



**TheChicagoSchool<sup>®</sup>**  
of Professional Psychology

Counseling Center  
at West Los Angeles

**Doctoral Internship  
Training Program in Professional Psychology  
2016-2017**



1990 Westwood Boulevard, Suite 330

Los Angeles, CA 90025  
counselingcenters.tcs.org  
**TCSPP Counseling Center at West Los Angeles**  
**Doctoral Internship Training Program in Professional Psychology**

**Eligibility**

The **TCSPP Counseling Centers Doctoral Internship Program 2016-17** is open to any student from a TCSPP academic program who is internship-eligible. Students should have at least 1000 hours of supervised experience prior to beginning the internship and be in good academic standing.

All applicants must submit transcripts from their academic degree program along with their DCT Verification Letter, and three letters of reference. At least two letters of reference must be from individuals familiar with the applicant's clinical work, preferable from direct clinical supervisors.

**Please include the following to your application:**

1. **Cover Letter**
2. **Resume**
3. **Transcript for your Doctoral degree program**
4. **DCT Verification Letter**
5. **Three letters of Recommendation** (at least two letters must come from someone directly knowledgeable about your clinical work).
6. **Personal Statement:**  
Please answer the following questions.
  - Describe how your life experiences have influenced your choice to pursue a career in clinical work.
  - How would you best describe your current approach to clinical work?
  - What are your professional goals?
7. **Sample Assessment Report** (with all confidential information removed)

*TCSPP Counseling Center at West Los Angeles is excited to announce that our doctoral internship was granted APPIC membership effective November 12, 2015. All applicants must apply through the APPIC website. Information about the AAPI Online, along with instructions about how to access the service, can be found at [www.appic.org](http://www.appic.org).*

*The Chicago School of Professional Psychology Counseling Center Doctoral Internship Training Program in Professional Psychology is not accredited by the American Psychological Association. Further information about APA accreditation may be accessed by contacting the American Psychological Association's Office of Program Consultation and Accreditation: 750 First St, NE , Washington, DC 20002-4242, Telephone: (202) 336-5979 , TDD/TTY: (202) 336-6123*

**Application deadline is: December 4, 2015**

Any questions should be addressed to: Daun Baker, Ph.D. Associate Provost, Office of Training [dbaker@thechicagoschool.edu](mailto:dbaker@thechicagoschool.edu) 310-481-5900 e-mail preferred.

**Interviews**

After an initial round of applicant evaluations, based on the emailed applications only, a group of applicants will be selected and invited for in-person interviews. Applicants will be notified in by Friday, December 11, 2015 if they are being invited, and will be able to request their preferred interview date. Interviews will take place between January 29, 2016 and February 5, 2016. If you have not heard back from us by January 29, 2016, please email Dr. Baker to inquire.

**Appointments**

There will be two full-time positions offered at our West Los Angeles Counseling Centers for the 2016-2017 training year, which runs from August 1, 2016 to July 31, 2017. There is an annual stipend of \$27,500 per position.

**Additional Benefits**

Interns are eligible for health insurance benefits and may choose among the options available to other TCSP employees.

The internship program is based on a 40 hour week, for twelve months, with university holidays, benefits, and vacation. The program begins the first week of August and is completed one year later. The total training comprises 2000 hours inclusive of holidays and vacation days. Each intern has her/his own office, equipped with a computer, internet access, digital recording technology, and voice mail. Printing is available on site. As TCSP employees, interns have TCSP employee e-mail accounts, and access to library resources.

**Vacation and Holidays**

The TCSP Counseling Center is closed the week between Christmas Day and New Year's Day as well as on the following national holidays:

Labor Day	September 5, 2016
Veteran's Day	November 11, 2016

Thanksgiving Holiday	November 24, 25, 2016
Christmas Day	December 25, 2015
New Year's Day	January 1, 2015
Martin Luther King Day	January 16, 2017
Easter Sunday	April 16, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017

Interns are entitled to take an additional five days of vacation. Vacation days should be approved by your individual supervisor and Director of Counseling Centers at least one month prior to the start of your vacation. Requests for vacation should be made through ADP, our online payroll system. It is expected that vacation days are not taken during the first two months or last two months of the internship year.

Interns are also allotted up to five days for professional development and accrue up to ten days of sick leave. Interns can expect to accrue 1936 hours during the training year if they utilize their full vacation and holiday leave.

### **About The Chicago School of Professional Psychology Counseling Centers**

The Chicago School of Professional Psychology Counseling Centers in West Los Angeles and Irvine are non-profit community mental health centers dedicated to providing high-quality and affordable mental health services to underserved members of the greater Los Angeles and Orange County communities and serving as a high-quality training sites for our students. Our Counseling Centers are affiliated with The Chicago School of Professional Psychology (TCSPP) whose mission is to integrate theory, professional practice, and innovation, to provide an excellent education for careers in psychology and related behavioral and health sciences. The school is committed to service and embraces the diverse communities of our society. The TCSPP mission and accompanying values of education, innovation, service, and community are brought to life through our Counseling Centers, services and training program.

The TCSPP Counseling Centers have been part of the Southern California landscape for more than 35 years. The Chicago School of Professional Psychology established its first west coast campus in 2009 in the downtown Los Angeles. Around the same time, TCSPP acquired the California Graduate Institute, which had two campuses and counseling centers in the communities of Westwood and Irvine, allowing TCSPP venues to develop the high-quality practicum and internship programs we have today.

We built out a new Counseling Center space at our Irvine campus in spring 2014 and in May 2015, our Counseling Center in Westwood moved to a new location, just a few miles away in West Los Angeles. We have a beautiful new center with 18 treatment rooms, state of the art video recording equipment, spacious work room, kitchen, and adjacent classroom for didactic training. Both our centers offer practicum training programs and an MFT internship program. Our doctoral training program is exclusive to our West Los Angeles center.

Our West Los Angeles center's clinical staff includes 4 licensed psychologists, a licensed MFT who serves as our intake coordinator, 6 MFT Interns, a practicum cohort which ranges from 20-25 students each year, and two doctoral interns. All are supported by our front office administrative support staff.

We provide services for clients ages 5 and older and focus our services on meeting the needs of the diverse members of our communities. We have a wide referral network which includes other community mental health agencies, mental health professionals in private practice, local universities, colleges, and schools, medical clinics, physicians, and our website. We are proud to say that a large number of our referrals come from current and past patients.

### **Location**

The TCSPP Counseling Center at West Los Angeles is located within a geographically-desirable area with easy access by freeway or public transportation. West Los Angeles is a vibrant community filled with great eateries, movie theaters, and shopping. Our center's location also reflects the great diversity of Los Angeles County as our surrounding neighborhood is within the heart of "Persian Square" and just blocks from "Sawtelle Japantown" in West Los Angeles, which is also home to the J. Paul Getty Museum, the Museum of Tolerance, the Ahmanson Museum.

### **Training Program Philosophy**

Internship is a time to develop one's professional skills and identity as a therapist. The intent of the TCSPPCC doctoral internship is to provide a broadly-based training program to move interns towards entry-level post-graduate professional psychology practice. We offer training in a variety of areas related to the mental health profession and attempt to provide an atmosphere that is conducive to learning by giving interns an appropriate blend of support and challenge. We view interns as emerging professionals and treat them accordingly by providing a balance of autonomy and structure. At the same time, we try to provide the professional and emotional support necessary to allow for growth and development. We focus on interns' strengths and challenges and attempt to facilitate interns' growth throughout the course of the year.

Evaluation and feedback are important parts of the internship training program experience. Clinical supervisors, group supervisors, and members of the training staff evaluate and provide formal feedback two times a year. This feedback focuses on the development and progress of each intern, with the focus always being on helping interns identify areas of strength and areas for growth. Interns, in turn, evaluate their clinical supervisors and the training program two times each year, at the midpoint in training and at the end.

Interns will have the opportunity to engage in the multiple roles of working at the Counseling Centers which include providing psychotherapy services (individual, couples, family, and group therapy), assessment, crisis intervention, referral, consultation, outreach workshops,

participation in training seminars and professional development activities. Our supervisory staff utilizes multiple theoretical orientations and we provide a wide variety of supervision, training, community outreach, and clinical services to achieve program goals and objectives. Each intern will design their own individually-tailored training program at the beginning of the internship year with the assistance of his/her supervisor(s) and the Director of Counseling Center to ensure program goals and objectives will be met.

### **Program Goals & Objectives**

The Chicago School Counseling Centers' doctoral Internship seeks to provide a wide variety of clinical experiences and training to facilitate the transition from intern to entry-level professional psychologist. Our training program has four primary goals with concomitant objectives that support these goals:

#### **Goal 1: Development of entry-level professionals who possess a broad range of clinical skills:**

- a. Initial screening, interviewing, and assessment
- b. Case conceptualization and treatment planning
- c. Knowledge of and application of evidence-based theory and practices
- d. Application of psychotherapeutic interventions from a variety of modalities tailored to diverse populations
- e. Risk management and crisis intervention
- f. Psycho-diagnostic testing

#### **Goal 2: Development of professional knowledge, behavior, skills, and attitudes in areas of:**

- a. Ethical, legal and professional standards
- b. Application of ethical, legal, and professional standards in systematic ethical decision-making
- c. Professional judgment
- d. Professional comportment with supervisors, colleagues, clinical staff, and clients
- e. Development of a professional identity as a psychologist
- f. Administrative and charting responsibilities

#### **Goal 3: Development of skills, knowledge and attitudes in the area of diversity:**

- a. Knowledge about multicultural and individual diversity
- b. Awareness of one's own cultural background and biases
- c. The capacity to integrate self-awareness and awareness of others to provide effective services across diverse populations

#### **Goal 4: Development of skills and knowledge of systems, consultation, training and community outreach**

- a. Comprehensive case consultation
- b. Community outreach design, provision, and evaluation
- c. Leadership and program review
- d. Supervision theory and methods including the provision of supervision to beginning clinicians

#### **Intern Evaluation**

All interns will receive a written evaluation twice yearly, with baseline competencies established at the outset of the training year. The feedback in the written evaluations will be consistent with the informal feedback received in weekly supervision sessions. The supervisor and intern will discuss the written evaluation prior to its submission to the Director of Counseling Centers for inclusion in the intern's file. The evaluation will be signed by the individual supervisor and the intern. The intern's signature on this document does not necessarily reflect agreement with the content, but rather that the document has been presented to the intern. The intern may provide a written reaction to the evaluation report. The evaluation report and any additional material must be submitted to the Director of Counseling Centers for inclusion in the intern's file.

Interns must receive a minimum of "3" or Meets Expectations across all objectives outlined in the TCSPCC Doctoral Internship Training Program Competencies Progress Report. This evaluation is intended to measure intern progress towards meeting program goals and objectives. Interns who do not meet this standard will be put on a performance improvement plan, with the expectation that the intern follows this plan.

#### **Statement of Non-discrimination**

The Chicago School of Professional Psychology Counseling Center acknowledges its ethical and statutory responsibility to afford equal treatment and equal opportunity to all persons, and thus complies with all applicable laws and directives which promulgate non-discrimination and equality of opportunity. In keeping with the spirit and letter of the law, The Chicago School of Professional Psychology Counseling Center prohibits discrimination against its employees, interns, and applicants based on race, gender, religion, age, national ancestry of origin, sexual orientation, disability, marital status, sources of income, military discharge status, or other impermissible reason; sexual harassment is also prohibited. The Chicago School of Professional Psychology Counseling Center admits interns of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to interns at the center. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its policies or recruitment policies. The Chicago School of Professional

Psychology Counseling Center also bars retaliation against an employee, intern, or applicant who files a complaint of discrimination against the administration and/or staff members.

### **TCSPP Services Counseling Center Services**

Services provided by TCSPP Counseling Centers fall into three main categories: clinical, outreach/consultation, and training. Intern activities within each area are outlined below.

#### **Clinical Services**

Doctoral interns, with supervisor consultation, will learn to manage their client load to keep direct clinical service at approximately 40% of their work time. Direct Service may include individual (adult, adolescent, or child), couple, family, or group therapy. In addition, interns will have the opportunity to participate in our psycho-diagnostic testing program by administering, scoring, interpreting and writing assessment reports.

#### **Outreach/Consultation**

Each intern will develop and implement two Outreach Presentations within the training year. The intern will respond to requests from the community, and/or develop and market a presentation program to address clinical issues or meet community needs.

#### **Program Development**

All interns are encouraged to participate in program development by helping to design group curriculum, providing didactic presentations, assisting in grant development, and program review.

#### **Supervision of 1<sup>st</sup> year Practicum Students**

Interns will co-facilitate a weekly, one-hour support group for 1st year practicum students. This work is supported by intern attendance at the weekly Supervision of Supervision group.

#### **Grand Rounds**

Each intern will provide a Grand Rounds case presentation to the Counseling Center Staff. The presentation will take place in the spring and be focused on a case which is representative of the work the intern has completed during his/her tenure at the Counseling Center.

#### **Training**

**Orientation:** Three days intensive training designed to introduce TCSPP Counseling Centers, our various service delivery areas, and to outline the intern's expectations. There is also time to

meet staff and intern peers, and for logistics such as setting up computer and email systems and settling into office spaces.

**Supervision:** All interns will receive two hours of individual supervision and two hours of group supervision per week. Individual supervision will focus on the interns own cases. Additional opportunities for adjunct supervision as needed for groups, specialized assessments, consultation, and outreach activities. Consistent with the APA Ethical Code, interns may be encouraged but not required to explore personal experiences that could facilitate or hinder the intern in providing clinical services.

**Assessment:** On-going two-hour weekly seminar in Assessment beginning the second week in August. Additional assessment supervision is available on a case-by-case basis. Interns are expected to complete at least four full-battery testing cases during their internship year.

**Outreach/Consultation:** Three-hour module in early September, with individual follow-up during fall term.

**Multicultural Seminar:** Monthly two-hour meeting to discuss the cultural components of direct service, supervision, and programming.

**Supervision of Supervision:** Weekly one-hour meeting with discussion and tape review of supervisory sessions.

**Didactic Trainings:** Two-hours weekly to address current topics in professional psychology and topics of interest to intern class.

**Additional Learning Supports:** One-hour weekly Staff Meeting with all interns and permanent staff

**Intern Socialization:** One –hour weekly meeting between interns to provide consistent time for sharing about the intern experience and developing collegial support.

## Sample Doctoral Intern Schedule

<b>Service Provision</b>	<b>Hours/Week</b>
Individual, Couple, Family, or Group Therapy	16-18
Intake	2-4
Supervision	
Individual	2
Group	2
Supervision of Supervision	1
Staff Meeting	1
Didactic	2
Assessment Seminar	2
Dissertation/Research	2
Charting/Administrative Tasks	5-6
Intern Socialization	1
<b>TOTAL</b>	<b>36-40</b>
Miscellaneous	
Outreach	1-2
Assessment	2-4
Multicultural Seminar	2
Program Review	2-4