



## **INTERN PERFORMANCE EVALUATION, FEEDBACK, RETENTION AND TERMINATION DECISIONS**

### **INTERN PERFORMANCE EVALUATION AND FEEDBACK**

The Utah Psychology Internship Consortium requires that interns demonstrate minimum levels of achievement across all training competencies. Interns are formally evaluated by their primary supervisor three times annually, at 3 months, 7 months, and at the end of the internship year. Evaluations are conducted using a standard rating form, which includes comment spaces where supervisors include specific written feedback regarding the interns' performance and progress. The evaluation form includes information about the interns' performance regarding all of UT-PIC's expected training competencies and the related objectives. Intern evaluations are based in part on direct observation of the intern as well other performance-based activities. Supervisors are expected to review these evaluations with the interns and provide an opportunity for discussion if the intern has questions or concerns about the feedback.

A minimum level of achievement on each evaluation is defined as a rating of "4" for each competency at the end of the internship year. The rating scale for each evaluation is a 5-point Likert scale, with the following rating values:

- 1 = Insufficient Competence: The intern does not understand or is unable to effectively demonstrate the element. The intern does not understand or is unable to effectively demonstrate the element that is expected at this time in the training experience OR the intern exhibits behaviors indicating lack of readiness for the work that will be required in the internship setting. A doctoral intern evaluated at this level will require immediate augmented supervision or structured training opportunities. No confidence in ability to function independently at this time.
- 2 = Emerging Competence: The intern has a basic foundation in the element and moves toward acquiring competence in it. The intern may have cognitive understanding or experiential skill with the element, but those may not be well integrated. Significant supervision and monitoring are required to support the skill.
- 3 = Maturing Competence: The intern is aware of the element and can utilize this awareness to inform their work in the internship setting, though the intern may still need assistance to regularly use the element. Ongoing supervision and monitoring are focused on continued advancement, integration, and consistency. Intern is nearing readiness for post-doctoral supervised experience and will need further attention on this element to be able to fully function independently.
- 4 = Competent: The intern is aware of the element and frequently applies it in their work without need for assistance. The intern seeks greater learning about and understanding of the element as a form of ongoing development. Supervision focuses on further refining and

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developing advanced performance of this element. Intern is ready for work as an entry level psychologist.

- 5 = Proficient/Advanced: The intern has a well-established competence in the element (knowledge, awareness, or skill) being evaluated. The use of the element is consistently incorporated into the intern's at or near advanced level and is evident in their daily professional practice. Intern independently reflects on their experience of the element and knows when to consult. The intern functions in this element at a level that allows them to work independently. This level characterizes the competency of an established psychologist.

If an intern receives a score of less than 2 at the 3-month evaluation period or a score of less than 3 at the 7-month evaluation period on any component of any evaluation, or if supervisors have reason to be concerned about the intern's performance or progress, the program's due process procedure will be initiated. The due process procedure can be found on [www.ut-pic.org](http://www.ut-pic.org).

Additionally, all UT-PIC interns are expected to complete 2000 hours of training during the internship year. Meeting the hours' requirement and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program. Feedback to the interns' home doctoral program is provided at the culmination of the internship year. Doctoral programs are contacted within one month following the end of the internship year and informed that the intern has successfully completed the program.

In addition to the evaluations described above, interns must complete a self-evaluation form at the beginning, middle, and end of the internship. Interns also complete a Program Evaluation Survey at the beginning, middle, and end of the internship year, in order to provide feedback to inform any changes or improvements in the training program.

### **RETENTION AND TERMINATION DECISIONS**

If successful completion of the program comes into question at any point during the internship year, or if an intern enters into the formal review step of the due process procedure due to a grievance by a supervisor or an inadequate rating on an evaluation, the home doctoral program will be contacted within 30 days. This contact is intended to ensure that the home doctoral program, which also has a vested interest in the interns' progress, is kept engaged in order to support an intern who may be having difficulties during the internship year. The home doctoral program is notified of any further action that may be taken by UT-PIC as a result of the due process procedure, up to and including termination from the program

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