Clinical Psychology Internship Training Program

15801 Brixham Hill Ave. Ste. 475 Charlotte, NC 28277

InsightCarolinas.com (704) 251-9084

Introduction

Insight Carolinas is a psychological assessment and therapy practice based in Charlotte, North Carolina. Dr. Ashli Kurian, LP (CEO) and Dr. Kevin Kurian, LP (CFO) founded Insight Carolinas in 2022 to improve equity and accessibility of mental health care, specifically quality and timely psychological assessment across the lifespan, for individuals and families across the Carolinas.

This internship provides doctoral-level psychology trainees with a balanced year-long training experience in psychological testing and therapy within a private practice setting. This practice is unique in primarily working with clients with private insurance and Medicaid and sees clients who come from across the state of NC as well as from neighboring states of SC, VA, and TN for services. Interns gain exposure to both adult and child clinical assessments while completing a year-long psychotherapy intervention minor rotation across the year. Opportunities for additional optional minor rotations are also available. The program prepares interns for postdoctoral training and independent practice through supervised clinical experience, professional development, and integration of ethical and culturally responsive practice with a diverse population in terms of age, ethnicity, diagnosis, SES, and gender identity. Upon graduation from internship, interns will receive a certificate of completion.

Interns will be exposed to a broad range of mental health concerns from developmental disorders such as autism spectrum disorder, mood disorders (e.g. depression, anxiety, bipolar disorder), trauma, behavioral concerns, to executive functioning concerns such as ADHD, thought disorders (e.g. schizophrenia spectrum), and personality disorders. Individual therapy is focused on treating concerns such as mood disorders, trauma, relationship concerns, and substance use disorders. There are also opportunities to co-lead psychoeducational groups, participate in mental health advocacy, advocate for educational needs through IEP meetings, and to collaborate with primary care, psychiatry practices, and adjunctive services (e.g. speech and OT).

Aims of the Training Program

- Develop competence in psychological assessment and a broad range of psychological interventions with adults, children, and families.
- Hone clinical report-writing skills
- Develop competence in providing feedback to clients and families
- Gain supervised experience in a broad range of evidence-based psychological interventions, including individual, family/parent-focused, and group-based services
- Strengthen skills in case formulation, supervision, consultation, diagnosis, and treatment planning
- Foster professional identity, ethical decision-making, and cultural humility
- Collaborate with other professionals for continuity of care
- Prepare for practice in a private practice or community mental health setting

The primary aim of the internship program is to prepare trainees for early career independent practice and readiness for licensure through intensive, supervised clinical training in a private practice setting. The program emphasizes the development of competency in psychological assessment across the lifespan, including test administration, interpretation, report writing, and feedback delivery, as well as the acquisition of evidence-based therapy skills across diverse populations. Interns are trained to integrate ethical principles, cultural responsiveness, and professional standards into all aspects of their work, while also strengthening their ability to conceptualize cases, manage time effectively, and communicate findings clearly. By the conclusion of the program, interns will have acquired the knowledge, skills, and professional identity necessary to function autonomously as early-career psychologists and transition smoothly into postdoctoral training or licensure.

Program Overview

The internship is a full-time, 40-hour per week program that provides a minimum of 2,000 hours over 12 months (July-July). Training activities take place at the Insight Carolinas office in Charlotte, North Carolina. Interns will work both on site and remotely. While in-office, interns will be provided with office space to conduct testing and therapy, as well as space to complete scoring, writing, and other activities. Interns complete a full-time training schedule of 40 hours per week. Interns engage in approximately 32 hours of clinical work each week, which includes direct and indirect clinical training activities such as psychological testing, report writing and interpretation, as well as individual and group therapy. About 15-20 of these clinical training hours include face-to-face services to clients, such as psychotherapy, assessment feedback sessions, intake and clinical interviews, and group interventions. The indirect clinical training hours include activities such as test scoring and interpretation, report writing, treatment planning, record review, or clinical documentation. In addition to the 32 clinical training hours, 8 hours per week are dedicated to supervision and didactic training. Together, the clinical training activities (32 hours) and the formal supervision and didactic training (8 hours) comprise the 40-hour training week. Formal supervision consists of a minimum of two hours of individual supervision and two hours of group supervision weekly, in addition to a minimum of two hours of didactic instruction. 2 hours of structured professional developmental and case-based learning activities is also provided, such as EPPP preparation and intern collaboration. This structure reflects only the formal supervision schedule and does not include informal, "off-the-cuff" supervision that may occur throughout the week. Interns will also have opportunity to engage in tiered supervision of a practicum student and/or have tiered supervision by a post-doctoral fellow. Support staff assist interns with scheduling, contacting clients, acquiring needed materials, and other administrative needs.

Our program also offers a welcoming and supportive community where interns can build lasting connections. Interns will have the opportunity to participate in staff bonding events, intern-specific gatherings, and a kickoff welcome event. These activities are designed to help interns connect with colleagues, build relationships within their teams, and become oriented to the program.

Training Curriculum

The training curriculum is comprised of two required major rotations (each 6 months in duration), a required year-long psychotherapy intervention minor rotation, and additional minor rotations that are optional, either 1-year or 6-months in duration. Additionally, interns will engage in community outreach throughout the year.

Required Rotations

The two major rotations are Adult Assessment and Child Assessment. Interns will complete a minimum of 4 reports per week (by month 2 of each rotation), with the workload introduced gradually to allow them to build up to this standard over time.

Interns will participate in preparing for test days, including selecting appropriate assessments, as well as conducting the clinical interview, collaborating with the psychometrist for test administration, interpreting test results, report writing, and providing client feedback as indicated.

The emphasis of training for the assessment rotations is on developing core clinical skills, including differential diagnosis, case conceptualization, and the integration of assessment findings. Interns will gain experience in the application of diagnostic reasoning and the translation of findings into meaningful, client-centered recommendations. There is also a focus on providing clear and effective client feedback sessions.

Adult Assessment (6 months)

Common referral questions include ADHD, neurodevelopmental disorders, mood disorders, trauma and personality disorders. Thought disorders and substance use referrals also occur but to a lesser degree.

Child Assessment (6 months)

Common referral questions include ADHD, neurodevelopmental disorders, mood disorders, trauma, and emotional/behavioral concerns.

Therapy

Interns in this rotation will engage in a variety of therapy services for individuals across the lifespan. Interns will typically engage in 3-4 direct client hours per week. In addition to their regular supervision, interns will also receive supervision from their minor rotation supervisor to support their training and development.

Interns can choose a generalist therapy track, a substance use disorders track, or a child/adolescent track. The generalist track provides broad psychotherapy experience across a wide range of referrals. A substance use disorders track emphasizes training in the assessment and treatment of individuals with alcohol and drug-related concerns. The child/adolescent track is exclusively minors and focuses on interventions such as play-based therapy, intro to PCIT, and similar child-specific interventions.

There may be opportunities for both individual and group therapy. Group therapy is co-led by another provider, such as a staff therapist.

Interns can also choose to participate in Insight Carolinas' Open Access Plan which includes a flexible therapy option for clients who are unable to commit to recurring sessions but still wish to receive therapeutic support on an as-needed basis. This also gives interns an opportunity to utilize short-term and flexible intervention formats.

This rotation supports the program's aim of developing competence in evidence-based intervention and professional practice. Interns refine skills in case formulation, treatment planning, therapeutic techniques, and outcome evaluation while working with diverse clinical populations.

Community Outreach

Interns are also required to complete a Community Outreach Project designed to foster collaboration and promote mental health within the broader community. Interns will develop and implement a project that addresses local needs, such as partnering with schools, creating psychoeducational workshops, or designing a support group curriculum. This experience provides an opportunity to extend their knowledge and skills beyond traditional clinical roles, strengthen community ties, and contribute to Insight's mission of advancing mental health awareness and accessibility.

Optional Minor Rotations

Several minor rotations are available if interns are interested. These are optional and can be 12 months or 6 months in duration.

Research

This optional rotation provides opportunities to engage in scholarly projects that contribute to the evidence base and inform clinical practice. Interns may focus on designing and implementing studies, collecting and analyzing data, conducting literature reviews, and preparing research materials. They will also develop skills in critically evaluating research, collaborating with faculty, and disseminating findings through presentations or written reports. This track emphasizes the integration of research with clinical practice. Interns choosing this track would be expected to present at a conference (at least as a poster presentation) at the end of the internship year. Examples of research projects may include program evaluation, client feedback research, assessment development, or quality improvement initiatives.

Psychometry and Test Administration

Interns will have the opportunity to develop skills in psychometry and test administration, tailored to their prior experience and areas of interest. Interns typically start by shadowing a psychometrist, gradually progressing to administering assessments under supervision, and eventually will be expected to conduct testing independently using a psychometrist. This structured, hands-on approach allows interns to build confidence in test administration, gain exposure to a variety of assessment tools, and deepen their understanding of psychological evaluation in clinical practice.

Program Faculty

Rebecca Sewell, PsyD, LP

a. Program DCT
b. Directs and organizes the training program and its resources.
c. Is responsible for selection of interns.
d. Monitors and evaluates the training program's goals and activities.
e. Documents and maintains interns' training records.

Ashli Kurian, PhD, LP

A. Assistant DCT
B. Serves as a primary intern supervisor
C. Significantly involved in the operation of the training program.

Kevin Kurian, PhD, LP

A. Serves as a primary intern supervisor
B. Significantly involved in the operation of the training program.

Demi Robinson-White, PhD, LP

A. Serves as a rotation supervisor

Meghan Smith, MBA

A. Company COO, Office manager for internship
B. Aids in training on the business of psychology

Samantha Kerns, MA

A. Company and Internship HR
B. Aids in orientation, benefits, etc.

Program Staff

Laura Shrum, LCSW-A, LCAS
Ellie Graef, LCSW
Savannah Pappalardo, LCMHC-A, LCAS-A
Caleigh Covell, Psy.D., LP

Supervision

Interns will be assigned a clinical supervisor during each of their rotations. They will also have a primary supervisor throughout the entire year. Interns will receive at least 4 hours of weekly face-to-face supervision: 2 hours of group supervision and 2 hours of individual supervision with a licensed psychologist (LP). An additional hour of supplemental supervision from a master's-level clinician may be provided for specific intervention activities; however, licensed psychologists retain primary responsibility for supervision and evaluation of all intervention training. Group supervision is led by members of the training committee. Group supervision will involve a case conference, as well as a variety of other topics such as professional development. Informal, unscheduled supervision may occur throughout the week as needed. Each primary supervisor is a licensed clinical psychologist in the state of North Carolina and

meets the North Carolina Psychology Board criteria as qualified supervisors. Interns may also receive additional time of tiered supervision by a post-doctoral psychologist or early career licensed psychologist who is not yet designated as a qualified independent supervisor.
Interns may also have the opportunity to supervise psychology practicum students. They will receive supervision of supervision through didactic training and in their individual supervision with their rotation supervisor. Supervision may occur using videoconferencing depending on on-site scheduling and availability.

Didactic Training

Didactic seminars will involve case presentations, ethical and professional considerations, cultural considerations, group discussion, and evidence-based models. The goal is to enhance clinical competence, critical thinking, and informed decision-making in professional psychological practice. Didactics will primarily be conducted by licensed psychologists, but some sessions will also be led by other allied mental health providers (e.g. LCSW, LCAS, LCMHC) or other relevant service providers (e.g. BCBA, OT, ST, PT, PharmD).

The following seminars are provided:

Assessment Seminar

This seminar provides interns with advanced instruction in test administration, scoring, and interpretation. Interns learn to organize data into meaningful clinical impressions and to write concise, client-focused reports. Examples of topics covered in this seminar include: ADHD and autism testing, personality assessment, and differential diagnosis.

Therapy Seminar

This seminar focuses on training in evidence-based therapeutic approaches. Through a combination of lectures, case discussions, and role-play exercises, interns refine skills in treatment planning and intervention implementation. With an emphasis on integrating theory with practice, this seminar will be tailored to meet interns' individual needs. Examples of topics covered in this seminar include: DBT skills, CBT for insomnia, ACT, Motivational Interviewing, etc.

Professional Development Seminar

This seminar includes opportunities for interns to build competencies essential for future independent practice. Ethical decision-making, cultural humility, professional communication, and interdisciplinary collaboration are covered in this seminar. Emphasis is placed on preparing interns for the transition from trainee to independent professional, with attention to career development, licensure preparation, and lifelong learning. Topics may include taking the EPPP and getting licensed, common ethical mistakes, practice management, and applying to post-doctoral fellowship.

Schedule

Monday: didactic training: 2-3 hours. Group supervision: 2-hours, minor rotation afternoon

Part of this day may be work with the psychometrist – shadow, administer tests, scoring

Interns will be provided with brunch before or after didactics to allow for intern bonding opportunities

Tuesday: report writing, feedback sessions
Wednesday: testing (4 cases per week)
Thursday: report writing, individual supervision
Friday: minor rotation, individual supervision
Sample Schedule:

	Mon	Tues	Wed	Thu	Fri
AM	Didactic Training / Intern brunch	Report Writing	Child or Adult Testing	Report Writing	Therapy rotation Individual Supervision
PM	Group supervision Psychometry Minor rotation	Report Writing Feedback Sessions	Child or Adult Testing	Report Writing Individual Supervision	Minor rotation Report Writing

Application Requirements

Applicants must be currently enrolled and in good standing in a degree-granting doctoral clinical or counseling psychology program.

Applicants must be approved by their graduate program as being ready for doctoral internship, have completed 1000 hours of practicum experience, 400 hours of which involves face to face contact with clients, and at least 100 hours of assessment experience. A minimum of 2 psychological evaluations which include assessment of cognitive functioning is recommended though not required. A sample assessment report, deidentified, demonstrating the applicant's competency in integrating cognitive assessment data into a comprehensive psychological evaluation is also required as part of the application.

All application materials must be received by the date noted in the current APPIC directory listing to be considered.

Intern Selection Process

Insight Carolinas is seeking two doctoral interns each year. Applicants will be considered if they submit the fully completed APPIC Application for Psychology Internship through the APPI Online. Please visit the APPIC Web site: http://www.appic.org.

After applications are received, the training committee reviews all materials. Eligible applicants will be invited for formal interview. All interviews are conducted via Teams. In-person interviews are optional. Interviews take place in December. The training committee will meet upon completion of interviews and rank applicants.
In accordance with APPIC guidelines, interviewed applicants who are no longer under serious consideration will be notified as soon as possible but no later than seven days prior to the Rank Order List deadline.

Additional requests for further information about our internship program should be directed to:

Dr. Rebecca Sewell
Email: rsewell@insightcarolinas.com
Phone: (704) 251-9084

Stipend and Benefits

Annual stipend for interns is $40,000. Insight Carolinas provides interns with a variety of benefit plans, such as 401K and Workers' Compensation and health plans. Insight Carolinas will also make safe harbor employer contributions to your 401(k) up to 100% of contributions on the first 3% deferred, then 50% of contributions from 4% to 5%. Interns are added to our professional liability insurance policy for the work they do with us, at no additional cost. Health insurance coverage is through Blue Cross Blue Shield, administered by Messer Financial. Dental and vision plans are also available but are 100% covered by the intern. Questions related to specific benefits can be directed to Human Resources.

Interns are allotted two weeks of paid time off. This leave can be used for personal, vacation, sick time, or towards any other holidays that you would like paid. There are also 10 paid holidays, including New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Years Eve.
Interns are provided with shared office space that is furnished with a couch, chair, and desk for their in-office days. A laptop computer is available if needed. Access to standard resources is available, such as printer/copier and IT assistance. Clinical materials such as assessment materials and play therapy materials are also available. Support staff is available to interns, including billing, scheduling, human resources, IT support, and other administrative support.

Grievance and Due Process

A copy of the due process and grievance procedures is provided to each intern at the beginning of the training year. Interns are expected to follow the American Psychological Association's Ethical Principles of Psychologists and Code of Conduct (https://www.apa.org/ethics/code), as well as applicable laws of the North Carolina Psychology Practice Act and North Carolina Administrative Code Rules of the Psychology Board. This is reviewed regularly through supervision and didactic training.

Evaluation Procedures

The training committee will meet at least once per quarter to review intern progress. Interns receive ongoing feedback from their supervisors throughout the year. At least twice per year, each intern will receive a formal written evaluation of their performance covering all major areas of competence emphasized in the internship training program. Evaluations are completed midyear and at the end of the year, using a standard rating form that not only allows supervisors to provide structured feedback on intern performance but also gives interns the opportunity to share feedback with their supervisors and the training program as a whole. Each evaluation is based in part on direct observation, review of written documentation, review of assessment data, clinical discussion, supervisory interactions, and individual and group processes.

These evaluations summarize progress and achievements, as well as highlight areas of strength. In addition, they provide constructive feedback to guide further development by identifying opportunities for additional training. Interns will review their evaluations directly with their primary supervisor. To ensure continuity of training, the program also provides the intern's graduate training director with regular updates regarding the intern's progress and performance throughout the internship year. Formal evaluations are provided to the intern's home doctoral program's graduate training director. In addition to these evaluation procedures, the program values feedback from trainees and staff alike; all employees, including interns, are invited to complete quarterly satisfaction surveys to ensure their voices are heard and to continually enhance the training experience.

Non-Discrimination Policy

Our company is fully committed to ensuring equal employment opportunities for all interns and applicants. We believe this is the only acceptable way to conduct business.

All employment decisions at our company, including hiring, promotions, transfers, benefits, compensation, placement, and termination, will be made without regard to age, sex, race, color, religion, creed, veteran status, lawful off-duty use of legal products, sealed or expunged arrest or conviction records, ethnicity, citizenship status, or national origin.

Any intern or applicant who believes they have experienced discrimination in violation of this policy should promptly file a complaint with Dr. Kevin Kurian or Meghan Smith, as outlined in our Complaint Policy. We encourage you to report any instances of discrimination you have experienced or witnessed; we cannot address the issue until we are made aware of it. Insight Carolinas will not tolerate retaliation, nor allow retaliation, against anyone who files a discrimination complaint or who files an administrative charge or lawsuit alleging discrimination.

Supervisors are required to report any discriminatory conduct or incidents, as described in our Complaint Policy.

Our company will not tolerate discrimination against any intern or applicant. Any intern who violates this policy will face immediate and appropriate disciplinary action. The Equal Employment Opportunity Commission has a guide for employees on anti-discrimination rights: Know Your Rights: Workplace Discrimination is Illegal

Relevant laws: N.C. Gen. Stat. §§95-28.1, 95-28.1A, 127B-11, 130A-148, 143-422.2, 168A-5; S.C. Code §§1-13-30, 1-13-80; Cal. Govt Code §§ 12920, 12926, 12926.1, 12940, 12941, 12945; Cal. Lab Code § 1101, 432.3

Reasonable Accommodation for Disabilities

Insight Carolinas will provide reasonable accommodations to enable qualified interns with disabilities to perform their jobs and to enjoy the benefits and privileges of internship here, unless doing so would cause undue hardship.

If you believe you need a reasonable accommodation, please submit your request to HR.

You may submit your request either orally or in writing. If you have a specific accommodation in mind that you believe would be helpful, please include it in your request. While we cannot guarantee that we will fulfill your exact request, we will carefully consider it. Once you submit your request, the company will engage in a flexible, interactive process with you to identify effective accommodation that does not cause undue hardship. As part of this process, we may ask for medical records or information from your healthcare provider regarding your disability and potential accommodation. All information related to accommodations will be treated as confidential medical records.

If you need a reasonable accommodation due to pregnancy, childbirth, or related conditions, please submit your request to HR.

You may submit your request orally or in writing.

If your physician has given you job restrictions, we will try to accommodate them. We will also consider transferring you to a less hazardous or less strenuous job. However, we will not provide an accommodation if it creates undue hardship for the Company.

As part of the reasonable accommodation process, we may ask your physician to provide a medical certification or other information regarding your medical limitations. We will treat all such information as confidential medical records.

Reasonable Accommodation for Religious Practices or Beliefs

Our Company will provide reasonable accommodations to employees whose religious beliefs, practices, or observances require them, unless doing so would cause undue hardship.

If you believe you need a reasonable accommodation (for example, if your religious beliefs or practices conflict with your job duties, schedule, dress code, or other company policies), please submit your request to HR. You may make your request either orally or in writing. If you have a specific accommodation in mind that you believe would be effective, please include it in your request. While we cannot guarantee that we will grant your exact request, we will carefully consider it.

Once you submit your request, the company will engage in a flexible, interactive process with you to identify an effective accommodation that does not cause undue hardship. As part of this process, we may request information from you regarding your religious beliefs or practices.

Harassment

It is our policy and responsibility to ensure a workplace free from harassment. Harassment based on age, sex, race, color, religion, creed, veteran status, lawful off-duty use of legal products, sealed or expunged arrest or conviction records, ethnicity, citizenship status, or national origin undermines workplace morale and our commitment to treating each other with dignity and respect. Therefore, harassment will not be tolerated at Insight Carolinas.

Harassment can take many forms, including, but not limited to, unwanted physical contact, posting offensive cartoons or pictures, using slurs or derogatory language, telling inappropriate or lewd jokes, and sending offensive emails. Unwanted sexual advances, requests for sexual favors, sexually suggestive gestures, jokes, propositions, or any other form of sexual communication also constitute harassment. If you experience or witness any form of harassment in the workplace, please notify the company immediately by following the steps outlined in our Complaint Policy (see Section 20 of this Handbook).

We encourage you to come forward with any complaints; the sooner we are informed, the sooner we can take action to resolve the issue. The company will not tolerate retaliation, nor will it allow retaliation, against anyone who files a harassment complaint, participates in a harassment investigation, or files an administrative charge or lawsuit alleging harassment. All managers are required to immediately report any incidents of harassment, as outlined in our Complaint Policy.

Complaints will be investigated quickly. Those who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.

The following resources are provided by the Equal Employment Opportunity Commission for personnel seeking additional information on what constitutes harassment and what rights you may have.

- EEOC Statement on Harassment
- EEOC Fact Sheet on Sexual Harassment
- What to do if you believe you have been harassed at work

Intern Grievance Policy

Insight Carolinas is committed to maintaining a fair, transparent, and supportive training environment in accordance with applicable North Carolina employment laws and APPIC standards. Interns are encouraged to raise concerns in good faith and without fear of retaliation. All concerns will be addressed promptly, objectively, and with respect for confidentiality to the extent possible.

1. Informal Resolution

Whenever feasible, interns are encouraged to seek informal resolution of concerns or conflicts. This may involve discussing the matter directly with the involved individual (e.g., supervisor, staff member, or fellow intern) in a professional and respectful manner.

- Interns are encouraged to initiate informal resolution within 10 business days of identifying the concern.

- The intern should communicate the nature of the issue, relevant details (e.g., date and context), and possible steps toward resolution.
- If the intern does not feel comfortable addressing the matter directly, or if doing so is not appropriate, the Director of Clinical Training (DCT) may serve as a neutral facilitator to assist in the process.
- If the grievance involves the DCT, the intern should bring the concern to the Chief Executive Officer (CEO) or designee.

All efforts will be made to resolve concerns at the lowest possible level in a timely and constructive manner, consistent with APPIC and APA ethical standards.

2. Formal Process

If informal resolution is unsuccessful, inappropriate, or the concern involves a serious matter, the intern may initiate a formal grievance.

A formal grievance must be submitted in writing to the Director of Clinical Training (DCT) within 10 business days of the attempted informal resolution or the incident prompting the concern. The written grievance should be signed and dated and include the following information:

- A clear and detailed description of the issue or concern.
- The steps already taken to resolve the matter (if applicable); and
- The desired outcome or proposed resolution.

Upon receipt of the formal grievance:

- The DCT (or designee, if the DCT is the subject of the grievance) will acknowledge receipt in writing and schedule a meeting with the intern within 10 business days to discuss the concern and explore possible solutions.
- The Training Committee will review the grievance, which may include gathering additional relevant information, consulting documentation, or meeting with involved parties to ensure a fair and thorough review.
- A written response summarizing the findings, conclusions, and any resulting actions will be provided to the intern within 15 business days of receiving the formal grievance, unless extenuating circumstances require additional time.

All grievances will be handled with impartiality, professionalism, and adherence to APPIC and APA ethical guidelines, as well as applicable North Carolina employment laws regarding fairness and non-retaliation.

If the intern is dissatisfied with the outcome, an appeal process may be initiated (see Section 3: Appeal Procedure).

3. Appeal Process

If the intern is not satisfied with the outcome of a grievance decision, an appeal may be submitted within ten (10) business days of receiving the Training Committee's written decision. The appeal must be submitted in writing and clearly state:

- The specific aspects of the grievance decision the intern disputes
- A full explanation of the intern's perspective
- Any proposed resolution

Upon receipt of the appeal, the Training Committee (or an appointed review subcommittee not previously involved in the initial decision) will review all relevant documentation, may meet with the involved parties. After completing this review, the Training Committee will prepare a written recommendation and forward the full appeal packet to the HR Director, who is not a member of the Training Committee and was not involved in the initial grievance review.

The HR Director will evaluate all submitted materials and issue a final written decision within fifteen (15) business days. This decision will constitute the program's final determination regarding the grievance appeal process.

No intern shall be subject to retaliation, penalty, or adverse action for filing a grievance, participating in an appeal, or cooperating in any related investigation. All grievance and appeal matters will be handled with appropriate sensitivity, professionalism, and confidentiality, consistent with applicable state and federal employment laws and APPIC standards for fairness.

Due Process Procedures

All interns will receive a comprehensive orientation at the start of the training year, which will include a review of the program's expectations, evaluation procedures, and due process policies. This is provided verbally and in writing.

Evaluation Procedures

Interns are formally evaluated at mid-year and at the end of the training year using the Intern Evaluation Form. To demonstrate satisfactory progress, interns must show performance that aligns with the expectations for their developmental level at the time of each evaluation. Satisfactory progress is indicated when interns obtain a minimum average rating of 3 ("Competent") across all competencies, with no area rated as 1 ("Emerging"). At the completion of the internship year, interns must demonstrate competency at or above the "Competent" level (3 or higher) in at least 80% of all areas to successfully complete the program. This reflects minimum level of achievement to suggest readiness for entry-level practice. In addition to formal evaluations, informal progress reviews will occur after the first and third quarters to ensure ongoing feedback and professional development.

Deficiencies indicated through the formal evaluations (e.g., minimum competency levels not met) will be addressed through the Due Process procedures. Additionally, deficiencies identified in the informal progress reviews (e.g., concerns for competence, professionalism, performance, conduct) will be addressed through the Due Process procedures.

Addressing Deficiencies or Concerns

If concerns arise regarding an intern's competence, professionalism, performance, or conduct, as noted above during the formal/informal evaluation process, or at any time throughout the training year, the supervisor and/or Training Committee will first address the issue through informal discussion and feedback. This allows the intern an opportunity to respond, clarify, and take corrective action.

If the concern persists beyond informal resolution or is of sufficient seriousness to warrant formal review, the matter will proceed through the due process procedure.

Formal Review and Remediation Process

When formal action is necessary:

- The Training Committee will convene a hearing with the intern to review the identified concerns.
- The intern will receive written notice of the hearing, including a summary of the concerns, at least ten (10) business days in advance.
- Following the hearing, the committee will determine appropriate next steps, which may include the development of a written remediation plan.

The Remediation Plan will include:

- A clear outline of the specific concerns

- Measurable goals for improvement
- A defined timeline for achieving these goals
- The methods of evaluation (e.g., direct observation, supervision review, documentation audit, or additional evaluation forms)

Progress toward remediation goals will be reviewed on an ongoing basis. Successful completion of the remediation plan will result in a return to regular standing. Failure to demonstrate improvement may lead to additional corrective actions, up to and including termination from the internship program, consistent with APPIC due process expectations and applicable employment law.

Professional Conduct and Remediation Implementation

Interns are expected to maintain professional conduct consistent with the ethical and professional standards of psychology, program policies, and organizational expectations.

Any intern behavior that violates company policy, breaches ethical standards, or disrupts the functioning of the training program or organization may result in disciplinary action in accordance with this due process policy.

Remediation Plan Distribution

If a remediation plan is developed, both the intern and their home program's Director of Training (DoT) will receive a written copy of the plan.

Possible Remediation Interventions

The remediation plan may include, but is not limited to, the following actions:

- Coaching and Support: Additional training or supervision, modified workload, or other structured support measures.
- Intern Self-Reflection Activities: Written progress reflections, learning summaries, or other self-assessment exercises to encourage insight and professional growth.

Monitoring and Review

The intern and primary supervisor will meet weekly in individual supervision to review progress toward the remediation goals. The supervisor will complete written progress updates outlining the intern's improvement, observed behaviors, and any ongoing areas of concern.

The Training Committee will meet monthly to review the remediation plan and evaluate the intern's progress. Evidence of satisfactory progress includes behavioral, observable, and measurable improvement in the identified area(s). Examples may include increased timeliness, improved documentation accuracy, or more consistent professional interactions. During the remediation period:

- No new or repeated concerns should arise in the same competency area.

- Supervisory documentation must demonstrate sustained and consistent improvement in performance or conduct.

If substantial progress is demonstrated, the intern may be returned to regular standing within the program. If improvement is insufficient or concerns persist, the Training Committee will determine next steps in accordance with the program's due process procedures.

The Training Committee will hold two formal hearings with the intern during the remediation process:

1. Progress Review Hearing – to evaluate progress and make any necessary adjustments to the remediation plan.
2. Final Review Hearing – to determine whether the remediation plan has been successfully completed.

Each hearing will be documented in writing, and records will be maintained in the intern's training file. Following the final hearing, the Training Committee will collectively determine whether the remediation plan has been satisfactorily completed.

If the intern has not achieved the goals outlined in the remediation plan, the Training Committee may take one or more of the following actions:

- Extend the remediation plan to allow additional time for improvement.
- Develop a second remediation plan to address continued or new areas of concern.
- Recommend termination from the internship program if adequate progress is not demonstrated or if the issue is determined to be incompatible with continued training.

Remediation Timeframes
The duration of remediation will depend on the severity and scope of the issue as well as the time remaining in the training year. In general, remediation plans are expected to resolve within 1–3 months, as outlined below:

- Minor issues (e.g., late documentation, timeliness concerns): typically resolved within 1 month.
- Moderate issues (e.g., professionalism, communication, or boundary issues): typically resolved within 2 months.
- Significant issues (e.g., pervasive clinical skill deficits or ethical concerns): typically resolved within 3 months.

If the concern involves the Director of Clinical Training (DCT) or there is a potential conflict of interest, that individual will be recused from all hearings, discussions, and decisions related to the matter. The remaining members of the Training Committee will oversee the review process and implement all related actions.

Disciplinary Considerations

The Training Committee reserves the right to adjust the sequence or nature of disciplinary actions, skip steps, or implement new or additional measures as deemed appropriate to the situation. Disciplinary and corrective actions are determined based on the specific circumstances of each case and are intended to be both fair and proportionate.

In determining the appropriate course of action, the Training Committee may consider, but is not limited to, the following factors:

- The seriousness and nature of the conduct or performance issue
- The intern's history of prior concerns or misconduct
- The strength and credibility of the evidence supporting the concern
- The intern's responsiveness to feedback and demonstrated ability to correct the issue
- The actions taken in comparable situations with other interns
- The impact of the behavior on the organization, clients, and fellow staff or interns
- Any mitigating or aggravating circumstances relevant to the situation or the internship context

The Training Committee retains discretion to assign appropriate weight to each factor, recognizing that some circumstances may warrant more significant or immediate action. The goal of this process is to ensure that disciplinary measures are applied consistently, equitably, and in alignment with program standards, organizational policy, and applicable law.

Immediate Termination of Internship

While the program strives to provide interns with opportunities for feedback, remediation, and growth, certain types of conduct are considered serious violations of professional and organizational standards. These behaviors may result in immediate termination of the internship without prior warning or remediation. The determination to terminate an intern is made by the Training Committee following review of the situation and relevant documentation.

Examples of conduct that may result in immediate termination include, but are not limited to:

- Theft or unauthorized removal of company, client, or employee property
- Conflicts of interest, including promoting or recommending outside businesses or products for personal gain
- Excessive tardiness or absenteeism that interferes with training responsibilities or client care
- Arguing or fighting with clients, coworkers, or supervisors
- Possession or brandishing of a weapon in the workplace or during program activities

- Threatening, intimidating, or endangering the physical safety of any person at work
- Physical or verbal assault of any individual in the workplace
- Illegal activity on company premises or during program hours
- Use, possession, or distribution of alcohol or illegal drugs at work
- Reporting to work under the influence of alcohol or illegal substances
- Refusal or failure to perform reasonable job assignments
- Insubordination or willful disregard of supervisory direction
- Falsification or misrepresentation of information on a job or internship application
- Serious violation of company rules, policies, or professional standards
- Discrimination, harassment, or retaliation against any staff, intern, or client

Each situation will be reviewed carefully to ensure due process, documentation, and consistency with program policy and applicable law. The Training Committee's decision regarding termination is considered final and will be communicated to both the intern and their home program's Director of Training in writing.

It is not possible to provide an exhaustive list of behaviors that may result in immediate termination. The examples listed above are illustrative, and other grounds for termination include failure to meet established competency benchmarks after remediation.

When an intern is placed on a remediation plan or is terminated, both the graduate program and the intern will be notified in writing, and documentation will be filed with Human Resources.

Completion of Clinical Documentation

Interns who are terminated are expected to complete all pending clinical documentation (e.g., progress notes, reports) prior to departure. If immediate removal is necessary for safety or ethical reasons, a supervising psychologist or another designated clinician will assume responsibility for outstanding documentation. All client records will clearly indicate the transition of care and the intern's departure date.

The Training Committee will also complete a final evaluation form documenting the intern's performance up to the termination date.

Credit for Training Hours

Credit for training hours will be determined based on the timing and circumstances of termination:

- Interns who have completed part of the program in good faith may receive credit for verified hours accrued up to the termination date.
- Interns terminated for serious ethical or professional violations may forfeit training hours at the discretion of the Training Committee and the intern's graduate program.
- Interns who resign professionally and complete all required documentation may receive credit for hours completed to date.

This policy ensures that the transition of responsibilities, client care, and training record accuracy are maintained in accordance with program standards, APPIC due process expectations, and ethical guidelines.

Appeal Process

If an intern is not satisfied with the outcome of a due process or remediation decision, they may submit a written appeal within ten (10) business days of receiving the Training Committee's decision. The appeal must include in writing:

- A clear statement of the basis for disagreement
- A full explanation of the intern's perspective
- Any suggested resolutions or corrective actions

Upon receipt of the appeal, the Training Committee will review all relevant documentation and may meet with the intern and any involved parties to gather additional information. Following this review, the Training Committee will prepare a written recommendation and forward the full appeal packet to the HR Director, who is not a member of the Training Committee. The HR Director will evaluate all materials, may request additional information, and will issue a final written decision within fifteen (15) business days of receiving the appeal. The decision is considered final and concludes the Due Process appeal process.