



## Hour Requirements for Successful Internship Completion

The following table represents the hour requirements for the interns' successful completion of the internship program. Please keep these hours in mind as you meet with your intern/supervisor.

| ANNUAL TOTAL                        |      | WEEKLY TOTAL                        |    |
|-------------------------------------|------|-------------------------------------|----|
| <b>Total hours:</b>                 | 2000 | <b>Total hours:</b>                 | 40 |
| <b>Face-to-face client contact:</b> | 500  | <b>Face-to-face client contact:</b> | 10 |
| <b>Total supervision:</b>           | 200  | <b>Total supervision:</b>           | 4  |
| <i>Individual supervision:</i>      | 100  | <i>Individual supervision:</i>      | 2  |

A good "rule of thumb" is to try to keep the face-to-face client contact approximately 25% of the total hours each month and the total supervision time at or above 10% (assuming 10% of the monthly total is at least 4 hours weekly).

You are not required to make up supervision time that was missed while the **intern** is on vacation; however, please plan ahead to provide/make up any missed supervision time while the supervisor is on vacation (unless both are gone at the same time).

If an intern is significantly behind in hours late in the year (whether total or one of the other components) this could cause a delay in their graduation, as interns are not permitted to work over 50 hours per week. Katherine will be monitoring the hours to make sure the interns are on track to meet the requirements on time. If she notes that an intern is getting to a point where it would be difficult to meet the requirements in a timely fashion, she will contact the intern, supervisor and/or site training director to help make sure the intern's hours get back on track.

Interns must be given access to at least two Licensed Psychologists over the course of the year. These individuals will have to be responsible for the intern's client cases. They will be the ones providing the 2 hours of individual supervision each week. Sites may also have "secondary" supervisors from other fields providing intern supervision in the areas in which the supervisor is considered an expert. In order for it to be considered supervision it needs to be an interactive educational experience. The relationship between supervisor and intern needs to be evaluative and hierarchical, extend over time, and it must enhance the professional functioning of the intern while monitoring the quality of the professional services being provided.

If you have questions about any of the above information you can contact Katherine Dixon by email at [kdixon@psychologyinterns.org](mailto:kdixon@psychologyinterns.org) or by phone at 417-812-6495.

## Training Director (Primary Psychologist)

Can also be Primary Supervisor

Overall responsibility for training at site

- Responsible to either complete all paperwork or delegate to primary supervisors as appropriate

Licensed Psychologist

On-site at least 20 hours each week

## Primary Supervisor

Provides "primary" supervision

- Weekly face-to-face individual supervision
- Intern must receive at least 2 hours of weekly face-to-face individual supervision
- Can always provide more than the required 2 hours

May provide "secondary" supervision

- Intern Group Supervision
- Multidisciplinary Group/Team Meetings
- Co-facilitation

Licensed Psychologist

Responsible for some client cases

Requirements

- Each intern must have 2
- Site can provide as many as available
- If Training Director is not one of the primary supervisors, TD may designate one primary supervisor for each intern to be responsible to sign hours/approve leave/complete evaluations etc.

## Secondary Supervisor

Provides "secondary" supervision

- Multidisciplinary Group/Team Meeting
- Grand Rounds
- Co-facilitation
- Training in area of specialty

Any qualified professional to do secondary supervision activity

- LMHC
- LMFT
- LCSW
- APN
- Psychiatrists
- Unlicensed Psychologists

Requirements

- No required number of secondary supervisors
- No required amount of secondary supervision as long as intern receives at least 4 hours of supervision each week

Required total supervision hours: 200  
 Required total individual hours: 100  
 Required weekly supervision hours: 4 hours  
 Required weekly individual hours: 2 hours