**Calendar of Internship Program Tasks**

What Do I Do, When, and How?

The Multiple and Varied Tasks of Directing an Internship Program

Resources and Strategies for New Training Directors

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**General Tasks** (Ongoing/Complete as they arise)

* Letters of recommendation and/or verification of internship
* Complete forms for licensing boards
* Internship/employment verification for financial reasons (e.g., apartment leases, financial aid loan deferral)
* Forward job announcements from ACCTA listserv
* Keep up with changes at APA (CoA), APPIC, state board rules/regulations
* Update Internship website
* Renew memberships and pay dues/fees – ACCTA, APPIC, APA
* Write minutes for/summarize Training Committee (TC), Supervisors and Core Coordinator meetings; training retreats; evaluation meetings with interns; evaluations of any seminars and orientation

**Weekly**

* Summarize evaluations of Intern Training Seminar and other (e.g. Assessment) seminars – send thank you notes (if applicable) and give summary copies to presenters and seminar facilitators; file copies in internship notebook/online files

# Every Other Week

* Plan agenda and chair Training Committee meetings

**Quarterly**

* Collect and check intern hours logs, especially direct service ratio
* Plan and chair Supervisors and Core Coordinators meetings

**Yearly**

* Maintain internship notebook/file with all orientation and training schedules, seminar evaluations, group assignments, etc.
* Update APPIC Directory
* Register for the APPIC match
* Complete the APA annual report – due September 15th (extended to October 1st this year)
* Survey past interns to track professional development

**August**

Departing Interns

* Make sure all exit criteria have been met
* Interns complete self-evaluation; Training Director (TD) compares each with initial self-evaluation
* Final written evaluations discussed by interns and primary supervisors
* Written evaluations of supervisors discussed by interns and primary supervisors
* Interns complete evaluation of internship experience
* Interns meet individually with TD for final feedback
* Farewell lunch with staff
* Send termination forms to HR
* Enter information on departing cohort in the APA annual report
* Update all supervisor and contributor (e.g. seminar presenters) information in APA annual report
* Arrange for intern offices to be cleaned
* Delete exiting cohort names from internal computer directory, email distribution lists, Titanium, etc.
* Summarize final client evaluations of interns and complete client diversity tallies for interns
* Complete academic department evaluations for interns, if requested; send letter and final evaluation(s) to academic departments

Incoming Interns (Begin mid-August) Pre-arrival

* Mail out the orientation schedule 2 weeks before arrival
* Administrative staff (early August)

-send termination forms to Human Resources for last year’s interns

-send Personnel Forms to Human Resources and tax forms to payroll

-send interns direct deposit forms and any other required Human Resources forms

Upon Arrival

* Schedule Human Resources orientation for first day (insurance, parking, tax forms, etc.)
* Send orientation schedule and summary of interns’ background information to staff before interns’ arrival
* Give copies of revised Intern Manual to supervisors and TC
* Add new interns to internal computer directories, office email distribution lists and Titanium
* Conduct orientation for first three weeks; interns complete evaluation of orientation (TD summarizes for TC)
* Assign (or have interns choose) primary supervisors; schedule fall seminars (weekly seminars, including Assessment, Consultation, Groups and Supervision of Supervision - SOS); schedule group supervision presenters and facilitators and schedule training meetings (TC, Supervisors, Core Coordinators)
* Assign practicum supervisees to interns
* Assign day call/crisis and intake time slots
* Arrange liaison or committee assignments (e.g. intern consultants to residence halls or Student Affairs departments)
* Interns complete self-evaluation and learning contracts with goals for semester/year – send copies to supervisors
* TD meets with each intern to discuss learning contracts and goals for internship

Future Interns:

* Register for APPIC Match Program

**September**

Current Interns:

* Review syllabi for all seminars
* Seminars begin, interns begin seeing clients and meeting with practicum student supervisees, groups begin – interns begin following regular fall schedule
* Begin weekly cohort meetings with interns
* Meet with each intern individually to discuss goals for the year ahead
* Incorporate one of the new interns into the Training Committee
* Present feedback from previous interns’ evaluations of internship experience to TC
* Send registration for APPIC Match to National Matching Services (typically due early September)
* Review and revise (if necessary) APPIC on-line directory listing and internship website information for potential intern applicants
* APA Annual Report for prior year due by September 15th; enter new cohort information **after** this date
* Attend ACCTA conference ☺

Future Interns:

* Update internship website as necessary
* If applicable, send email announcements/flyers to selection of graduate programs

**October**

Current Interns:

* Begin collecting monthly data tracking (how hours are spent, number of clients/intakes, etc.)
* Review interns’ caseloads for diversity and track this data
* Mid-semester intern evaluations completed/mid-semester staff evaluation meetings
* Feedback to interns following mid-semester evaluation meetings
* Schedule meeting with all supervising staff for check-in
* Check on progress of interns in terms of core component requirements, diversity of clients and any problems in supervision

Future Interns:

* Send letters to APA Minority Fellows encouraging them to apply to internship
* Begin review of ratings forms for internship applications and interviews

**November**

Current Interns:

* If not completed in October, mid-rotation evaluations of interns, and feedback sessions
* Staff and supervisors’ meetings to evaluate interns
* TD meets individually with each intern to give general feedback from staff evaluation meeting and to gather feedback from interns about internship and supervision experiences

Future Interns:

* Meet with selection committee to review application rating forms and make group assignments for reading applications
* Begin reading completed applications after TD has determined applications that don’t meet minimum qualifications
* Create Excel file to manage applicant data
* Confirm interview dates and reserve rooms

**December**

Current Interns:

* Interns meet with practicum student supervisees to give and receive end-of-semester evaluations
* Interns complete evaluation of fall semester Assessment, Consultation, Group and SOS seminars
* Interns complete evaluation forms for all fall seminars
* Schedule spring seminars (weekly intern seminars, training modules including Assessment, Consultation, Group, SOS), schedule group supervision presenters and facilitators and schedule training meetings (TC, Supervisors, Core Coordinators)
* Assign (or have interns choose) primary supervisors for second half of year

Future Interns:

* Complete application file reading
* Select intern applicants for interviews and inform applicants of their interview status by Dec.15th
* Schedule interviews for January – phone, interactive webcam, or on-site
* Select interview questions and case vignette (if applicable) and plan the interview format
* Talk with Director about future intern pay increases in preparation for spring budget meetings

**January**

Current Interns:

* Distribute formal, mid-year intern evaluation forms to staff
* Mid-year evaluations of interns due
* Evaluations discussed by interns and primary supervisors
* Written evaluations of supervisors discussed by interns and primary supervisors
* Summarize all interns’ evaluations of rotations/seminars/supervisors
* Training Committee meets to review all feedback
* TD meets individually with each intern to give general feedback from staff evaluation meeting and to gather feedback from interns about internship and supervision experiences
* “Stop, Start, Keep, Change” – meet with interns to see what’s working and what’s not, elicit suggestions for change – share summary of information gathered with Training Committee
* Make travel arrangements for state intern conference in February (if applicable)
* Make travel arrangements for APPIC conference in April (if applicable – conference is held every other year)
* Letters and evaluations sent to interns’ academic departments

Future Interns:

* Conduct intern applicant interviews
* If desired, inform candidates of their status (e.g. those who remain in the pool or who are no longer under consideration)
* Selection committee meets and ranks applicants after interviews are completed

**February**

Current Interns:

* Begin to organize summer rotations/discuss summer projects

Future Interns:

* Submit rank lists to National Matching Service by February 5th, 2014 , check rankings and print copy for self
* Call new interns (after 11:00 a.m. EST on February 21, 2014) and send appointment letters to them (with copy to academic TDs) within 72 hours
* If unmatched internship slots, arrange schedule to accommodate reading, interviewing and ranking for Phase II (deadline for rank order submission for Phase II is March 17, 2014)
* With permission, send new intern names and e-mail addresses to new intern class
* Create permanent files for new interns
* Shred any paper intern applications in storage that are 3 years old (or time limit set by Human Resources)

**March**

Current Interns:

* Take interns to lunch to celebrate end of selection process and renew commitment to current cohort and current training year
* First second-semester supervisor’s meeting
* Schedule spring supervisors’ meeting
* Continue tracking data on hours/diverse clients, etc.

Future Interns:

* Participate in Phase II APPIC match if necessary (rank order submission deadline – March 17, 2014; match results – March 24, 2014). Letters to selected interns and their training directors with Intern Acceptance Form within 72 hours

**April**

Current Interns:

* Distribute mid-rotation evaluation forms to staff and interns
* Mid-semester trainee evaluation meeting and feedback sessions
* Supervisor’s meeting
* Decide on summer supervisors if applicable
* Finalize summer rotations, summer projects

Future Interns:

* Revise APPIC directory entry
* Revise internship website if needed

**May**

Current Interns:

* Interns complete evaluations of practicum student supervisees and plan farewell lunch/gifts
* Interns meet with supervisees to give and receive end-of-semester evaluations
* Interns complete evaluation of spring semester Consultation, Group and SOS seminars
* Interns finalize summer project proposals (if applicable) and review with TD
* Mid-rotation evaluations of interns due
* Evaluations discussed by interns and primary supervisors
* Staff meeting to evaluate interns
* TD meets individually with each intern to give general feedback from staff evaluation meeting and to gather feedback from interns about internship and supervision experiences
* Tally spring term evaluations and seminar evaluations and present to supervisors and Training Committee
* Schedule summer Intern Training Seminars (no SOS), schedule group supervision presenters and facilitators and schedule training meetings (TC and Supervisors only)
* Plan intern farewell party

Future Interns:

* Send letters to incoming interns with any news, changes to the program, offers to have them visit the counseling center when looking for apartments, etc.

**June**

Current Interns:

* Meet with interns to evaluate all internship components and structure – summarize feedback for TC
* Review intern feedback from January and June meetings; evaluation of orientation; evaluations of Intern Training, Assessment, Consultation, Group and SOS Seminars; evaluation of internship experience from previous year’s intern class; any changes mandated by law, Counseling Center Director or University, APA, APPIC, etc. in Training Committee Retreat
* Decide on changes to implement in upcoming internship year – changes to orientation, seminar content or schedules, presenters, core component requirements, etc.
* Update and prepare copies of Training Policies and Procedures Manual
* Revise the intern brochures (if applicable), website, and application information
* Begin planning new intern orientation schedule

Future Interns:

* Develop training seminar syllabus for incoming interns
* Prepare intern seminar notebook with topic list, syllabus, readings and evaluation form
* Review of internship program: seminars, supervision (and number of hours for each staff member), teams, schedules, changes in curriculum, exit criterion, etc.
* Review intern seminar syllabus for next year and assign teaching modules.
* Send letter to next year’s interns with W-4 and other employment/tax forms, Sexual Misconduct and Criminal Background Check Release Forms, and Internship Experiences and Assignments.
* Send letter, signed intern release form and sexual misconduct form letters with self-addressed stamped return envelope to former supervisors of incoming interns; ask HR to complete criminal background check (if required)

**July**

Departing Interns

* Plan farewell luncheon and intern gifts
* Have certificates printed and signed, and plaques ordered
* Have staff complete final, formal evaluation forms (or if internship ends in August, do this then)
* Final staff meeting to evaluate interns
* Exit interviews – collect data re: address and phone numbers for future contact

Incoming Interns

* Schedule all orientation presentations and follow up with confirmation letters to presenters
* Alert Parking and Transportation about upcoming change of interns
* Complete all necessary personnel forms for Human Resources
* Send interns draft of orientation schedule and information regarding their first day (where to park, what information to bring, reporting to Human Resources orientation, welcome lunch, etc.)
* Request computer user accounts and e-mail addresses
* Order business cards and name tags
* Send names to V.P. of Student Affairs office for inclusion in Student Affairs directory
* Revise and print Intern Manual, final orientation schedule and orientation evaluation