

WELCOME TO THE 2023-2024

DOCTORAL PSYCHOLOGY INTERNSHIP PROGRAM BROCHURE

LAND ACKNOWLEDGEMENT

The Western Carolina University campus is situated within the ancestral homelands of the Eastern Band of Cherokee Indians. At WCU our work seeks to embrace and connect to this Cherokee landscape as we work to reinforce our mission at WCU. We will work to actively engage our community with the extraordinary indigenous identity and culture of this special place that was once known as Two Sparrows Place.

INTRODUCTION

Thank you for your interest in Western Carolina University's Counseling and Psychological Services (CAPS) doctoral Psychology Internship Program. Our 2000-hour internship program is rooted in the values of trauma-informed care and decolonization principles. Our training focuses on developing skills in individual and group counseling, crisis intervention, outreach, consultation, psychological assessment, training in the provision of supervision, and inter-disciplinary consultation.

Our internship meets the requirements set forth in the North Carolina Psychology Practice Act towards licensure as a Health Services Provider Psychologist.

DISTINGUISHING FEATURES OF THE CAPS INTERNSHIP PROGRAM

- Learning the nuances of providing mental health care in a rural university counseling center setting in the beautiful mountains of western North Carolina.
- Working within a trauma-informed environment.
- A team-oriented, collaborative approach including integrated care coordination with WCU's Health Services and Campus Recreation & Wellness.
- Interns will learn about the historical context and indigenous perspectives around mental health and social justice issues of the land and communities where they will live and work. In doing so, they will learn about Cherokee culture and the relationship WCU has with the Eastern Band of Cherokee Indians and other communities in the Southern Appalachians.
- Our provision of supervision is something we take seriously. We give lots of growth oriented feedback.
- Communal learning, lots of laughter, and potlucks.
- Getting to "choose your own adventure". We focus on equity for interns. You will be able to individualize your internship experience within the parameters set forth by internship requirements.
- As part of our intentional efforts to infuse reflective practice throughout our department, interns engage in a multiculturally focused cohort supervision experience.



Photo of 2023-2024 doctoral trainees with Training Director Jay Manalo. They are standing on a grassy hill shoulder to shoulder with big smiles on their faces. There are trees in the background.

**The most distinguishing feature:
getting to work with US!**



Photo of 2023-2024 CAPS staff in silly poses. They are standing on a grassy hill with trees in the background.

CAPS MISSION

The mission of Counseling and Psychological Services (CAPS) is to empower students to engage in and be successful in a full range of academic, social, and cultural opportunities through fostering psychological wellness.

The CAPS CODE reflects our department's values and is encompassed by the graphic below:

CONNECTION **O**PENNESS
DIVERSITY **E**QUITY



CAPS VALUES

We are a supportive and confidential space.
We pursue connection with all members of our community.
We strive to eliminate barriers.
We challenge harmful systems.
We work toward equity for all.

TRAUMA-INFORMED CARE AND DECOLONIZATION PRINCIPLES & PRACTICES

In the 2020 - 2021 academic year, CAPS committed to creating and maintaining a culture that emphasizes trauma informed care principles. We have also committed to reviewing our practices through a decolonization lens. These principles have become a very important part of our value system at CAPS.

We are committed to collaborating with you in this practice.

Six Principles of Trauma-Informed Care

- SAFETY**
Ensuring physical and emotional safety
- CHOICE**
Providing choice and control
- COLLABORATION**
Making decisions together
- TRUSTWORTHINESS**
Being clear and consistent
- EMPOWERMENT**
Prioritizing building on strengths
- CULTURAL, HISTORICAL AND GENDER CONTEXTS**
Understanding of cultural contexts and leveraging individual and community healing practices

225 Bird Building
1 University Drive

Western Carolina University | Counseling and Psychological Services

828.227.7469
caps.wcu.edu

SIX PRINCIPLES OF TRAUMA-INFORMED CARE

Safety: ensuring physical and emotional safety

Choice: providing choice and control

Collaboration: making decisions together

Trustworthiness: being clear and consistent

Empowerment: prioritizing building on strengths

Cultural, historical, and gender contexts: understanding of cultural contexts and leveraging individual and community healing practices



Photo of WCU campus from an aerial view. There are mountains in the background.

CAPS TRAINING PROGRAM MISSION

The training program at CAPS promotes the development of clinical skills and identity for the next generation of mental health professionals. This mission is accomplished through the provision of didactic training, clinical supervision, and direct practice experiences within an interdisciplinary, supportive, and collaborative team environment.

TRAINING VALUES

CAPS upholds the following training values:

1. We provide training in counseling center work; our training focuses on services for an emerging adult population.
2. We train interns to be well-rounded generalists, including but not limited to the provision of individual and group counseling, consultation services, conducting assessment, and thoughtful and trauma informed diagnosis.
3. We take an approach of meeting interns where they are and seek to help them identify and further refine their skills.
4. Our training is both comprehensive and individualized. We broadly recommend what interns may need experience in, and at the same time we work in collaboration with them to help them advance in what they need and desire.
5. We strive for a balance between structured training and more flexible, individualized training.
6. We encourage interns to engage in their own learning by providing space for self-direction, independent thinking and judgment in their roles. And we provide consistent support as they do so. We work to help interns build confidence in their skills. This is done with the recognition that they will need direction and instruction to build knowledge and skills in the practices that are new to them.
7. We provide space and opportunity for interns to reflect on their own values and encourage them to be self-aware, and invested in lifelong learning.
8. We train in the practice of brief therapeutic interventions drawing from a variety of theoretical orientations.
9. We value building our interns' culturally responsive and reflective counseling skills.
10. We value intentional treatment. That is, we are thoughtful and directed in our approach to treatment and we encourage thinking through options and alternatives in therapy approaches.
11. We encourage interns to develop their own theoretical approach that is informed by research and practice.
12. We value an environment that is trauma-informed, respectful, supportive, collaborative, and fun.
13. We value knowledge of and engagement in ethical and legal behavior.
14. We value supervision. We believe that supervision involves observing the intern's work and giving feedback. We believe supervision involves a blend of focus between client care and developing the intern's identity as a practitioner.
15. We value a collaborative approach to learning and value the sharing of knowledge and experience of those working in our center.
16. We value individual and community wellness.
17. We value attention to practice and connection within the larger systems in which we exist including the Division of Student Affairs, Western Carolina University, and the off-campus community as a whole.

CAPS INTERNSHIP AIMS & COMPETENCIES

The overall aim of the CAPS psychology doctoral internship program is to prepare interns for entry level practice in health service psychology. This aim is accomplished by providing training in generalist clinical skills in psychology, diversity, and rural mental health skills, collaborative skills for operating within an interprofessional and interdisciplinary team, and overall professional identity development as a psychologist.

The internship training program at CAPS reflects APA's required Profession Wide Competencies for internship programs listed in the Standards of Accreditation for Health Service Psychology (American Psychological Association, Commission on Accreditation, 2015). Each competency is further operationalized by specific elements related to the intern's performance within each competency. These competencies and their according elements (including elements defined by APA and elements defined by the CAPS training program) are described in further detail in the Training Manual available on our website.

COMPETENCIES OF CAPS PSYCHOLOGY INTERNSHIP PROGRAM:

1. Research
2. Ethical and Legal Standards
3. Individual and Cultural Diversity
4. Professional Values, Attitudes, and Behaviors
5. Communications and Interpersonal Skills
6. Assessment
7. Intervention
8. Supervision
9. Consultation and Interprofessional/Interdisciplinary Skills



Photo of CAPS doctoral interns and Master's trainees with Training Director Jay Manalo and Master's Training Coordinator Calista Colbert



Photo of Training Director Jay Manalo and Doctoral Intern Adam Hicks hugging a large tree.



Photo of the 2023-2024 CAPS staff standing outside on a grassy hill with trees in the background. Everyone is wearing gold, black, white, and purple.

EVALUATION

Interns are expected to meet the goals of the internship and their progress toward these goals is continually evaluated by the Training Director, individual supervisors, and senior staff. Intern performance is continually evaluated and communicated through individual supervision, case consultations, instructional seminars, meetings, and other activities.

Formal evaluation takes place 4 times a year: at mid-fall, end of fall, mid-spring, and at end-of-internship. These formal evaluations are documented by completion of relevant sections of the evaluation forms by individual supervisors, group co-therapists, and any other clinical staff member working with an intern in an activity.

Each item ("element") on an intern's written evaluation form is rated on a scale of 1 to 6. Minimum levels of achievement on evaluation forms are defined as a minimum rating of 5 out of 6 ("At competency level for entry level practice") on all elements by the end of the internship experience, although the evaluation period for certain competencies may vary in duration and timing.

More specifics about the evaluation process and specific evaluation elements are described in further detail in the Training Manual available on our website.

TRAINING EXPERIENCES AT CAPS

Trainees begin the internship with an orientation period. The orientation is divided into three parts: 1) what you will be doing; 2) how you will do it; and 3) who you will do it with. The first week is focused on the different aspects of the internship and the second part provides instruction and practice with various appointment types and the documentation of those within Titanium, our electronic medical record. The last part of the orientation is focused on meeting the CAPS staff and the various campus partners with whom we work.

After the orientation period, interns begin providing services to WCU students. They provide initial consultations, intakes, and individual counseling appointments (via both Zoom and in-person). Individual counseling is typically provided on a biweekly basis to students with some opportunity for limited weekly sessions when available and clinically indicated. We do not have a session limit at CAPS. Interns learn to utilize various assessments as part of their ongoing counseling, including the ACEs and the CCAPS, which we use as a repeated measure. Interns who provide group counseling usually begin this practice in late September (a list of our most recently offered groups is available on our website). Interns also have the opportunity to conduct brief psychological assessments with CAPS clients for the purposes of informing their ongoing therapy with other clinicians; this usually first occurs towards the middle to the end of the first semester. Interns usually conduct three assessments over the course of the year.

Interns have the option to provide outreach services to the campus community via presentations to classrooms or student organizations.



Photo of CAPS Master's trainees and doctoral interns with Training Director Jay Manalo and Master's Training Coordinator Calista Colbert in silly poses. They are standing outside on a grassy hill with trees in the background.

Interns will interact with all CAPS staff throughout the internship year through regularly scheduled case conference meetings, staff development meetings, and staff meetings. Interns will also consult with the case manager and with Health Services providers to coordinate care for clients.

Supervision is prioritized. In addition to weekly two-hour individual supervision, interns participate in a weekly one-hour multiculturally focused cohort supervision experience in fall and spring. The other hour of supervision is focused on group counseling in the fall and on the provision of supervision in the spring. In the summer, interns have a weekly-two hour cohort supervision.

Interns participate in seminars focused on building knowledge and skills in various areas.

A specific competency area of our internship is individual and cultural diversity which includes self-awareness, knowledge, and skills in cultural humility as a practitioner in a rural mental health setting. As such, interns have opportunities to receive both didactic training as well as experiential clinical work with a diverse clientele. All seminars are centered in trauma informed and decolonized principles.

Interns also have an opportunity to become Safe Zone trained on topics related to LGBTQ+ awareness. Staff engage in ongoing professional development once a month which includes topics in trauma-informed care and decolonization practices. Interns and all CAPS staff also collaborate with campus partners including Intercultural Affairs in providing outreach programs on aspects of diversity. Interns have also had the opportunity to be involved in social justice efforts at WCU including developing specific outreach and consultation efforts aligned with social justice values.

See Appendix A for a sample weekly schedule.

GENERAL INFORMATION ABOUT CAPS & WCU

A holistic-wellness model, a trauma-informed and decolonization-practice perspective, and a teamwork orientation provide the foundation for the development and delivery of CAPS services. CAPS operates within the division of Student Affairs and reports directly to the Assistant Vice Chancellor for Student Affairs. CAPS is accredited by the International Association of Counseling Services (IACS) and is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC), the Association of Counseling Center Training Agencies (ACCTA), and the Center for Collegiate Mental Health (CCMH).

DETAILS OF CAPS INTERNSHIP STIPEND AND BENEFITS

The internship is 2,000 hours completed over 12 months from August 1, 2023 to July 31, 2024. The stipend for the year is \$28,000.

Interns are appointed as temporary hourly positions, paid at a rate that equates to \$28,000 over the course of the 12-month internship year.

Accordingly, interns are not eligible for the employer subsidized North Carolina State Health Plan. However, interns may elect to either keep existing healthcare coverage they may already have or independently purchase healthcare coverage through the Affordable Care Act Marketplace.

Interns may elect within 30 days of internship start date to enroll in the North Carolina State High Deductible Health Plan (HDHP); it should be noted that there is no employer contribution to HDHP coverage. If you elected this option, your coverage would start on September 1.

An overview of this plan is available on their website.

[Link to NC State Health Plan HDHP Website](#)

Interns can also compare coverage and costs with the general ACA Marketplace plans available through their website.

[Link to ACA Marketplace Healthcare Website](#)

Please consult with Human Resources regarding current benefits options for CAPS doctoral interns. More information is available on the HR website.

[Link to WCU Human Resources Website](#)

This area is home to various diverse groups and cultures including local artisans, musicians, the Eastern Band of Cherokee Indians, individuals of Scots Irish and Southern Appalachian heritage, and other traditions.

WCU, a member institution of the University of North Carolina school system, has a population of over **11,000** students enrolled in both undergraduate and graduate degree programs.

Located in the beautiful mountains of Western North Carolina, approximately 50 miles southwest of Asheville, 160 miles west of Charlotte, and 150 miles northeast of Atlanta, GA.

WCU has earned Blue Ridge Outdoor Magazine's Top Adventure College five times since 2014 and was inducted into their Top Adventure College Hall of Fame as of 2021.

Originally founded in 1889 as a teacher education program for students in the mountains of western North Carolina.

Now provides educational opportunities in over 120 programs.

Photo of the North Carolina mountains with Rhododendrons in the foreground

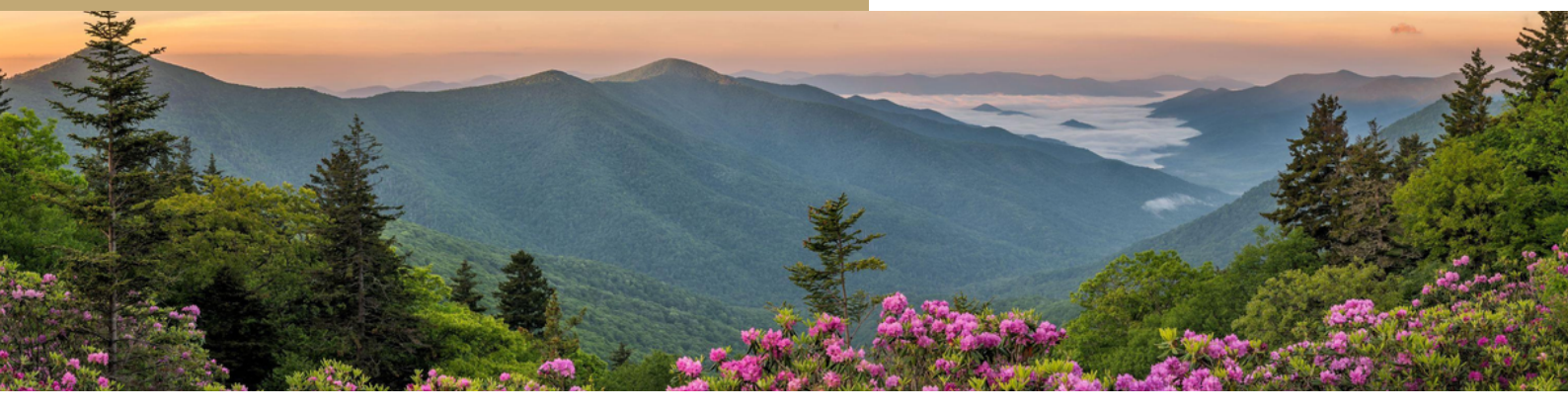




Photo of the outside of the Campus Recreation Center. It is a large brick building with big windows on the front. It is surrounded by sidewalks and areas of deep green grass.



Photo of the Catamount Football Stadium on a bright sunny day with packed stands and mountains in the background.

OTHER FRINGE BENEFITS

- Personal offices with desktop PC and webcam
- Library access with inter-library loan privileges
- University holidays off
- CAT card employee discounts
- Parking near office building (with purchase of staff parking permit)
- Faculty/staff membership rate at Campus Recreation Center
 - 73,000 sq ft facility
 - Indoor track
 - Cardio equipment
 - Free weights
 - Basketball court
 - Group exercise classes
 - Rock climbing & bouldering wall
 - Adventure Shop for outdoor equipment rental,
 - Access to campus pool
- Other state employee optional discounts
- Access to athletic events
- Ongoing theater and cultural events through Bardo Fine and Performing Arts Center

TIME OUT OF OFFICE

This position is not vacation or sick leave earning. However, in order to obtain the necessary hours to complete internship, we have calculated twenty-four (24) days of time away from work that may be used (with prior supervisor approval) over the course of the internship year. The 24 days of time away from work are also inclusive of university holidays when the CAPS office is closed. Because interns are paid at an hourly rate, their biweekly paycheck may vary depending upon if the intern uses any time away from work or if there are holidays during that pay period. When the 24 days away from work are used over the course of the internship year, the remaining days spent working at the calculated hourly rate described above will equate to being paid the advertised stipend of \$28,000 per year. The internship year officially ends as of July 31. Employee expressly understands that these days of time away from work carry no cash value and will not be paid out to the employee if not utilized before the end of the appointment period as defined above.

ACCOMMODATIONS FOR TRAINEES WITH DISABILITIES

The training program at CAPS is committed to providing access for all people with disabilities and will provide accommodations for the training experience if notified in advance. Trainees who have any questions regarding their circumstances, life situation, prior experience, or other concerns as it pertains to their candidacy for the training experience are encouraged to contact CAPS' Training Director, the appropriate faculty member of their academic program, or other resources such as the following:

- APPIC's Problem Consultation service for doctoral psychology interns

[Link to the APPIC Problem Consultation Website](#)

- WCU's Office of Accessibility Resources

[Link to the WCU Office of Accessibility Resource Website](#)

- WCU's Human Resources

[Link to the WCU Human Resources Website](#)

APPLICATION PROCESS & REQUIREMENTS

To apply, please complete the AAPI online application, which may be accessed through the AAPIC website.

The application deadline is Monday November 20, 2023 11:59 PM EST.

[Link to the the AAPIC Website](#)

CAPS agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant.

- We do not require any additional supplemental materials other than what is part of the standard AAPI. Please send an electronic copy of all materials via the AAPI website.
- Applicants should include as part of their AAPI **three references, at least one of whom must have served as a clinical supervisor or directly observed some of the applicant's clinical work.**
- We require applicants to have the following:
 - Applicants must be enrolled in a program currently accredited by APA, CPA, or PCSAS, or enrolled in a program that has successfully COMPLETED at least one of the following concrete accreditation milestones by the application deadline:
 - Submitted for Intent to Apply status
 - Submitted an accreditation self-study
 - Has been granted an APA/CPA/PCSAS accreditation site visit
- 300 hours (minimum) AAPI intervention hours
- 10 hours (minimum) AAPI assessment hours
- 3 years (minimum) of graduate level coursework completed
 - Interns who match to our site must have successfully completed all required coursework (specified by their academic program) prior to the start of internship.
- Doctoral comprehensive exams must be passed by ranking deadline.
- Dissertation proposal must be approved by start of internship.

Applicants will be notified by Friday December 15, 2023 via email regarding whether or not they have been accepted for an interview. Interviews are tentatively scheduled starting the week of January 2, 2024. Because services at CAPS are provided within a culturally relevant framework that intentionally emphasizes social justice, accepted applicants will be invited to interview via Zoom video conferencing. Phone options are available if applicant does not have access to Zoom. Accepted applicants should expect an approximately 45 – 50 minute interview with a group of CAPS staff members.

We do not offer an on-site interview, however if an interviewee wishes to arrange an in-person visit or tour of CAPS or a separate Zoom meeting with the Training Director after the interview process or to contact current interns, they are welcome to contact the Training Director (jay.manalo@wcu.edu) to request this, but this is completely voluntary and not a required part of the interview process.

- For applicants who successfully match to our site, they must also complete a standard human resources job application as part of being a WCU staff member which includes a background check and screening for eligibility requirements (please see links below). This is a standard procedure for all WCU employees as psychology interns are classified as WCU staff.
- Further information and links to policies about employment at WCU are listed in Appendix B.
- Interns are classified as WCU employees and as such must have an authorization to work in the United States of America. Western Carolina University uses E-Verify to confirm employment eligibility of all newly hired employees. Proper documentation of identity and employability are required at the time of employment. To learn more about E-Verify, including your rights and responsibilities, please visit their website.

[Link to the E-Verify Website](#)

- All new employees are required to have listed credentials/degrees verified within 30 days of employment.

Photo of the Tuckaseegee river on a sunny day



OTHER CONSIDERATIONS FOR POTENTIAL APPLICANTS

In considering places to live in the area, we encourage staff and interns to have access to reliable transportation and to be mindful of commute times for their own personal needs, to consider the impact on distance on being able to engage with work related activities, and to consider your own work/life blending.

Our work hours are M – F, 8 AM – 5 PM, and we regularly have meetings and/or client obligations that start at 8 AM and are scheduled till 5 PM.

Staff in the past have typically lived in places such as Cullowhee, Sylva, Dillsboro, Bryson City, Franklin, Waynesville, and Clyde. Please also know that since we are in a rural area, public transportation and pedestrian-friendly options to get to campus are very limited.

We strongly recommend that applicants who successfully match to the WCU CAPS internship program **allow sufficient time to move and get settled in the area prior to the first day of internship** as this can, at times, be a challenge living in a rural community where local businesses can have limited hours. The beginning of the internship year includes an intensive orientation schedule from 8 AM – 5 PM each weekday that may not allow sufficient time for outside errands or other time outside the office. Per the image/text to the right, some local stores/restaurants update their hours on the fly!

Interns are also **required to maintain their own professional (student) liability insurance** during their internship and will provide proof of insurance coverage to the Training Director by the start of internship.

This position is on-site at our Cullowhee campus; the majority of our clients prefer in-person services so the intern must be able to deliver services on-site.

FOR MORE INFORMATION

We hope that you will give strong consideration to submitting your application to our internship program! We wish you all the best in your match process. For more specifics about the content of the internship program, you may request an electronic copy of our training manual by emailing me or referring to our website.

Trainees who have any questions regarding their circumstances, life situation, prior experience, or other concerns as it pertains to their candidacy for the training experience are encouraged to contact the Training Director.

Sincerely,

Michael Jay Manalo, Ph.D., HSP-P, NCC
Associate Director/Training Director/Licensed Psychologist
Pronouns: He/Him/His
Counseling and Psychological Services (CAPS)
Western Carolina University
225 Bird Building
Cullowhee, NC 28723
Office: 828-227-7469
Fax: 828-227-7004
Email: jay.manalo@wcu.edu
Website: [Link to the CAPS website](#)

If you are currently receiving services at WCU CAPS and intend to apply to the training program, you should discuss this with your counselor to avoid potential conflict of interest.

For applicants who are accepted into the training program, they cannot receive WCU CAPS counseling services once they begin their training experience at CAPS.

CAPS can provide community referral information in these situations. You can talk to your counselor more about these options.



Photo of a handwritten restaurant sign that says:
Dear Customers:

We will be closing this restaurant on April 15th (15th is crossed out), 22nd (22nd is crossed out), 23rd to move to a new one. The new restaurant will open on April 20th-25th (20th-25th is crossed out), 30th. Thanks! [smiley face using colon and right parenthesis]

New restaurant: Across street from Pizza Hut Sylva, NC

If you would like to learn more about our office, check out the videos linked below.

[Link to "Welcome to CAPS" video](#)

[Link to Internship Video](#)

ACCREDITATION STATUS

Our doctoral internship in health service psychology is Accredited by the Commission on Accreditation of the American Psychological Association (APA) with a date of initial accreditation as September 27, 2016. Due to delays from the COVID-19 pandemic, APA has informed us that our next accreditation site visit will occur in 2025.

Questions related to the program's accredited status should be directed to the Commission on Accreditation:

Office of Program Consultation and Accreditation
 American Psychological Association
 750 1st Street, NE, Washington, DC 20002
 Phone: (202) 336-5979
 Email: apaaccred@apa.org
 Web: [Link to the APA Accreditation website](#)

Our doctoral psychology internship program is also a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC member number 2132).

APPENDIX A SAMPLE WEEKLY INTERN SCHEDULE

The internship program at CAPS is designed to be a full-time, 2000-hour experience that takes place over 12 months. Interns are expected to work 40 hours per week. At least 20 hours a week (consisting of quick access/triage appointments, group counseling, personal counseling, therapeutic intakes) are spent in face-to-face psychological services to clients. At least 2 hours a week are spent in didactic activities (including seminars, professional development/in-services, and case conferences). Interns receive a minimum of 4 hours a week of supervision (2 hours with a primary supervisor who is a licensed psychologist; 1 hour a week of group (cohort) supervision; 1 hour of additional supervision which could include secondary supervision, supervision of supervision, supervision of group work, or additional cohort supervision). Included on the next two pages are typical weekly intern schedules. Please note that this is an approximation and that the actual number of hours spent in each activity may vary from week to week and from semester to semester.

FACE TO FACE DIRECT CLIENT CONTACT	
(hrs/wk)	
Quick Access (Triage)	6.0
Group Therapy	1.5
Open Clinical Hours	16.0
this includes intakes, personal counseling appointments, therapeutic consultations, psych testing, outreach and consultation, and other direct services	
TOTAL CLIENT CONTACT (approx.)	23.5



Photo of Training Director Jay Manalo with 2022-2023 doctoral interns at the Waterrock Knob Overlook (elevation 5820). Everyone is smiling and wearing purple WCU t-shirts.

Administration (hrs/wk)	
Prep work/Paperwork	5.0
Meetings, committees, additional prep as needed	5.0
TOTAL ADMINISTRATION (approx.)	10

**APPENDIX A (CONT.)
SAMPLE WEEKLY INTERN SCHEDULE**

Training (hrs/wk)		
Primary Individual Supervision	Fall	2
	Spring	2
	Summer	2
Supervision of Group Work	Fall	1
	Spring	0
	Summer	0
Supervision of Supervision	Fall	0
	Spring	1
	Summer	0
Doctoral Cohort (Group) Supervision	Fall	1
	Spring	1
	Summer	2
Seminar	Fall	2
	Spring	2
	Summer	2
Training Director check-in time ("homeroom")	Fall	0.5
	Spring	0.5
	Summer	0.5
TOTAL TRAINING	Fall	6.5
	Spring	6.5
	Summer	6.5

Photo of an aerial view of the campus lightly dusted in white snow



APPENDIX B ADDITIONAL RESOURCES AND POLICIES

From WCU's Office of Equal Opportunity & Diversity Programs:

[Link to homepage of Diversity at WCU Website](#)

WCU Human Resources and Employment Policies

[Link to Human Resources website](#)

[Link to University Policies and Related Procedures website](#)

[University Policy 98 Employment Background Screening](#)

[University Policy 8 Dual Employment](#)

[University Policy 22 Intra-Institutional Professional Activities for Pay](#)

[University Policy 36 Fraudulent Disclosure and Willful Nondisclosure of Information Relating to Applications for State Employment](#)

[University Policy 38 Illegal Drugs and Illegal Use or Abuse of Alcohol](#)

[University Policy 46 Immigration Reform and Control Act of 1986](#)

[University Policy 53 Unlawful Discrimination](#)

[University Policy 57 Employment of Related Persons](#)

[University Policy 58 Improper Relationships between Students and Employees](#)

[University Policy 69 Re-Hiring an Individual Previously Terminated from Employment by WCU](#)

[University Policy 71 Children in the Workplace or Unsupervised on Campus](#)

[University Policy 83 Accommodation of Faculty, Employees, and Applicants with Disabilities](#)



Photo of the 2022-2023 CAPS staff at the 80s prom themed end-of-year party to celebrate the Master's trainees



Photo of the 2022-2023 doctoral interns with Training Director Jay Manalo at the "Thank U, Next" themed end of year party to celebrate the doctoral interns



The CAPS Code bulletin board located in the hallway near the multipurpose room and restrooms.