

TRAINING POLICIES & PROCEDURES

Nondiscrimination Policies

The staff members of the Sam Houston State University Counseling Center are sensitive to the diversity and richness that are an essential element of the human experience. As a staff, we are devoted to honoring the differences that are represented by gender, ethnicity, race, sexual orientation, age, religious beliefs, social/economic class, outward appearance, body size/shape, disability, impairment, and political ideology. In addition, we are committed to confronting, in all of their various forms, prejudice, discrimination, and oppression.

Diversity is an important reality of our daily lives. We value the benefits that come from living and working in a multicultural campus community. Therefore, we endeavor to be accepting, supportive, respectful, affirming, and open-minded of those from diverse backgrounds. Our goal is to live out this value amongst ourselves, with our clients, and across the campus community. Our aim is for our daily interactions to honor the diversity among us.

Preparing Psychologists to Work with a Diverse Public

The SHSU Counseling Staff fully support the training of psychologists who are competent to serve all members of the public and endorse the principles outlined in Preparing Professional Psychologists to Serve a Diverse Public, APA's statement developed by the Education Directorate's Working Group and approved by APA's Board of Educational Affairs (BEA). Additionally, as an agency of the State of Texas and arm of government, SHSU must ensure equal access to all students and ensure compliance with the University's nondiscrimination statement, specifically:

instructions are available on the front page of the AAPI Online, as well as instructions for each separate section of the application.

4. The AAPI Online also includes a cover letter, 4 essays, a vita, graduate transcripts, and three letters of recommendation.
5. We fully endorse the APPIC policy summarized in the following statement: "This internship site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept or use any rank-related information from any intern applicant."
6. Internship applications are reviewed by the Training Director, the Counseling Center senior staff members as well current interns for professional development purposes. Applications are reviewed with attention to match between the applicant's training goals, career experiences, and goals of the internship program.
7. The Selection Committee reviews applicants between the second and last week of November.
8. Zoom interviews are scheduled for the first three weeks of December and first weeks of January.
9. Please note that a background check is required for all new employees.

Internship Duration, Stipend, and Other Benefits

Interns are in an employment at will relationship with the Sam Houston State University. Salary: The internship appointment period begins early August and ends one calendar year later and earns a stipend of \$5,568 for 12 months. Interns receive their salary in bi-monthly increments. Interns are full time (40 hours per week), benefit-eligible university employees. Interns receive the same basic benefits as other Sam Houston State University staff that include health insurance, paid sick leave and vacations, university holidays (approximately 31 days annually), access to fitness center, and use of the library. For more information on SHSU staff benefits, please visit <http://www.shsu.edu/dept/hr/>.

Sick Leave Per university policy, sick leave of more than three consecutive days requires the employee submit a doctor's note when returning to work. The doctor's note must accompany the vacation leave report for that pay period's leave report. Vacation leave is substituted for sick leave only after all available sick leave hours are exhausted. Sick leave cannot substitute for vacation leave. Sick leave entitlement is earned at the rate of eight (8) hours for each month.

Vacation Leave Staff employees and faculty with twelve-month appointments shall be entitled to a vacation in each fiscal year without deduction in salary. Such entitlement shall be earned in accordance with the following schedule based on full-time employment:

Employees with Total	160	175	190	205	220	235	250	265	280	295	310	325	340	355	370	385	400	415	430	445	460	475	490	505	520	535	550	565	580	595	610	625	640	655	670	685	700	715	730	745	760	775	790	805	820	835	850	865	880	895	910	925	940	955	970	985	1000
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Flex Time Flex time is accrued through scheduled evening hours, or for outreach presentations or crisis interventions that occur after hours. Additionally, two hours of flex time are earned for each week a clinician is on call.

Minimum Standards for Successful Completion of the Internship

Interns shall meet the following standards to successfully complete the SHSU Counseling Center internship:

1. Must meet the Minimum Level of Achievement on all competency areas that form the foundation of this internship, as described earlier in this manual. An intern meets this standard when (on their final written evaluation) the intern:
 - a. Receives a score of Competence for Entry Level Practice on each element under a competency.
2. Receives a score of "Pass" on both the case and assessment presentations.
3. Completion of Intern Legacy Project.
4. Accrued a minimum of 2000 total internship working hours; and
 - a. A minimum of 25% (500 hours) of the intern's total internship hours are in the category of direct service.
 - b. Maintains a caseload of approximately 16 individual clients.
 - c. Leads or co-leads two groups per semester.
 - d. Completes 6 outreach presentations (one that is diversity related to be discussed in Self Awareness Seminar)
 - e. Completes 3 psychoeducational assessments during the training year.

Upon successful completion of the Counseling Center internship, interns are presented with certificates documenting the satisfactory completion of all requirements of the doctoral internship program in professional psychology. See Appendix F for the Internship Completion Requirement Tracking Sheet.

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with special consideration given to the unique requirements and competencies required by the intern's profession as detailed in guidance from the American Psychological Association and state law. The following procedures will be initiated:

- 1.

No Applicant

Complete

The content of the schedule modification will include:

1. a description of the intern's unsatisfactory performance;
- 2.

fulfilling the functions of the internship. The intern will be informed of the probation in a written statement which includes:

- a) the specific behaviors which brought about the probation.
- b) the recommendations for rectifying the problem.
- c) the time frame for the probation, during which the intern is expected to address the behavior(s) in question to resume their responsibilities; and
- d) what the intern must do to demonstrate that they have addressed the identified behavior(s).

In addition, probation may also include Schedule Modification. A written statement will be included to describe the modification of services. Any number of modifications to an intern's schedule may be implemented, including, without limit to:

- a) increased supervision and instruction by previously assigned supervisors and/or other staff.
- b) changes in the format, emphasis, and/or focus of supervision.
- c) a recommendation of steps to assist the intern to adequately perform their professional responsibilities by resolving issues which impact performance;
- d) recommending personal therapy.
- e) reducing the intern's clinical or other workload; or
- f) requiring specific academic coursework or readings.

A copy of the probation, with or without schedule modification, including information regarding the length of the modification period (if applicable) will be kept in the intern's file and a copy will be forwarded to the intern's DCT. A copy of the Probation statement will be included in the intern's file and a copy forwarded to the intern's DCT and verbal consultation may take place regarding the intern's problematic behavior.

If the Training Director in consultation with the primary supervisor and Director of the Counseling Center determines that there has not been sufficient improvement to remove the Probation, then the Training Director, in consultation with the primary supervisor and Director of the Counseling Center will consider further appropriate courses of action. The Training Director will notify the intern and the Director of the Counseling Center in writing that the conditions for removing the probation have not been met. This notice will include further course of action decided upon by the Training Director in consultation with the primary supervisor and Director of the Counseling Center, which may include continuation of the previous remediation efforts for an additional specific time period. This notification will be in writing and saved in the intern's file and a copy will be forwarded to the intern's DCT. In addition, the Training Director will notify the intern and the intern's DCT if the behavior in question is not corrected, the intern will not successfully complete the internship.

If the intern successfully responds to the concerns, a written statement that the concern was addressed successfully and that the intern was returned to nonprobationary status and a regular schedule of activities will be attached to the original Probation statement in the intern's file and a copy forwarded to the intern's DCT.

Suspension of Direct Service Activities requires a determination that the welfare of the intern's clients or consultees has been jeopardized by the trainee. Therefore, direct service activities will be suspended for a specified period of time as determined by the Training Director in consultation with the intern's Director of Clinical Training (DCT). The intern and the intern's academic program will be informed in writing of the decision to include the reason for the suspension and the length of the suspension. At end of the suspension period, the Training Director in consultation with the intern's primary supervisor,

If an intern has a complaint against a member of the Counseling Center staff, the intern should first attempt to discuss their concern(s) with the staff member involved. If this mode of action is insufficient to resolve the situation, then intern may:

- a) seek consultation and guidance by bringing their concern to a supervisor,
- b) consult with the Training Director if the concern is regarding a supervisor,
- c) or consult with the Director of the Counseling Center if the concern relates to the Training Director.

Alternatively, an intern can file a grievance as detailed in the SHSU Dispute Resolution and Formal Grievance Procedure. See SHSU-077 Policy at

https://www.shsu.edu/intranet/policies/finop/human_resources/documents/HR06+Dispute+Resolution+and+Formal+Grievance.pdf

Sexual harassment is also prohibited under university policy. Any intern who is not able to resolve a complaint related to alleged discrimination or sexual harassment within the Counseling Center may seek advice and assistance through the Office of Equity & Title IX. Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University's Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII. Information regarding the Texas State University System Sexual Misconduct Policy and Procedures may be found at:

<http://www.shsu.edu/titleix/SexualMisconduct.pdf>

Contact Information:

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Procedures for Complaints Against Counseling Center Staff

Step 1: Informal Resolution
The intern should include an attempt to resolve the concern with the person directly involved. The intern may wish to consult with their primary supervisor, or if the primary supervisor is the subject of the concern then with a secondary supervisor or the Training Director. This first step in this process is consistent with the APA ethical guidelines concerning informal grievance procedures. When discussing the concern with the person directly involved is not possible or the concern persists after attempts at informal resolution, then the intern should proceed to the second step.

Step 2: Written Statement
The written complaint should specify in objective, behavioral terms the nature of the problem. Date and approximate times of alleged problematic behavior may also be helpful. Finally, the written statement should include a description of previous attempts to resolve the problem.

Within five (5) working days, the primary supervisor will provide written notification to the person (or persons) with whom the complaint exists. Along with the notification, the person grieved against will

Should the intern disagree with the assessment of performance or decision of the Director of the Counseling Center or Training Director, the intern may initiate a Grievance under the SHSU Dispute Resolution and Formal Grievance Procedure, Human Resources Policy HR

Maintenance of Records

An educational record of intern training experiences is retained by the program. This record will contain, at minimum:

- xAcceptance Letter
- xMOU Supervision Agreement
- xLearning Goals Contract
- xIntern Self-Assessment
- xProof of Liability Insurance
- xFormal Evaluations
- xCorrespondence with intern's Director of Clinical Training
- xCopies for formal case presentations and evaluations
- xCopies of other presentations and evaluations as relevant
- xDocumentation of hours completed during internship
- xDocumentation of Remediation Plans and Outcomes (if executed)
- xCopy of Certificate of completion
- xCopies of licensing materials or other forms completed on behalf of the intern