Supervisor to discuss the Internship. The University Supervisor will provide the student a list of approved internship sites. The discussion will include a description of various
sites regarding the type of facility (hospital, agency, etc.); the type of clientele (e.g., inpatient, outpatient, substance abuse, mental/emotional disorders, age of clientele); and other pertinent information. Factors such as location/drive-time and other questions of feasibility will be considered. When a site has been decided upon, the University Internship Supervisor will provide the student with the name and phone number of the appropriate contact person at that site.

The student will call the site contact person and schedule an interview. The student will generate a resume detailing his or her relevant education, training (workshops), and experience which describes his or her preparation for the internship. This resume will be given to the site representative. If the contact person is not the supervising psychologist, the student is encouraged to arrange an interview with the psychologist. The student should ensure that these people are fully advised of the requirements of the internship as well as the student’s needs and concerns (e.g., time schedules, etc.). The intern should be persuaded that the site has the capacity to provide all that is necessary for a complete, successful learning experience, including sufficient facilities, appropriate testing materials, sufficient and appropriate clientele, and supervisors and staff with whom the intern feels compatible. If the intern is accepted by the site, and elects to accept the internship offered, he or she must notify the internship site personnel immediately and agree to a starting date. The intern should notify the University Internship Supervisor immediately in writing via either mail or email of the decision and the starting date. The University Internship Supervisor will send a letter of affiliation to the site confirming the intern’s appointment, thanking them for acceptance of our student, and specifying the program requirements for the internship.

The intern may select a site of his or her own choosing provided it meets the program requirements and approval of the University Internship Supervisor. Approval may be contingent upon the faculty member’s inspection of the site and interview with the supervising psychologist. If the University Internship Supervisor finds the site satisfactory and the prospective site accepts the student and the student agrees, a starting date will be set and the University Internship Supervisor will be notified immediately and the internship letter of affiliation will be mailed to formalize the agreement.

V. Requirements of the Internship for Interns

1. Interns are required to work 600 hours on-site, over a 30-week period (i.e., two full academic semesters). Students will begin this work in the summer or fall, depending upon the availability of the site. All students will register for the internship, EDP 8320 for eight (8) credits by registering for all eight (8) credits in the fall or four (4) credits in the fall and four (4) in the winter semesters. Students will also register for Internship Supervision, EDP 8350 (1 hr.) each semester the intern works at the site.
2. This internship must include consulting, administering test batteries and writing assessment reports, providing individual/couple/family psychotherapy, attending staff meetings and educational seminars, and attending regular on-going psychological supervision.

3. Interns are expected to counsel six (6) to ten (10) regular clients and administer at least two test batteries and written reports each semester.

4. State regulations require that interns receive at least two hours of supervision each week, one of which must be individual and face-to-face for psychotherapy and testing.

5. It is expected that interns will make the best possible use of supervision. This requires an openness to and desire for the supervisor’s ideas and input, and the ability to discuss issues without defensiveness.

6. The quality and quantity of the intern’s work (e.g., client effectiveness, creativity, judgment, accuracy, and thoroughness), must meet reasonably satisfactory professional standards as evaluated by the supervising psychologist and the University Internship Supervisor.

7. The intern’s work must demonstrate a high level of knowledge of human behavior and the application of that knowledge in therapeutic situations.

8. Interns must submit to the University Internship Supervisor an internship log documenting their activities and hours for each 300 hours of internship. This log is to be initiated by the site supervising psychologist(s).

9. Interns are expected to negotiate a work schedule with the supervising psychologist(s) or with the site coordinator of clinical training. The 300 contact hours for the 15-week semester averages to 20 hours per week. However, this may vary according to the intern’s availability and schedule, or the requirements of the facility and staff, and the availability of suitable clients. The intern must maintain an active psychotherapy practice over the full 30-week period. Testing requirements, however, may be concentrated into a more intense time frame if desired.

10. Interns must be prompt and regular in attendance to meetings as well as reliable, dependable, and professionally responsible in their therapeutic and written work.

11. Prior to the conclusion of each 300 hour segment (semester) the student will obtain from the University Internship Supervisor or from the Counseling Psychology Program website an Internship Evaluation Form. The Evaluation is completed by the site supervising psychologist, signed by the
student, and returned by either mail or email to the University Internship Supervisor.

12. Students who have been admitted to the Ph.D. Program in Educational Psychology must meet the same requirements as above with the following exception:

Even though Educational Psychology has accepted a student, and the student may begin taking the doctoral seminars, the College of Education requires that the master’s degree be granted before the student is formally admitted into the doctoral program. Since Ph.D. students are continuing their training, they are required to complete 600 hours of on-site work for a total of eight (8) credit hours. Once the student has received notice of acceptance by the Ph.D. committee, he/she may begin the internship as soon as they wish and proceed at a normal rate beginning in the summer. This will allow for the completion of the requirements for the master’s degree by the end of the fall semester. Also, an Internship Evaluation Form must be completed and returned at the end of each 300 hour segment. The intern must maintain an active psychotherapy practice over the 30 week period.

VI. A. Internship and Supervision Requirements

Each internship site must meet the requirements of the internship program and have the approval of the University Internship Supervisor. Prior to this approval, the University Internship Supervisor will visit the site and meet with the supervising psychologist(s) and/or the agency’s director of clinical training.

The internship must be professionally licensed and an approved public or private hospital, or a public institution or agency providing a comprehensive range of mental health treatment to the clientele it serves. Specifically, the site must be able to supply the intern with sufficiently appropriate clientele to perform individual and couple/family psychotherapy, test battery administration, and report writing. In addition to clients, the site must also be able to supply all necessary testing materials, as well as suitable office space and equipment to perform psychotherapy and testing.

The total time for the internship is 600 contact hours over two 15-week periods (i.e., academic semesters) with 300 contact hours per segment. Master’s degree students begin the internship after completion of their academic work in either the summer or fall. While work schedules must be negotiated between the facility and the intern, it is generally expected that the intern will carry a weekly client load of six (6) to ten (10) clients, and administer two test batteries and write their reports per semester. The
balance of time will be used for supervision, staff meetings, etc. The testing requirements may be completed in a more concentrated time frame if desired. It is expected that the intern will conduct a regular psychotherapy practice over the full 30-week period.

The site must provide the intern with regular individual supervision by a fully licensed psychologist. If the agency is governmental or non-profit, then supervision may be conducted by an LLP who has at least three years experience. The State of Michigan requires psychology interns to receive two hours of supervision each week, one of which must be individual and face-to-face. It is expected that the intern will be included in regular staff meetings and be regarded by the professional staff as a fellow professional in an internship position. The intern is expected to develop a warm professional relationship with the entire staff. It is hoped that the intern will be afforded many other formal and informal types of professional and personal input. This includes seminars, video presentations, professional lecture, and research, as well as the various interpersonal relationships that develop in the working environment. It is hoped that the internship will provide the best educational environment possible.

It is expected that the intern will be made aware of any deficits and/or progress during the weekly supervision; however, a formal evaluation of the intern’s work will be conducted near the conclusion of each 300-hour (semester) segment using the Internship Evaluation Form provided by the University on the Marriage and Family Program website. Completed evaluations must be returned by either mail or email to the University Internship Supervisor and will be included in the intern’s departmental academic file.

In the event that problems develop during the internship, it is expected that the student and/or the supervising psychologist will contact the University Internship Supervisor immediately.

B. Requirements for Supervisors

The internship site supervisor must be a fully licensed and currently practicing psychologist, licensed by the State of Michigan. The supervising psychologist will provide regular supervision to the intern in accordance with the guidelines stated in Section VI.A. above. The supervisor will also review and initial the intern’s semester log of activities.

The supervisor will also complete a formal evaluation of the intern’s work at the end of each 300 hour segment on the Internship Evaluation Form provided by the program area on its website. The form is completed and signed by the supervisor and the student and returned by either mail or email to the University Internship Supervisor.
The University Internship Supervisor will visit the internship site to meet with the supervising psychologist to discuss the intern’s progress and any related issues.

A letter of affiliation which finalizes the agreement for the internship and its requirements will be sent to the site and requires the signatures of representatives of the University and the agency before the start of the internship.

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