INTERNSHIP APPLICATION AND SELECTION PROCESS

The Psychology Internship program at Utah State Hospital (USH) abides by the APPIC standards, polices and selection procedures. Complete internship applications must be submitted to the Director of Psychology Internship Training by **November 4th**. The internship application and selection procedures are detailed below:

1. A spreadsheet of applicants with complete applications is complied by the Psychology Office Specialist, under the direction of the Director of Psychology Internship Training, and presented to the Selection Committee. This committee is comprised of all core psychology training staff.

2. The Selection Committee reviews each application to determine whether the applicant meets requirements for the internship program. A combined objective and subjective rating system is used to choose applicants for the interview process. The following qualities are considered when selecting internship applicants to participate in this process: completion of all coursework, academic excellence, a minimum of 500 hours with of Intervention and Assessment, interpersonal maturity and sensitivity, diagnostic and intervention experience and expertise, experience conducting psychological assessment with at least 10 integrated reports preferably having been completed, a wide range of practical experiences, high ethical standards and professionalism, solid clinical judgment, the ability to work as a team member, and appropriate career interests. Minority and otherwise diverse applicants are encouraged to apply.

3. By November 15th, prospective intern candidates will be contacted (typically by e-mail) to notify them as to whether or not they are invited for an interview. Those receiving invitations to interview will be tentatively scheduled for an interview date and requested to contact the Psychology Office Specialist as soon as possible, but no later than December 6th, to confirm the date or request alternative arrangements. Dates for interviews are honored based on the order of request.

4. On-site interviews take place in December and occupy the better part of a day (typically beginning at 8:00 AM and concluding by mid to late afternoon). This includes an orientation to the internship training offered, a tour of the hospital, a group experience in which interviewees view and collectively discuss diagnostic and treatment considerations for two clinical vignettes, a panel interview with one interviewee and two or three faculty members, and an informal lunch with the current interns. A photograph of each prospective intern will be taken upon their arrival. The photographs are used to help us remember who prospective interns are once the interviews have concluded. Those preferring to not have their photo are welcome to bring a photograph in lieu of having their picture taken or may simply opt out of being photographed. On-site interviews are preferred but not required. Those unable to attend the scheduled interview date may request to reschedule for an alternative date to interview on site, or may participate in a

phone interview. Invited applicants unable to present for an on-site interview are encouraged to visit the facility if possible, and to contact both psychology staff members and current interns to obtain additional information about the site, ask questions, and determine the degree of fit to the best of their ability. Minority applicants may request to speak with current or past diverse interns as well.

5. A rating system is used by each panel interviewer and group experience observer to evaluate interviewees during the formal interview process. This information is compiled along with the data from the initial review of applications, and is used by the intern selection committee to rank candidates. All candidates are reviewed to ensure that fair and equal consideration has been given to each application. All else being equal, consideration is given to select a diverse internship group (e.g., racial and ethnic minority, gender, geographic region, etc.).

6. The rank order list is submitted to the Internship Matching Service following the APPIC Match policies. Once the ranking order has been submitted, applicants can expect to be notified whether or not they remain under consideration (i.e., have been ranked) for any or all of the internship program areas in which the applicant has expressed interest. No further contact is initiated by the Director of Psychology Training or other members of the selection committee. Results of the APPIC Match are released on the APPIC Match Day. In accordance with the APPIC Match policies, no one at USH may communicate, solicit or accept any rank-related information from any intern applicant.

AFFIRMATIVE ACTION STATEMENT

The Psychology Internship Program at the Utah State Hospital actively supports the spirit and principles of affirmative action in the recruitment and selection of psychology interns. We provide equal opportunities for all qualified persons and do not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, or disability status.