**CAPS Doctoral Internship Program**

*Intern Selection and Academic Preparation Policy*

**APPLICATION PROCESS**

The Counseling & Psychological Services (CAPS) Doctoral Internship Program at the University of Arkansas currently offers 2 full-time internship positions. Students interested in applying for the internship program should submit an online application through the APPIC website ([www.appic.org](http://www.appic.org)) using the APPIC Application for Psychology Internships (AAPI).

**A complete application consists of the following materials:**

1. A completed AAPI
2. Cover Letter (as part of AAPI)
3. A current Curriculum Vitae (as part of AAPI)
4. Three Standard Reference Forms, two of which must be from persons who have directly supervised your clinical work (as part of AAPI).
5. Official transcripts of all graduate coursework.

All applications must be received by the date noted in the current APPIC directory listing in order to be considered.

**APPLICATION SCREENING & INTERVIEW PROCESS**

*Applicants must demonstrate at a minimum:*

1. 300 intervention hours
2. Dissertation proposal defended prior to start of internship
3. Comprehensive exams passed prior to the start of internship

CAPS will base its selection process on the entire application package noted above, however applicants who have met the following qualifications prior to beginning internship will be considered *preferred*:

1. Experience or special interest in working with diverse populations
2. Practicum Experience in college mental health
3. Practicum Experience with group therapy, provision of supervision, outreach, suicide prevention, eating disorders, or substance abuse

All applications will be reviewed by CAPS’ Training Committee using a standard Application Summary Form and evaluated for potential goodness of fit with the internship program. The Training Committee meets to determine which applicants to invite for interviews based upon the results of this review process.

Applications will be accepted up to November 15.

Applicants are notified whether they have received an interview by email on or before December 13.

Interviews are scheduled on a first-come, first-served basis in early January and conducted via Zoom video conferencing unless otherwise indicated.

Interviews are typically scheduled for about 2 hours and include a standard set of interview questions, although members of the Training Committee may ask additional interview questions of applicants as appropriate. Time is also allotted for applicants to ask questions and get to know the Training Committee.

**Participation in the APPIC Match**

The Training Committee holds a meeting within two weeks of the final interviews to determine applicant rankings. The full application package and information gleaned from the interview process are used to determine applicant rankings.

As a member of APPIC, CAPS participates in the national internship matching process by submitting its applicant rankings to the National Matching Service***. CAPS abides by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant.***

Questions regarding any part of the selection process or CAPS academic preparation requirements may be directed to the **Training Director, Elizabeth Stout, Ph.D. at** **ekstout@uark.edu**.

All interns who match with CAPS must provide proof of citizenship or legal residency, and must successfully pass a background check before beginning employment. \*

*\*In the event that a criminal background check indicates a conviction (other than a minor traffic violation, according to campus policy, appropriate consideration is given to “the nature and number of convictions, their dates, and the relatedness each conviction has to the duties and responsibilities of the position. The basic inquiry is whether hiring the individual, in view of his or her record, would be inconsistent with the safe and efficient performance of the functions of the position. Relevant considerations include safety of fellow employees, students, and the public, fitness for a supervisory role, and protection of property, funds, and the reputation of the University of Arkansas.” Instructions for providing this information or completing the background check and drug screening will be sent out to all who match after the match process is complete.*