

## Internship Admissions, Support, and Initial Placement Data

Date Program Tables are updated: 09/15/2021

### Program Disclosures

Does the program or institution require students, trainees, and/or staff (faculty) to comply with specific policies or practices related to the institution's affiliation or purpose? Such policies or practices may include, but are not limited to, admissions, hiring, retention policies, and/or requirements for completion that express mission and values?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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#### If yes, provide website link (or content from brochure) where this specific information is presented:

After applicants 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. This is a standard procedure for all WCU employees as doctoral interns are classified as WCU staff. Further information is available at the following links:

WCU Human Resources <http://hr.wcu.edu>

<https://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/index.aspx>

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 92 Hiring Internationals at Western Carolina University

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. To learn more about E-Verify, including your rights and responsibilities, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify). Proper documentation of identity and employability are required at the time of employment.

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

Western Carolina University is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, and veteran status, consistent with applicable federal, state and local laws, regulations, and policies, and the policies of The University of North Carolina. Additionally, the University promotes the realization of equal employment opportunity for minorities, women, persons with disabilities, and veterans through its affirmative action program.

Persons with disabilities requiring accommodations in the application and interview process please contact the Training Director.

## Internship Program Admissions

**Briefly describe in narrative form important information to assist potential applicants in assessing their likely fit with your program. This description must be consistent with the program's policies on intern selection and practicum and academic preparation requirements:**

Our 2000-hour internship program includes opportunities for quick access appointments, therapeutic intakes, individual and group counseling, crisis intervention, outreach and consultation services, psychological assessment, and supervision of masters-level mental health trainees.

Some distinguishing features of the training program at CAPS include the following: training in the provision of clinical supervision; the opportunity to work with an interdisciplinary team of mental health professionals (including psychologists, counselors, and social workers); experience counseling students of diverse identities in a rural mental health setting; experience providing emergency and crisis related services; a team-oriented, collaborative approach; outreach and consultation partnerships with various WCU departments; and the opportunity to live and work in the beautiful mountains of Western North Carolina.

**Does the program require that applicants have received a minimum number of hours of the following at time of application? If Yes, indicate how many:**

Total Direct Contact Intervention Hours	Yes	Amount: 300
Total Direct Contact Assessment Hours	Yes	Amount: 10

**Describe any other required minimum criteria used to screen applicants:**

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.

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

Applicants from programs that have not completed at least one of the above steps by the application deadline or are not currently accredited by APA/CPA/PCSAS will not be considered at this time.

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

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. For example, we sometimes participate in after-hours or weekend outreach events or at times have to respond in-person to on-campus crises after hours (e.g. if a major campus tragedy happened like a student death, etc.). While these after hours events are more the exception than the rule, they are just something to take into account when looking at places to live. 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 including 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.

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.

**\*\*Please refer to Program Disclosures page of this document regarding background screening and other relevant university policies required for interns as WCU university employees**

**Financial and Other Benefit Support for Upcoming Training Year\***

Annual Stipend/Salary for Full-time Interns	28000
Annual Stipend/Salary for Half-time Interns	N/A
Program provides access to medical insurance for intern?	Yes
<b>If access to medical insurance is provided:</b>	
Trainee contribution to cost required?	Yes (trainee pays 100%)
Coverage of family member(s) available?	Yes (as dependent at additional cost)
Coverage of legally married partner available?	Yes (as dependent at additional cost)
Coverage of domestic partner available?	No
Hours of Annual Paid Personal Time Off (PTO and/or Vacation)	See below
Hours of Annual Paid Sick Leave	See below
In the event of medical conditions and/or family needs that require extended leave, does the program allow reasonable unpaid leave to interns/residents in excess of personal time off and sick leave?	No
<p>Other Benefits (please describe):</p> <p>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.</p> <p>The North Carolina General Assembly approved legislation to create a new health benefit for state employees to comply with the federal Affordable Care Act (ACA), namely the High Deductible Health Plan. Interns may elect within 30 days of internship start date to enroll in the HDHP; it should be noted that there is no employer contribution to HDHP coverage. An overview of this plan is available here:  <a href="https://www.shpnc.org/employee-benefits/high-deductible-health-plan-active-employees">https://www.shpnc.org/employee-benefits/high-deductible-health-plan-active-employees</a></p> <p>If you elected this option, your coverage would start on September 1.</p> <p>Interns can also compare coverage and costs with the general ACA Marketplace plans available through  <a href="https://www.healthcare.gov/">https://www.healthcare.gov/</a></p> <p>Please consult with Human Resources regarding any other current fringe benefits available to temporary hourly employees. More information is also available at <a href="http://hr.wcu.edu">http://hr.wcu.edu</a>.</p> <p>Please refer to CAPS website and doc intern brochure for other benefit info:  <a href="https://www.wcu.edu/experience/health-and-wellness/caps/capstraining.aspx">https://www.wcu.edu/experience/health-and-wellness/caps/capstraining.aspx</a></p>	
<p>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, 2022. 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.</p> <p>Other fringe benefits: Personal offices with desktop PC, iPad, &amp; 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 with indoor track, cardio equipment, free weights, basketball court, group exercise classes, rock climbing &amp; bouldering wall, Adventure Shop for outdoor equipment rental, access to campus pool, etc.); other state employee optional discounts; access to athletic events; ongoing theater and cultural events through Bardo Fine and Performing Arts Center.</p>	

\*Note. Programs are not required by the Commission on Accreditation to provide all benefits listed in this table

## Initial Post-Internship Positions

(Provide an Aggregated Tally for the Preceding 3 Cohorts)

	2017-2020	
Total # of interns who were in the 3 cohorts	9	
Total # of interns who did not seek employment because they returned to their doctoral program/are completing doctoral degree	1	
	<b>PD</b>	<b>EP</b>
Academic teaching		1
Community mental health center		
Consortium		
University Counseling Center	2	1
Hospital/Medical Center		
Veterans Affairs Health Care System		
Psychiatric facility		
Correctional facility		
Health maintenance organization	1	
School district/system		
Independent practice setting	1	1
Other		1

Note: "PD" = Post-doctoral residency position; "EP" = Employed Position. Each individual represented in this table should be counted only one time. For former trainees working in more than one setting, select the setting that represents their primary position.