

**PSY 592-001  
Internship  
Fall 2024**

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**In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. The phone number is 270.745.5004 [270.745.5121 V/TDD] or email at [sarc@wku.edu](mailto:sarc@wku.edu). Please do not request accommodations directly from the professor or instructor without a letter of accommodation (LOA) from The Student Accessibility Resource Center.**

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at [https://wku.edu/policies/hr\\_policies/2040\\_discrimination\\_harassment\\_policy.pdf](https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

All students are strongly encouraged to get the COVID-19 vaccine. In accordance with WKU policy, all students must call the WKU COVID-19 Assistance Line at 270-745-2019 within 4 hours of testing positive for COVID-19 or being identified as a close contact to someone who has tested positive. The COVID Assistance Line is available to answer questions regarding any COVID-19 related issue. This guidance is subject to change based on requirements set forth by federal, state, and local public health entities. Please refer to the Healthy on the Hill website for the most current information. [www.wku.edu/healthyonthehill](http://www.wku.edu/healthyonthehill)

Western Kentucky University does not discriminate against any student or exclude any student from its educational programs or activities, including classes or extracurricular activities, on the basis of pregnancy and/or pregnancy-related conditions such as, but not limited to, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. Students who seek pregnancy or pregnancy-related accommodations should make their requests as soon as possible via WKU's Title IX Website at [www.wku.edu/titleix/](http://www.wku.edu/titleix/) under the heading, "Pregnancy or Pregnancy-Related Conditions." Students can also contact the Title IX Coordinator, Ena Demir, via email at [ena.demir@wku.edu](mailto:ena.demir@wku.edu) or by phone at (270) 745-6867 to request accommodations or seek assistance. We encourage students and faculty to work together to establish a plan that allows the student to complete the class and coursework without jeopardizing academic integrity and course standards. The Title IX Coordinator can help facilitate conversations between students and faculty regarding appropriate and reasonable accommodations.

If you are a WKU student and believe that you have experienced an incident(s) of discrimination or harassment based on pregnancy (or pregnancy related conditions or issues), please report it to the Title IX Coordinator via email at [ena.demir@wku.edu](mailto:ena.demir@wku.edu) or by phone at (270) 745-6867.

Additional resources for pregnant and parenting students can be found on WKU's Title IX Website at [www.wku.edu/titleix/](http://www.wku.edu/titleix/).

AI Policy: I believe it is important for graduate student to learn how to create assessment reports and progress notes on their own before they farm them out to others. Plus, poor decisions made when using AI can compromise client confidentiality. Thus, the use of AI in this class is discouraged.

*Required Textbook:*

Sweitzer, H. F., & King, M. A. (2009). *The successful internship: Personal, professional, and civic development*. Belmont, CA: Brooks/Cole.

**Course Description/Prerequisites:**

Prerequisite: Permission of Instructor

Applied supervised experiences for clinical and school psychologists. Students must meet minimum hour requirements as specified by the programs. Students are responsible for their own transportation to internship sites.

**Purpose:**

This course is a required part of the Clinical Psychology program sequence. A minimum of 600 clock hours of direct services required by the Kentucky State Board of Psychology will be completed. The Clinical Psychology Program Internship is a culminating experience where students are afforded the opportunity to develop a professional identity and move toward assumption of the role of a professional psychologist. Additionally, the internship provides students and supervisors with the opportunity to evaluate student skills and knowledge within a controlled supervised setting.

**Objectives of the course:**

At the end of this course, you should be able to:

1. integrate knowledge and skills in psychology to provide direct services to clients and their families including psychotherapy, behavioral interventions, assessment, and treatment planning;
2. demonstrate the ability to build a therapeutic relationship with a variety of clients;
3. demonstrate the role of a mental health resource person in identifying and meeting the mental health needs of individuals;
4. demonstrate the ability to document services provided and develop treatment plans for clients;
5. demonstrate adherence to the professional ethics and practice guidelines as set forth by the American Psychological Association;
6. demonstrate sensitivity to individual differences and cultural diversity in the provision of psychological services;
7. demonstrate the ability to work collaboratively on intra- and inter-agency staff teams;

8. demonstrate the ability to assume the supervisee role within clinical supervision and the ability to work effectively under clinical supervision.

**Evaluation:** Grades for the class will be determined by a joint effort between the University Supervisor and the On-Site Supervisor/Licensed Supervising Psychologist. Each supervisor will provide a grade for the class.

The following percentages of total points will be used to determine the Classwork Grades for the University Supervisor: >92.5 = A, 92.49-84.5 = B, 84.45-75.5 = C, 75.45-69.5 = D, < 69.5 = F.

In addition, each report turned in will be holistically graded from A to F. These grades will be averaged together to provide an average Report Grade.

Finally, students will take the Comprehensive Examination to assess what they have learned over their course of study in the Clinical Psychology MA program.

**Final Grade in the Class:**

The Final Grade for the class will be an unweighted average of the Classwork Grade, a grade by your Onsite Supervisor, the Report Grade, and your grade on the Comprehensive Examination.

**Required Activities for Classwork Grades:**

- (1) Attend 15 class periods and participate in the group discussion. Attendance and participation will each be worth 1 point (30 points total).
- (2) Complete activities from the textbook (50 points total). These activities generally include creating learning goals for the internship experience and answering four sets of take home questions.
- (3) Turn in the mid-term and final evaluations from your On-Site Supervisor for 50 points each (100 points total).
- (4) Complete all of the items on the Internship Plan and return them (and the Plan itself) to me. This will be worth 50 points.
- (5) There will also be 30 points for professional behavior. This category will include, but is not limited to, being appropriately dressed to see clients, returning test kits in a timely manner, completing assigned readings for the internship, and completing assessments within the allotted time.

(6) There will be 40 points available for completing good evaluations. Students will earn 4 points per evaluation graded as A, 3 points per evaluation graded as B, 2 points per evaluation graded as C, and 1 point for every evaluation graded as D.

#### **Internship Weekly Hour Requirements:**

Each student will be expected to perform an average of 20 hours per week of internship duties. These 20 hours are broken down as such:

- 12 hours per week at the Off Campus Internship Site
- 1 hour per week of University Supervision
- 7 hours per week at the Psychology Training Clinic

Responsibilities at the Off Campus Internship Site will be negotiated between the student and the On Site Supervisor. Responsibilities at the Psychology Training Clinic will be negotiated between the student and the Clinic Director. Students should schedule 12 hours on-site at their off Site Internship Site. They may actually complete more hours if they have time in their schedule and there is work they take home. Students will be assigned cases on a rotating basis as they come into the Psychology Training Clinic. Thus, some weeks, students will put in a significant number of hours in the Clinic; some weeks they will put in fewer hours at the clinic.

#### **Doctoral Student Supervision:**

Clinical Psychology MA students will have some of their clinical work through the Psychology Training Clinic supervised by students in the Doctor of Psychology in Applied Psychology program who are learning how to provide supervision. It is expected that this will be a good working relationship.

#### **Expectations:**

As a student in this course, you are expected to:

1. Attend scheduled classes and internship experiences on time.
2. Complete the *Letter of Agreement* between the Internship Site and Western Kentucky University and file it with the University Supervisor;
3. Complete logs of activity that are to be signed by both the University Supervisor and the Primary Field Supervisor/ Supervising Licensed Psychologist and file copies with the University Supervisor;
4. Complete the Internship Plan to the best of your ability, including the Professional Development activities;
5. Participate in clinical supervision with the Licensed Supervising Psychologist at a minimum for 1 hour of face to face contact for every 18 hours worked. For the supervision process to be highly efficient and beneficial to the intern, the intern must take

responsibility for bringing up concerns, problems and/or issues encountered;

6. Participate in University supervision with the University Supervisor for the specified times.
7. Inform the University Supervisor of any problems that develop while on internship;
8. Actively participate in supervision with the doctoral student(s) assigned to you, and learn from them;
9. Evaluate the internship including the quality of supervision received and the internship site at the end of the internship experience. These evaluations will be kept confidential and are used to determine the degree to which the site and supervisors are meeting the expectations of the internship;
10. Complete the Internship Plan;
11. Complete all activities assigned by the Primary Field Supervisor/Supervising Licensed Psychologist;
12. Complete all reports and paperwork in a timely fashion. The intern is responsible for completing and revision paperwork until it meets the satisfaction of the Primary Field Supervisor/ Licensed Supervising Psychologist;
13. Complete the classwork assignments in a timely manner;
14. Take the Comprehensive Examination; and
15. Demonstrate appropriate professional conduct by adhering to conduct codes and personnel regulations and procedures of the agency where you complete the internship experience. As a representative of Western Kentucky University, the intern has an obligation to perform at the highest level of functioning at all times. This includes adhering to the professional codes of conduct and ethics of psychologists as outlined in the APA Guidelines and the appropriate federal and state laws governing their practice. Interns should additionally exhibit good professional skills, professional conduct, and appropriate interpersonal skills. This includes being respectful of others' opinions.

**PSY 592 Client Reports Rubric**

Area	0 Steps	-1 Step	-2 Steps	-3 Steps
<b>Grammar</b>	No grammar errors	Few to moderate grammar errors	Moderate to a lot of grammar errors	Excessive grammar errors
<b>Formatting</b>	No formatting errors	Minor formatting errors	Moderate formatting errors	Significant formatting errors
<b>Background History</b>	No errors	Minor errors	Moderate to a lot of errors	Excessive errors to the point that a diagnosis is compromised
<b>Mental Status Examination</b>	No errors	Minor errors	Moderate to a lot of errors	Excessive errors
<b>Intellectual Assessment</b>	No errors	Mild errors	Moderate errors	Significant errors that invalidate the test
<b>Personality Assessment</b>	No errors	Mild errors	Moderate errors	Significant errors that invalidate the test
<b>Appropriately Considering Evidence for the Diagnosis</b>	No errors in considering the evidence	Minor errors in considering the evidence	Moderate error in considering the evidence	Errors that invalidate the diagnosis
<b>Support in the Summary</b>	No errors of support	Mild errors of support	Moderate errors in making a diagnosis	Significant errors such that the diagnosis is a surprise
<b>Protocols</b>	No Errors	Minimal errors that do not make a difference in the findings	Moderate errors that somewhat influence the findings	Significant errors such that the findings are called into question
<b>Other</b>				

Sum of Steps: \_\_\_\_\_

**0 Steps = A+**  
**-1 Step to -2 steps = A**  
**-3 Steps = A-**  
**-4 Steps = B+**  
**-5 Steps to -6 Steps = B**  
**-7 Steps = B-**  
**-8 Steps = C+**  
**-9 to -10 Steps = C**  
**-11 steps = C-**  
**≥ -12 Steps = F**