

## **INTERNSHIP APPLICATION AND SELECTION PROCESS**

Updated: September 2023

The Psychology Internship program at Utah State Hospital (USH) abides by the APPIC standards, policies and selection procedures. Complete internship applications must be submitted to the Psychology Training Director by November 5<sup>th</sup>. The APPIC must be completed via the APPIC portal and include the following:

- A cover letter clearly indicating which primary rotation you are most interested in (e.g. clinical, forensics, neuropsychology) so we can ensure you interview with the best faculty for your interest.
- Three letters of recommendation
- Graduate transcripts
- Updated CV
- 1 de-identified comprehensive psychological evaluation

The internship application review and selection procedures is detailed below:

1. A spreadsheet of applicants with complete applications is compiled by the Psychology Office Specialist, under the direction of the Psychology Training Director and presented to the Selection Committee. This committee is comprised of staff psychologists and members of the training committee.
2. The Selection Committee reviews each application to determine whether the applicant meets requirements for the internship program. A combined objective and subjective rating system is used to choose applicants for the interview process. The following qualities are considered when selecting internship applicants to participate in this process:
  - a. A passion for working with individuals who have severe and persistent mental illness.
  - b. A minimum of 200 Intervention and 50 Assessment hours, preferably with at least 5 integrated reports that include gold standard assessment measures
  - c. A dedication to learning and implementing evidence based practice
  - d. Completion of all coursework and academic excellence
  - e. High ethical standards and professionalism
3. Prospective intern candidates will be contacted by e-mail to notify them as to whether or not they are invited for an interview.
4. Interviews will take place utilizing a video conferencing platform. Applicants will have two panel interviews. Additionally, we will offer the opportunity to virtually see our campus and speak with current interns about their training experience.
5. A rating system is used by each panel interviewer to evaluate interviewees during the formal interview process. This information is compiled along with the data from the initial review of applications, and is used by the intern selection committee to rank candidates. All candidates are reviewed to ensure that fair and equal consideration has been given to each application. All else being equal, consideration is given to select a diverse internship group (e.g., racial and ethnic minority, gender, geographic region, etc.).
6. The rank order list is submitted to the Internship Matching Service following the APPIC Match policies. No further contact is initiated by the Director of Psychology Training or other members of the selection committee. Results of the APPIC Match are released on the APPIC Match Day. In accordance with the APPIC Match policies, no one at USH may communicate, solicit or accept any rank-related information from any intern applicant.

### **AFFIRMATIVE ACTION STATEMENT**

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