California State University
Monterey Bay Psychology
Internship Program

Intern Brochure
2019-2020
Mission:

The mission of the California State University Monterey Bay Psychology Internship Program is to train doctoral level psychology graduate students to practice professional psychology in a University Counseling Center setting while supporting the vision and mission of the Personal Growth and Counseling Center at CSUMB with an emphasis on providing high-quality, culturally competent, and ethical services to enhance wellness, promote growth, and support student success.

Training Site

California State University, Monterey Bay (CSUMB) is a four-year public university located one mile from the shores of the Monterey Bay in Seaside, California. Combined undergraduate and graduate enrollment is approximately 7,800 students. CSUMB has an ethnically diverse population. Among students, 6% self-identify as African American, 7% as Asian American, 39% as Latino, 1% as Native American, 6% as other/decline, 1% as Pacific Islander, 8% as two or more races, and 32% as White. As the only university in the California State University system with a service-learning graduation requirement, CSUMB has earned national recognition for its work in helping students examine issues of justice, diversity, and social responsibility through service learning. CSUMB is recognized as a Hispanic Serving Institution by the Hispanic Association of Colleges and Universities, committed to cultural and linguistic inclusivity and offering an educational experience that values and integrates cultural capital into the learning environment. Our campus prides itself on making higher education accessible to traditionally underserved and low-income populations, representing 48% and 35% of our undergraduate students respectively. Additionally, 57% are first-generation college students.

The CSUMB Psychology Internship is housed within the Personal Growth and Counseling Center (PGCC). This is located centrally on campus and operates as part of the Division of Student Affairs. The CSUMB Psychology Internship provides crisis, individual, and group counseling for personal, interpersonal, developmental, vocational, and academic issues as well as offers a breadth of outreach and educational programs. The CSUMB Psychology Internship works collaboratively with other partners on campus to support student wellness, increase utilization and accessibility of services, and offer preventative interventions. In addition, the CSUMB Psychology Internship provides consultation services to students, faculty and staff; classroom teaching; and training for graduate students in social work and psychology. The CSUMB Psychology Internship maintains close ties with the Health Center, Student Disability Resources, Health Promotion and Education, Campus Chaplains, and Campus Sexual Assault Advocate.

Accreditation Status

The California State University Monterey Bay Psychology Internship Program (CSUMB) is not currently accredited by the APA.

Questions related to the program’s accreditation status should be directed to the Commission on Accreditation:

Office of Program Consultation and Accreditation
American Psychological Association
750 1st Street, NE, Washington, DC 20002
APPIC Membership Status

CSUMB Psychology Internship has submitted their application to APPIC and is awaiting notification on the status of their membership.

Program Structure and the Intern Experience

The CSUMB Psychology Internship program is a year-long, full-time doctoral internship experience. The start date for the 2019-2020 cohort will be July 22nd, 2019. Interns complete 2000 hours of training during the year, with at least 500 of those hours being in direct, face-to-face service to clients. Interns are expected to achieve the competencies and related elements of the training program, and to abide by the APA Code of Ethics, the laws for practice in California, the requirements of the CSUMB training program, and the policies and procedures of California State University, Monterey Bay. Interns are expected to be available during PGCC business hours: 8:30 AM - 5:30 PM, Mondays through Fridays.

Orientation:

The beginning of the training year consists of a structured orientation period which includes specific didactic and practical training modules. The intention of this time is to assist each intern with transitioning to a new environment and new roles. Orientation will cover information about the agency and institution (structure, operations, policies and procedures as related to provision of psychological services), special populations and campus constituencies that interns will be working with at CSUMB, and ethical and professional issues. Orientation activities also familiarize interns with some of the realities of working in a University counseling center and within a complex educational institution and campus community.

This time is also intended to allow interns to get to know one another and to be introduced to the staff that often serves as important sources of support throughout the training year. Additional emphasis is spent learning about the expectations of them as interns and about the agency culture as a whole. Each intern will be provided with a written Training Manual which s/he will be asked to review, and interns will be given the opportunity to ask questions and clarify points.

Direct Service:

Direct service hours are provided through initial assessments, individual and group counseling sessions; crisis intervention; outreach presentations; consultations; and supervision of Master’s level trainees. The provision of direct service hours are done through consultation with your primary supervisor.

Initial Assessments:

Interns will receive training on conducting initial intake appointments and will begin conducting intakes early in the training year. Training includes observing a minimum of two intakes sessions conducted by a senior clinician, followed by live supervision of their own intake assessments. Once trainees have completed these initial training intakes, the Training Director will determine
if interns are prepared to conduct intakes independently, or if further training needs to take place. Once interns have been approved, they will offer at least 2 intake slots per week.

**Individual Therapy:**
PGCC is a solution-focused, brief therapy agency, with individual therapy being the most common modality by which clients are treated. Interns will receive training in assessing individual client’s needs and determining appropriate treatment plans based on presenting problem, client resources, and agency availability. The PGCC is a high-volume agency, and interns can expect to carry a steady caseload of clients, seeing approximately 12-15 individual appointments per week. In order to provide specific and in-depth feedback, supervisors require that interns audio- or video-record all client sessions.

Recorded sessions are provided to the trainees' supervisor and may be reviewed with the trainee during supervision or outside of supervision times. Trainees inform clients of the recording requirements at the same time they inform clients of their supervision, which is usually during the first session. Should a client not want to be recorded, the client will be reassigned to a non-recording counselor within the agency. Sessions are digitally recorded and stored on a secure server for three weeks. Recorded sessions are for training purposes only and are not available for use outside of Counseling Services. If a client wishes to obtain recorded sessions, the trainee must consult with their primary supervisor. Any recording taken out of PGCC is a violation of this policy and subject to disciplinary actions.

Although a brief therapy model is expected for most clients, we recognize the training benefit of working with clients in a long-term format. As a result, interns are permitted to carry one long-term client on their caseload at any time. Interns must consult with their primary supervisor regarding the identification and selection of an appropriate long-term client. Long-term clients may be seen by the intern for the duration of the training year or less, as clinically appropriate.

**Group Therapy:**
Interns are invited to participate in the PGCC group therapy program, though this is not a requirement of the internship. The type and degree of participation will be based on interns’ individual interests and personal learning goals, and may vary depending on the availability of active groups each semester. Involvement will also likely depend on a variety of factors, including the intern’s previous level of experience, schedule matches, and the group leaders’ estimation of the impact of intern involvement on the group itself. Interns who participate in offering group therapy services will receive specific supervision in this area.

**Crisis Intervention:**
Interns will receive extensive didactic training on suicide and aggression risk assessment and treatment planning, crisis response, providing appropriate community referrals, and working with moderate- and high-risk clients. In the fall semester, interns will provide triage response under the close supervision of their supervisor and the training staff. As they gain skills and comfort in responding to crises and in supervisory consultation, interns will move toward more
independence in conducting triage assessments, providing crisis intervention, and participating in the afterhour’s on-call rotation. Interns who are working with moderate- to high-risk clients on their ongoing caseload can expect to receive close supervision on these cases from their primary individual supervisor.

Outreach Presentations and Consultation:
Interns actively participate in the center's outreach and consultation efforts by co-presenting workshops, seminars, and other outreach requests. The minimum requirement is one workshop per semester, though interns can expect to significantly exceed this requirement. Opportunities include tabling events, class presentations, and various workshops among other options. Interns are required to have one workshop per semester observed. The observer, a PGCC clinician, will complete a feedback form which will be reviewed with the intern and provided to the individual supervisor. Interns may also be part of programs presented during re-occurring campus events such as Eating Disorders Awareness Week, Mindful Madness, or African American History month. Time spent on these projects varies widely. Interns are welcome to suggest programs based on their interest areas and needs of the campus.

Supervision of Master’s Level Students:
Given that supervision is an important element of psychological practice, interns will develop skills in competent supervision during their time at CSUMB by supervising a Social Work student who is beginning his/her training in a required practicum for the entire academic year. Such supervision allows the interns to develop and refine their supervision skills. Supervision will be provided on a weekly basis through video review in order to support the development of supervision skills.

Indirect Service:

Clinical Meeting:
Clinical meeting occurs weekly during the Fall and Spring, and on an as-needed basis during the Summer. This meeting serves as a peer group supervision for the entire clinical staff. The staff consists of an inter-disciplinary team and allows interns the opportunity to learn from a variety of represented professions and developmental levels. Interns are encouraged to discuss ongoing cases they are struggling with in an effort to receive feedback and suggestions from the other staff in attendance. This meeting also allows for interns to learn from the senior staff that also present cases and seek feedback. Clinical issues that impact the center as a whole (e.g., emergency situations on campus that PGCC is expected to respond to, students of concern, etc.) are also discussed in this meeting.

Psychiatrist Consultation Meeting:
This meeting occurs monthly during the academic year and is attended by all clinical staff and trainees. The function of this meeting is to obtain consultation and support from the staff Psychiatrist regarding current client’s that are in need of or presenting prescribed medication.
Professional Training Seminar:
During the weekly seminar, various clinical topics are presented and discussed by a variety of presenters at PGCC. Common training topics include: intervention skills for brief therapy models, domestic violence, cultural-double-bind, working with specific cultural populations (e.g., ethnic groups, international students, sexual identity, gender identity), boundaries/multiple relationships and ethical issues, suicide and violence assessment, professional development (e.g., applying for next training positions, preparation for licensure in psychology, job interviews), eating disorders, substance abuse, and empirically-supported treatments for various presenting concerns and client populations. The exact content of the trainings varies based on the needs of the training cohort. Master’s level trainees may attend certain seminars as well.

Diversity Journal Club:
The Journal Club in Diversity is an opportunity for trainees to develop their awareness in diversity through discussion and experiential process. Trainees will rotate leading the discussion on some aspect of the culturally responsive current literature. Our agency believes that self-awareness is vital to the development of the competent practitioner. Trainees may be invited to present on their own cultural identity and staff may be invited into the seminar to model sharing about their own unique identity statuses. A trainee may be excused from participating in the Diversity Journal Club through consultation with their primary supervisor and Training Director. Doctoral interns may be combined with Master’s level trainees for this experience. It is the Training Committee’s philosophy that including a diverse group of individuals (including diversity in training levels) enriches the discussion in this seminar. In order to ensure the emotional safety of trainees, information discussed in this group is entirely confidential and is not part of the evaluation process.

Capstone Case Presentation:
Interns will each complete one formal case presentation to be delivered to the PGCC staff in the Spring semester during the weekly Clinical Meeting. The focus of this presentation is on providing a demonstration of their overall clinical work with a client with the agency. Supervisors may assist trainees in any manner they wish with case presentations to assure preparedness. Interns are encouraged to utilize feedback from their presentation to improve upon their skills for possible future use in their job search process. Feedback from the participants may be provided to the primary supervisor for inclusion in evaluations.

Program Evaluation/Research Project:
Interns will complete clinical outcomes research and/or program evaluations within the CSUMB Psychology Internship and within other University departments. Although research is encouraged throughout the year, the summer months provide an opportunity for focused research time given that on-campus and student counseling demands are diminished during this time. Potential projects are discussed and designed within the training module during late Fall, however, students are encouraged to begin their research as soon as possible given that the
The majority of open hours are at the beginning of the internship. Interns engage in the evaluation process or outcomes research by collecting and analyzing data, preparing a professional write up, and presenting on their findings to relevant departments. These presentations allow the interns to “give back” to the university, as well as to continue utilizing research as a means of informing good practice, and to further develop their professional research and communication skills.

**Professional Development:**
Interns are allotted time for participation in professional development activities. These might include working on dissertation activities, reading professional literature, conducting field-related research, or attending field-related workshops, seminars, and professional conferences.

**Case Management and Preparation:**
Interns are provided with administrative time each week for client documentation, preparation for supervision, and scholarly activities (such as reviewing existing literature on evidence-based treatments, preparing outreach presentations or educational programming, preparing their formal case presentation or professional seminar, etc.). Preparation for supervision may include reviewing recordings of their own or their supervisee’s sessions, preparing questions, and/or clinical research and completing readings.

**Model of Training**

The CSUMB Psychology Internship utilizes a **practitioner-scholar model** in which research informs practice. Emphasis is placed on integration of scientific findings (e.g., evidence-supported treatments) in clinical practice along with experiential learning through formal supervision and informal collaboration and consultation with staff as needed. Interns are encouraged to practice self-reflection, critical thinking, and ethical decision-making over the course of their training.

The program is designed to foster an advanced learning environment where interns develop the competence and professionalism necessary to transition from graduate psychology students into entry-level professional health service psychologists. The CSUMB Psychology Internship values a developmental/mentoring method of training in which observation of and interactions with more advanced clinicians are a primary conduit of learning. Trainee development is additionally promoted through a process of graduated apprenticeship where professional tasks increase over time in intensity, frequency, duration, complexity, and difficulty. This allows the intern to progress from a place of dependency on the knowledge and guidance of supervisors and trainers, to interdependency, to independent practice that is collegial and collaborative. The CSUMB Psychology Internship provides its interns a carefully designed structure of training events and experiences, including practical seminars and instruction in evidence-based treatments, ethics, and multicultural competence. Another primary vehicle for learning is the direct provision of clinical care under intensive supervision by experienced, integrative practitioners. Ultimately, interns gain exposure to the many roles and responsibilities of a health service psychologist in a university counseling center, which provides a strong foundation for future work in such a setting.
Program Competencies

During the internship year, interns will receive training in the following program competencies:

- Intervention
- Assessment
- Ethical and Legal Standards
- Cultural and Individual Diversity
- Research
- Professional Values, Attitudes, and Behaviors
- Interprofessional and Interdisciplinary Consultation
- Supervision
- Communication and Interpersonal Skills

Supervision:
Supervision is one of the core elements of the internship training program at CSUMB. All interns will receive a total minimum of 4 hours per week of supervision. The purpose of supervision is to provide an environment of safety and openness for trainees to acquire and improve clinical skills, to prompt self-reflection, to increase mentalization of clients’ experiences, and to monitor and evaluate progress through the internship year. Interns are also expected to provide ethical and quality services to clients, and will receive developmentally appropriate supervision in these areas. Thus, supervision is meant to be supportive and challenging, providing scaffolding as interns prepare for independent practice as psychologists.

Individual Supervision:
One licensed psychologist serves as primary clinical supervisor for each intern. Interns receive a total of two (2) hours of individual supervision each week from their primary supervisor. The intern’s primary supervisor will rotate mid-year to provide exposure to variety supervisory experiences. Supplemental supervision is provided by other program supervisors on an as-needed basis, and is determined individually based on caseload specificity and rotation assignment. Digital audio and video review is utilized by supervisors as means of observing interns’ work and strengthening the supervision process. Thus, the individual supervisor evaluates progress, cultural competency, professionalism, and clinical skills directly through audiovisual means.

Group Supervision:
Weekly group supervision will be required and conducted with all interns for 2 hours per week. One hour per week includes supervision of supervision that interns provide to master’s level or practicum trainees. Supervision of supervision is intended to ensure that clients are receiving the best care possible, that master’s level trainees are receiving quality supervision, and that interns are developing competency in provision of supervision. Provided that good supervision
also requires self-awareness by the supervisor, awareness of mutual reactions (transference, countertransference) between intern and trainee are also discussed. By the end of the training year, interns will have developed competency in the ability to provide sensitive, culturally-competent, developmentally sensitive supervision through modeling and direct instruction provided in the supervision of supervision group.

The second hour of weekly group supervision consists of video review of client sessions. All Interns will share video recordings of sessions, providing an opportunity for growth and support through community observation of clinical material. This also allows interns to practice accepting and providing appropriate feedback as peer professionals. Engaging collaboratively on clinical growth and ethical practice allows interns to prepare for professional consultation outside of the training environment. Supervision will be guided by a clinical psychologist, who will also provide observations and reflections on interns’ development. Thus, the total sum of these supervision hours allows for the facilitation and assessment of competency in all areas expected of psychologists in independent practice.

**Stipend, Benefits, and Resources**

The annual stipend for all interns at the California State University Monterey Bay (CSUMB) Psychology Internship is $29,496. As employees of CSUMB interns receive comprehensive medical, dental, and vision benefits. Interns may also be eligible to receive Vacation, Sick Leave, and paid holidays. Information regarding CSUMB employee benefits can be found in the Benefits section of the CSUMB University Personnel (UP) website. Information about available leaves for employees, including Workers’ Compensation, Family Medical Leave, and leave request procedures, can be found in the Leaves section of the UP website. Questions regarding specific benefits or leave options can be directed to the University Personnel department at upbenefits@csumb.edu. This is a generous benefits package and therefore interns are encouraged to be mindful of minimum number of hours necessary to complete licensure requirements. Interns should submit requests for time off to their primary supervisor at least two weeks in advance of the anticipated leave date. Interns are responsible for communicating anticipated absences to all supervisors for whom work will be missed. Sick leave must be communicated to the intern’s primary supervisor as soon as the intern is physically able to do so. Supervisors are available for any questions related to time off or release time.

Additionally, interns will have the option to request affordable employee housing adjacent to campus. Options are comprised of two and three bedroom apartments, attached bungalows, and townhomes in a rural cul-de-sac setting. Each neighborhood features plenty of open space, with accessible playgrounds located nearby. Ground floor homes have private, enclosed backyard patios, while second level homes feature spacious balconies offering relaxing views of the coastal hills. All homes have an attached, single car garage. Each unit is provided with washer and dryer hookups and cable and high speed internet at no additional cost. These homes are also pet friendly. For additional questions regarding this housing option please email schoonoverpark@allresco.com.
CSUMB Psychology Interns have access to numerous resources. All interns are provided with individual office space, a desk, computer, office phone, voicemail, software, business cards, ID badges, and basic office supplies. Intervention manuals, assessment materials, other training materials, and access to the DSM-5 and ICD-10 is provided by the counseling center. Additional materials that may be needed may be purchased using internship funding with Training Committee approval. Attendance at professional conferences is valued as a component of professional development and may be funded by the internship program when opportunities are available. Each intern additionally has access to administrative and IT support, as well as client scheduling support.

Application Process and Selection Criteria

The CSUMB Psychology Internship Program will have 2 interns for the 2019-2020 internship year. Applications are due by December 7th, 2018. Applicants are notified by December 15th, 2018, regarding their interview status. Interviews take place in early to mid-January 2019 via Zoom. All applicants are interviewed via Zoom by our Training Director and members of our Selection Committee. Applicants are able to request a site tour with a CSUMB Personal Growth and Counseling Center staff member if they choose to visit the campus, although no preferences will be given to applicants who choose to visit the program.

We participate in the APPIC match and use the APPIC Application for Psychology Internship (AAPI Online). To access the AAPI, please visit: http://www.appic.org/. The website provides instructions for how to complete and submit your AAPI online application. If you have not requested an applicant agreement form and materials describing the APPIC Internship Matching Program, please contact the National Matching Service (NMS) at http://www.natmatch.com/psychint/applregister.html.

Our information for NMS is as follows: California State University Monterey Bay

*APPIC Match Number for NMS: 244211

A complete application consists of the following materials:

- A completed On-line AAPI (APPIC’s standard application)
- Cover letter (part of on-line AAPI)
- A current Curriculum Vitae (as part of the on-line AAPI)
- Three letters of recommendation, two of which must be from persons who have directly supervised your clinical work (as part of the on-line AAPI). Please submit no more than three letters
- Official transcripts of all graduate coursework

Minimum and Preferred Applicant Qualifications

Applicants for our doctoral internship must meet the following minimum requirements:

- Completion of all required coursework and supervised practicum prior to the starting date of internship
- Successful completion of comprehensive examinations prior to the ranking deadline for the APPIC Match
- Certified as ready for internship by their doctoral program

In addition to the minimum requirements outlined above, the Intern Selection Committee takes into consideration preferred qualifications for applicants. These qualifications include:

- Completion of at least 500 AAPI Intervention hours by the application date, at least 100 of which are with adults
- Interest in and experience working in a university/college counseling center setting
- Interest in and experience providing individual short-term therapy, group therapy, outreach and consultation
- Interest in and experience providing crisis intervention and management
- Strong interest in and commitment to multiculturalism/diversity as well as experience in working with diverse clients
- Strong interpersonal skills and ability to work collaboratively

Applicants are encouraged to contact the Training Director via e-mail with questions regarding the application or interview process: amymiller@csumb.edu.

In considering prospective applicants for our internship program, CSUMB adheres to the CSU system-wide and campus-specific policies pertaining to discrimination and harassment in the selection and hiring process.

Contact Information

Amy R. Miller, Psy.D.
Training Director
Personal Growth and Counseling Center
Health and Wellness Services
California State University, Monterey Bay
100 Campus Center
Seaside, CA 93955
831-582-3879
amymiller@csumb.edu
Sample Intern Schedule

The internship at CSUMB is a robust experience designed to provide in-depth training on a number of professional activities. As with any university counseling center, PGCC experiences the natural ebbs and flows of the academic calendar, with some parts of the year being more intense than others. We offer a sample weekly schedule below with this in mind.

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<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am  Administrative</td>
<td>Administrative</td>
<td>Case Management</td>
<td>Case Management</td>
<td>Administrative</td>
</tr>
<tr>
<td>9:00 am  Client</td>
<td>Didactic Seminar</td>
<td>Client</td>
<td>Supervise MSW trainee</td>
<td>Client</td>
</tr>
<tr>
<td>10:00 am  Client</td>
<td>Clinical Meeting</td>
<td>Client</td>
<td></td>
<td>Individual Supervision</td>
</tr>
<tr>
<td>11:00 am  Outreach/Consultation</td>
<td>Client</td>
<td>Clinical Meeting</td>
<td>Psychiatrist Consultation</td>
<td></td>
</tr>
<tr>
<td>12:00 am  Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>1:00 pm  Walk-In Brief Assessments</td>
<td>Client</td>
<td>Prep for Group</td>
<td>Diversity Seminar</td>
<td></td>
</tr>
<tr>
<td>2:00 pm  Client</td>
<td>Group Therapy</td>
<td></td>
<td></td>
<td>Let's Talk (Bi-Weekly)</td>
</tr>
<tr>
<td>3:00 pm  Group Supervision</td>
<td>Program Development/Research Project</td>
<td></td>
<td></td>
<td>Case Management</td>
</tr>
<tr>
<td>4:00 pm  Case Management</td>
<td>Supervision of Supervision</td>
<td>Client</td>
<td>RIO</td>
<td>Client</td>
</tr>
<tr>
<td>5:00 pm  Administrative</td>
<td>Case Management</td>
<td>Administrative</td>
<td>Administrative</td>
<td>Administrative</td>
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