

Supersedes:

Policy No. 2030.006  
Effective Date 6/09/2021



Policy No. 2030.006

Effective Date 6/08/2023  
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## POLICY & PROCEDURE

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Program/Department: Psychology

Subject: Psychology Internship Program's Relationship  
with Interns' Graduate Programs

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### I PURPOSE

The WellSpan Philhaven Hospital Psychology Internship Program strives to have good communication between our program and graduate educational institutions to facilitate a smooth transition for interns from graduate school to the internship and to ensure that evaluative feedback is communicated during the internship.

### II PROCEDURE

- A. During the application process, graduate programs in psychology can obtain information about the WellSpan Philhaven Hospital Psychology Internship Program in the following ways:
1. Program information is made available in the APPIC Directory listing
  2. Program handbook, internship policies, and application information are available at the program's website. ([www.WellSpanPhilhaven.org/doctoral\\_internships](http://www.WellSpanPhilhaven.org/doctoral_internships))
- B. The program follows the Association of Psychology Postdoctoral and Internship Centers' (APPIC) Match Policies by sending confirmation letters to future interns and their graduate program's Director of Clinical Training following Match Day.
- C. Feedback to graduate program Directors of Clinical Training occurs in a number of ways:
1. Some graduate programs have their own expectations for interns at the beginning of the internship year such as requesting the intern's goal statements, etc. Where this information is requested, the Internship Director works with the psychology intern to ensure that such information is provided to the graduate program in a timely fashion.
  2. Contact with doctoral program Directors of Clinical Training is made about two months into internship year to report on the intern's progress to date.
  3. Doctoral program Directors of Clinical Training receive written competency evaluations both at the mid-year point and at the end of the year. If the school requests their own evaluation form, this is completed in addition to WellSpan Philhaven's competency evaluation form. These mid-year and end-of-year summary evaluations are completed by a recent or current

primary supervisor in collaboration with the Internship Director.

4. Additional contact with graduate training programs may be arranged, particularly if specific problems are identified.
  
5. At the end of the year, graduate Directors of Clinical Training are sent a packet that includes the end-of-year competency evaluation, a copy of the certificate of completion that interns receive at the conclusion of the program, and a summary of hours of internship experience.

Approved by \_\_\_\_\_  
Program/Department Director

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

Approved by \_\_\_\_\_

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