

**Western Carolina University**

**Counseling & Psychological Services (CAPS)**

[**http://caps.wcu.edu**](http://caps.wcu.edu)

225 Bird Building

Cullowhee, NC 28723

828.227.7469 tel | 828.227.7004 fax

**Doctoral Psychology Practicum Training Position for 2021-2022**

**About CAPS**

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. This aim is achieved through promotion, facilitation, recommendation and provision of mental health services for the University community.

At CAPS, we value:

* Intentional responsiveness within ourselves and with others created by collaboration, communicated and conducted authentically
* Relationships that are rooted in trust and nurtured by open communication
* Knowledge obtained through lifelong learning and shared through mentoring
* Wellness modeled on an individual and organizational level fostered by respect and intentionality

CAPS provides free and confidential psychological services for WCU students including individual and group therapy. We also provide consultation, outreach programming, crisis intervention, some limited psychological assessment, and referral services. Clients present with a variety of difficulties ranging from relatively serious mental and behavioral disorders to normal developmental adjustment problems. The majority of our clients are of traditional college age. There are frequent opportunities to work with clients from diverse cultural backgrounds including race/ethnicity, age, SES, sexual orientation, gender identity, disability status, etc. CAPS places a strong emphasis on valuing diversity of clients and staff alike.

CAPS utilizes a short-term, goal-oriented approach to counseling in order to efficiently and effectively meet the needs of WCU students. We also value a preventative approach to service delivery and maintain active outreach and consultation services to university students, faculty, and students’ families.

**CAPS Code**

CAPS also abides by the CAPS CODE (as developed by WCU CAPS Diversity Committee) –

CONNECTION OPENNESS DIVERSITY EQUITY

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.

**The Training Experience**

The mission of the training program at CAPS is to promote the development of clinical skills and professional 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.

CAPS is pleased to offer 1 training position for a doctoral psychology practicum student (pre-internship experience). We are committed to providing a high-quality practicum experience that facilitates your development both professionally and personally.

Experiences offered to CAPS trainees include the following:

* Therapeutic Intakes and Individual counseling with clients whose presenting problems range from developmental or adjustment concerns to serious mental illness and/or personality disorders.
* Potential co-leadership of counseling groups and/or ongoing workshop series when available.
* Quick Access initial appointments/screenings
* Potential outreach and consultation services for the campus community when available and based on interest.
* Supervision utilizing digital video equipment
* Professional development opportunities via staff in-services when available
* Opportunities to participate in case consultation with other staff members when available

**Requirements**

* Endorsement of doctoral program in Psychology for readiness to participate in a two-semester practical training experience during academic year.
* Coordination with member of graduate faculty to establish experience objectives, evaluation criteria, and feedback procedures.
* Successful completion of core graduate level course work; it is strongly recommended that coursework on Advanced Psychopathology, DSM 5, Counseling Skills, Ethics/Legal Issues is completed prior to the start of training.
* We require all trainees to carry professional (student) liability insurance.
* We expect an academic year (two semester, fall & spring) commitment. We ask for a minimum of 16 hours (two days) per week commitment plus additional hours off site that can be flexed for paperwork, meetings, etc (up to 20 hours/wk total).
* Doctoral psychology practicum trainees must participate in orientation/training activities prior to the start of classes in the fall semester.

**Other Considerations for Potential Applicants:**

* If you are currently receiving services at 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 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.

**COVID-19 Information (updated 2/2/2021)**

We would like to make applicants aware that we are currently taking the following precautions at WCU CAPS to protect the physical and emotional health and safety of CAPS staff, trainees, and clients:

* All interviews for practicum applicants (who are offered an interview) will be conducted via Zoom.
* As of spring 2020, we have been providing the vast majority of services to our clients via telemental health over Zoom. While we do offer some limited in-person appointments for students (particularly for crisis related concerns), no trainee or staff member is required to provide in-person services if they are uncomfortable doing so. Our limited, in-person appointments with students are only conducted with masks on and in our larger meeting rooms to permit physical distancing.
* As of fall 2020, all CAPS groups have been offered virtually via Zoom. Outreach has similarly been adapted to be online or outdoors with physical distancing measures.
* As an agency, all our staff members and trainees are required to have some designated days per week that they work physically on-site in the office to maintain operations and to support potential crisis related needs for students. We expect our practicum trainees to perform client related services (e.g. telemental health appointments) when physically on-site from the CAPS office. However, we currently (as of fall 2020) offer our practicum trainees the option of telecommuting on other days when performing indirect services (e.g. paperwork, meetings) according to a consistent schedule of pre-determined hours per week once they have been cleared to do so by their supervisors.
* All trainees have access to their own private office spaces on days they are in the office.
* All staff and trainees have remote access to our recordkeeping and scheduling system (Titanium) via a secure virtual desktop that allows secure access from personal devices on or off campus.
* As of mid-December 2020, campus policy is that face coverings must be worn indoors at all times unless you are alone in a fully enclosed workspace, such as an office with the door closed, and have no expectation of interacting with another person in that space. Face coverings must be worn outdoors if it is not possible to consistently be physically distant by more than six feet from non-household members.
* All staff meetings, supervisions, and trainings will have a Zoom or physically distanced option for attendees.
* Our office and campus housekeeping have implemented enhanced sanitation and cleaning protocols. Our office keeps sanitizing supplies and hand sanitizer available in readily accessible areas and in all offices.
* COVID-19 testing (including rapid testing) is available both on campus and in the community.

During this unprecedented time, it is of course possible that experiences outlined in this brochure as well as other operations at CAPS may change in order to continue to promote the physical and emotional health and safety of CAPS staff, trainees, and clients.

Applicants with concerns related to COVID-19 are encouraged to share these with the Training Director ([jay.manalo@wcu.edu](mailto:jay.manalo@wcu.edu)).

All CAPS staff and trainees (along with all members of the broader WCU community) are expected to comply with WCU COVID-19 mandates, including the Catamounts Care Community Standards:

<https://www.wcu.edu/operations-procedures/community-standards.aspx>

WCU campus-related COVID-19 updates can be found at:

<https://www.wcu.edu/coronavirus/index.aspx>

**REQUIREMENTS FOR DOCTORAL PSYCHOLOGY PRACTICUM**

The clinical psychology doctoral practicum is designed to fulfill the Psychology Department’s requirement for doctoral practicum placement as well as to provide you with a high-quality supervision and training experience. We expect an academic year (two semester, fall & spring) commitment. We ask for a minimum of 16 hours (two days) per week commitment plus additional hours off site that can be flexed for paperwork, meetings, etc (up to 20 hours/wk total).

The following outlines the activities you will participate in at CAPS during your practicum with us. There are also many optional activities that are available to you, depending upon availability.

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| --- | --- |
| **Clinical/Direct Service** | **Estimated Hours Per Week** |
| Individual Psychotherapy | 7 - 11 |
| Group Psychotherapy | 0 – 1 (optional) |
| Intakes | 2 - 3 |
| Outreach/Consultation | 0 – 1 (optional) |
| Quick Access | 0 – 2 (spring only) |
| **Total Clinical/Direct Service:** 7 - 14 hours/week | |
| **Supervision/Training** | **Estimated Hours Per Week** |
| Individual Supervision | 1 |
| **Total Supervision/Training:** 1 hour/week | |
| **Administration/Miscellaneous** | **Estimated Hours Per Week** |
| Case Conferences | 0.5 |
| Prep Work/Paperwork/Meetings | 8 |
| Professional Development | 0 - 0.5 |
| **Total Administration/Miscellaneous:** 8 – 10 hours/week | |
| **Total Hours:** 20 hours/week | |

There is also an orientation session which is usually scheduled prior to the beginning to Fall semester.

**APPLICATION PROCEDURES**

1. Forward a completed application form and a current CV to us in electronic format. Electronic copies can be submitted to [jay.manalo@wcu.edu](mailto:jay.manalo@wcu.edu) or faxed to 828-227-7004. **Applications should be submitted by 5:00 PM EST Monday March 15, 2021.**
2. Arrange to have two (2) WCU CAPS doctoral psychology practicum reference forms (see separate document) e-mailed to [jay.manalo@wcu.edu](mailto:jay.manalo@wcu.edu) or faxed to 828-227-7004 **by 5:00 PM EST Monday March 15, 2021. Reference writers must complete the provided WCU CAPS reference forms (not a standard letter of recommendation).**
3. Applicants selected for interviews will be contacted by **Friday, March 19th, 2021. Interviews are tentatively scheduled for the week of March 22nd, 2021**. If you are selected for an interview, additional details regarding the interview process will be given to you at that time.

**Please direct inquiries and/or applications and recommendation forms to:**

Michael Jay Manalo, Ph.D., HSP-P, NCC

Training Director

[jay.manalo@wcu.edu](mailto:jay.manalo@wcu.edu)

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Thank you for your interest. We look forward to considering your application.

**APPLICATION FOR 2021 - 2022 DOCTORAL PSYCHOLOGY PRACTICUM**

**WCU Counseling & Psychological Services (CAPS)**

Name You Go By Click or tap here to enter text.

Pronouns Click or tap here to enter text.

Today’s Date Click or tap to enter a date.

Current Mailing Address Click or tap here to enter text.

Home Phone Click or tap here to enter text.

Office Phone Click or tap here to enter text.

Cell Phone Click or tap here to enter text.

Email Address Click or tap here to enter text.

Summer Mailing Address Click or tap here to enter text.

Summer Contact Phone Click or tap here to enter text.

Summer Email Address Click or tap here to enter text.

(many grad assistant accounts get deactivated over the summer, so please provide us with an email address you can access over the summer)

I have approval from my academic department to apply for this practicum/internship/field placement.

**PLEASE INCLUDE A COPY OF YOUR CV WITH THIS APPLICATION.** Feel free to attach additional sheets for your CV or items below as necessary.

Relevant Prior Master’s or Current Doctoral Level Courses Completed (including courses enrolled in this semester) – please feel free to attach additional sheets if necessary:

Relevant Background and Experience (including any prior master’s or doctoral practicum experiences) – please feel free to attach additional sheets if necessary:

Please describe your interest in working with us at CAPS (i.e., why did you pick us?): Feel free to attach additional sheets for your response as necessary.

What are your goals for your training experience at CAPS? Feel free to attach additional sheets for your response as necessary.

Please list the names & contact info for two references. **PLEASE HAVE THE PERSONS LISTED SEND REFERENCE FORMS VIA EMAIL OR FAX TO CAPS AT ADDRESS BELOW. Reference writers must complete the provided WCU CAPS reference forms (not a standard letter of recommendation).**

Reference 1 Name/Contact info: Click or tap here to enter text.

Reference 2 Name/Contact info: Click or tap here to enter text.

Applicant's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return to:**

**Michael Jay Manalo, Ph.D., HSP-P, NCC |** [jay.manalo@wcu.edu](mailto:jay.manalo@wcu.edu) **| WCU Counseling & Psychological Services**

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