



**College of Social and Behavioral Sciences**

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**2011-2012**

# **Pre-Internship Handbook**

***Doctorate in Psychology of Counseling Psychology***

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**Kim Lampson, PhD**  
Director of Clinical Training  
[Kim.lampson@northwestu.edu](mailto:Kim.lampson@northwestu.edu)

September 19th, 2011

Dear Doctoral Student,

The opportunity to participate in a doctoral pre-internship means that you have now completed three years of a rigorous, demanding academic program in counseling psychology. You have also completed a year of practicum, so have a significant amount of supervised, clinical experience behind you. Now, you will move to the next level of your clinical training.

This is a key time in your professional growth and development during which you have the opportunity to learn from your supervisor, a more experienced clinician, ways to further refine your clinical skills. It is also the time to delve a little deeper into an area of interest in the field of psychology as you move toward selecting a focus for your clinical work. Working on integrating your faith with the practice of psychology should be focused upon as well.

I am excited for each of you as you move into your fourth year of study.

Sincerely yours,

*Dr. Kim Lampson*

Dr. Kim Lampson  
Director of Clinical Training



## Pre-Internship Prerequisite Checklist

### Doctorate in Counseling Psychology

A pre-internship experience is required during the fourth year of the PsyD program at Northwest University. NOTE—Pre-internship hours can be counted toward licensure but they are not required for licensure in Washington state. If you are planning to be licensed in another state, please check the licensure requirements of that state and do not assume that pre-internship hours can be counted toward licensure there.

The following list of prerequisites is intended to facilitate tracking of completion of program requirements before entering the pre-internship phase of the program.

**Prior** to seeking approval for an pre-internship site, the following requirements must be completed.

- Completion of 85 semester hours of coursework.
- Completion of a minimum of 300 hours of approved doctoral practica plus completion of practicum credit (PSYC 7912, 7922, 7932).
- Passed the clinical qualifying examination: written.
- Passed the clinical qualifying examination: GRE Psychology Subtest
- Passed the dissertation proposal defense.

**After** completing the above requirements, a student may proceed to securing a pre-internship site. This process requires completion of the following:

- Completing and submitting the *Pre-Internship Prerequisite Progress Report* ( p. 4) to the Director of PsyD Academic Services. Securing written approval from the Psy.D. program pre-internship approval committee prior to formally applying for the pre-internship.
- Finding an appropriate pre-internship site that meets the Psy.D. program requirements and WA state licensure requirements.
- Completing and submitting a *Pre-Internship Proposal Form* to the Director of Psy.D. Academic Services before formally accepting a pre-internship offer (p. 6). Securing written approval from the PsyD program pre-internship approval committee prior to formally accepting a pre-internship offer.
- Receiving written approval in the form of a contract from the Director of Psy.D. Academic Services to be signed by pre-internship site supervisor. (Not found in this handbook).
- Accepting pre-internship offer.

Submitting a contract signed by pre-internship site supervisor to the Director of Psy.D. Academic Services.

- Registering for pre-internship credit (PSYC 8912, 8922, 8932), each semester of the pre-internship year. Registration may be completed through Self-Serve. Students are responsible for registering and paying tuition every semester while on pre-internship. A student's pre-internship clinical site supervisor will be notified of a student's status if registration is not completed on time for each semester.

# Washington State's Pre-Internship Requirements

A pre-internship experience occurs between the practicum required by WAC 246-924-049 and internship required by WAC 246-924-056. A pre-internship can include up to 1500 hours of supervised experience, but is not required for licensure. If pre-internship experience is used to satisfy the experience requirement of WAC 246-924-053, it must meet the following requirements:

- (1) Before beginning the program, the student, the doctoral program, and the pre-internship program must agree on and document the goals, the student's expectations, and the methods of the pre-internship experience. The goals must meet the requirements of this section.
- (2) Every 20 hours of pre-internship experience must include the following:
  - (a) At least 2 hours of regularly scheduled, formal, face-to-face, individual supervision that addresses the direct psychological services provided by the student, and
  - (b) At least 2 hours of other learning activities such as case conferences, seminars on applied issues, conducting co-therapy with a staff person including discussion of the case, and group supervision.
- (3) At least sixty percent of the pre-internship experience must be direct client contact providing assessment and intervention services.
- (4) The pre-internship experience must be supervised by the person(s) responsible for the assigned casework.
  - (a) At least seventy-five percent of the supervision must be by a licensed psychologist with two years post-license experience.
  - (b) Up to twenty-five percent of the supervision may be completed by the following:
    - (1) A psychiatrist(s) with three years experience beyond residency;
    - (2) A licensed mental health counselor(s) with five years post-license experience;
    - (3) A licensed marriage and family therapist(s) with at least five years post-license experience
    - (4) A licensed advanced social worker(s) or licensed independent clinical social worker(s) with five years post-license experience; or
    - (5) A doctoral level psychologist(s) with three years post-doctoral experience who is exempt from licensure under RCW 18.83.200 (1), (2), (3), or (4), if the supervision occurs in the exempt setting.
  - (c) Supervision of the pre-internship experience must include the following:
    - (1) Discussion of services provided by the student;
    - (2) Selection of service plan for ad review of each case or work unit of the student;
    - (3) Discussion of and instruction in theoretical concepts underlying the work;
    - (4) Discussion of the management of professional practice and other administrative of business issues;
    - (5) Evaluation of the supervisory process by the student and the supervisor;
    - (6) Discussion of coordination of services among the professionals involved in the particular cases or work units;
    - (7) Discussion of relevant state laws and rules;
    - (8) Discussion of ethical principles including principles applicable to the work;
    - (9) Review of standards for providers of psychological services, and
    - (10) Discussion of reading materials relevant to cases, ethical issues, and the supervisory process.

[Statutory Authority: RCW 18.83.50 [18.83.050]. 07-24-093, § 246-924-053, filed 12/5/07, effective 9/1/09.]

# Pre-Internship Placement Proposal

## Student Information:

Name: \_\_\_\_\_ NU Email: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

## Proposed Placement:

Organization: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

## Supervisor Information:

_____		_____		_____			
Name		Degree		License number			
_____		_____		_____			
Mailing address		City		State		Zip code	
_____		_____		_____		_____	
Work phone		_____		Cell phone		_____	

**In addition to meeting Washington State pre-internship requirements (WAC 246-924-053), list any other responsibilities required by your supervisor.**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

## Signatures:

I have consulted with my potential future supervisor and have been offered a pre-internship position.

_____	_____
Student	Date
_____	_____
Director of Clinical Training	Date
_____	_____
PsyD Program Director	Date

Office Only: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Approved with modifications:

## SAMPLE — Pre-Internship Timesheet

Name: Jane Smith Semester: Fall Spring Summer 20 12

Site: The Counseling Agency Supervisor Name: Ramona Parks, MA

Date	Direct Client Contact	Supervision Hours	Other Learning Hours
1/2/2012	1		2
1/3/2012		3	2
1/4/2012		2	1
1/5/2012	1	2	2
1/6/2012		2	1
1/9/2012		3	2
1/10/2012	1		2
1/11/2012		2	3
1/12/2012		2	1
1/13/2012		1	4
1/16/2012	1	1	1
1/17/2012		2	3
1/18/2012		3	2
1/19/2012	1		2
1/20/2012		2	1
1/23/2012		3	2
1/24/2012	1		2
1/25/2012		2	3
1/26/2012		3	2
1/27/2012	1		2
<b>Totals:</b>	<u>7</u>	<u>33</u>	<u>40</u>

Supervisor Signature : Ramona Parks, M.A. Date: April 12, 2012

## SAMPLE — Pre-Internship Field Experience Timesheet

Name: Jane Smith Semester: Fall **Spring** Summer 20 12

Site: The Counseling Agency Supervisor Name: Ramona Parks, MA

### SEMESTER LOG:

Add totals from EACH timesheet pages to find this semester's total.

	7
	3
	3
	2
<b>Supervisor Hours:</b>	15
	33
	11
	15
	10
<b>Client Hours:</b>	69
	40
	22
	30
	20
<b>Other Learning Hours:</b>	112

### YEARLY LOG:

Input semester totals to determine progress towards completion.

Semester Totals:	Client Hours:	Sup. Hours:	Other Learning Hours :
Fall	58	12	101
Spring	69	15	112
Summer			
<b>Totals:</b>	127	27	213

Hours Towards Completion:	Totals:
Direct Client Hours:	27
Supervision Hours:	127
Other Learning Hours:	213
<b>Total:</b>	367

Signed: Jane Smith  
*Student*

Date: April 12, 2012

Signed: Ramona Parks, M.A.  
*Supervisor*

Date: April 12, 2012

Signed: \_\_\_\_\_  
*Director of Clinical Training*

Date: \_\_\_\_\_



## Pre-Internship Field Experience Timesheet

Name: \_\_\_\_\_

Semester: Fall Spring Summer 20\_\_\_\_

Site: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

### SEMESTER LOG:

Add totals from timesheet pages to find this semester's total.

### YEARLY LOG:

Input semester totals to determine progress towards completion.

**Direct Client Hours :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supervision Hours :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Learning Hours:**

\_\_\_\_\_

Semester Totals:	Client Hours:	Sup. Hours:	Other Learning Hours:
Fall			
Spring			
Summer			
<b>Totals:</b>			

Hours Towards Completion:	Totals:
Direct Client Hours :	
Supervision Hours:	
Other Learning Hours:	
<b>Total:</b>	

Signed: \_\_\_\_\_  
*Student*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Supervisor*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Director of Clinical Training*

Date: \_\_\_\_\_



## Pre-Internship Field Experience Timesheet

Name: \_\_\_\_\_

Semester: Fall Spring Summer 20\_\_\_\_

Site: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

### SEMESTER LOG:

Add totals from timesheet pages to find this semester's total.

### YEARLY LOG:

Input semester totals to determine progress towards completion.

**Direct Client Hours :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supervision Hours :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Learning Hours:**

\_\_\_\_\_

Semester Totals:	Client Hours:	Sup. Hours:	Other Learning Hours:
Fall			
Spring			
Summer			
<b>Totals:</b>			

Hours Towards Completion:	Totals:
Direct Client Hours :	
Supervision Hours:	
Other Learning Hours:	
<b>Total:</b>	

Signed: \_\_\_\_\_

*Student*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

*Supervisor*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

*Director of Clinical Training*

Date: \_\_\_\_\_



## Pre-Internship Field Experience Timesheet

Name: \_\_\_\_\_

Semester: Fall Spring Summer 20\_\_\_\_

Site: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

### SEMESTER LOG:

Add totals from timesheet pages to find this semester's total.

### YEARLY LOG:

Input semester totals to determine progress towards completion.

**Direct Client Hours :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supervision Hours :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Learning Hours:**

\_\_\_\_\_

Semester Totals:	Client Hours:	Sup. Hours:	Other Learning Hours:
Fall			
Spring			
Summer			
<b>Totals:</b>			

Hours Towards Completion:	Totals:
Direct Client Hours :	
Supervision Hours:	
Other Learning Hours:	
<b>Total:</b>	

Signed: \_\_\_\_\_  
*Student*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Supervisor*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Director of Clinical Training*

Date: \_\_\_\_\_



## Pre-Internship Evaluations

### Supervisor Evaluation of Student and Goals

Formal evaluation of student pre-internship performance is required three times per year. The PsyD Program Coordinator will mail your supervisor the **Supervisor Evaluation** - with a self-addressed stamped envelope, so your supervisor can complete and confidentially mail them to the CSBS. Student evaluations will be due by the date listed in the internship class syllabus. You will not receive a passing grade if your student evaluations are not returned by the due dates.

September: The pre-intern and his/her supervisors meet to establish a baseline for the pre-intern's skill level and to determine written goals for first half of the internship year. This document needs to be turned in to the Director of Clinical Training at the pre-internship class in October. It will then be reviewed by the Director of Clinical Training (DCT) and the Director of Psy.D. Academic Services (DPAS) and returned to the student.

December: First evaluation (end of fall semester). The pre-intern receives feedback from supervisor(s). (Forms provided by NU.)

April: Second evaluation (end of spring semester). The pre-intern receives feedback from supervisor(s). (Forms provided by NU.)

July: Final Evaluation (end of summer semester). Each pre-internship student has a final evaluation through individual meetings with each supervisor followed by a meeting with the DCT at NU. (Forms provided by NU.)

### Student Evaluation of Supervisor

Each pre-internship student will formally evaluate his/her supervisor twice during the pre-internship year. The evaluation forms will be distributed in pre-internship class.

December: First evaluation (end of fall semester). The pre-intern gives feedback regarding supervision and internship experiences.

July: Final Evaluation (end of summer semester). Pre-interns complete a final evaluation of the supervisory experience.