

WILLIAM JAMES COLLEGE
APA-accredited INTERNSHIP CONSORTIUM
SELECTION CRITERIA AND APPLICATION PROCEDURES
FOR
2025-2027 Half-Time Placements
2025-2026 Full-Time Placements

Consortium interns are selected based on review of their academic record, clinical experience, letters of recommendation and a revised AAPI. During the selection process, the William James College Director of Training/Consortium Director will verify the intern candidate's readiness for internship.

When a candidate has been accepted and receives a formal internship offer, the Consortium Director will submit written notification to William James College Field Education office. This notice will list all accepted internship consortium candidates and their designated site.

Preference is given to applicants with a strong interest and commitment to developing multi-cultural competency.

The Consortium application information is also available on the internet at www.williamjames.edu/consortium.

Important Dates

Application Due Date:	October 24, 2024
Interview Notification Date:	November 21, 2024
Rank Order List Due Date:	January 3, 2025
Match Day:	January 7, 2025

Selection Criteria

1. Academic Record

Students must have successfully completed all required courses for years 1-3 in the Clinical Psy.D. program *and* Projective Methods **prior to the beginning of the internship**. Students may be in route to taking these courses while applying to Consortium. Additionally, students must have successfully completed Advanced Practicum I and pass the WJC Competency Exam prior to the beginning of the internship.

2. Clinical Experience

Student applicants must have successfully completed two years of practicum experience and one year of Advanced Practicum prior to the beginning of the half-time internship and two years of practicum experience and two years of Advanced Practicum prior to the beginning of the full-time internship. It is preferred that students have some hours in a relevant setting or with a population similar to that of the Consortium site.

Students applying to the Consortium must have experience with the administration and scoring of cognitive, personality and projective tests.

3. *Scholarly Requirement*

Half-time interns will be completing their Year IV coursework, including Dissertation, Clinical Seminar IV: Theory and Practice of Supervision and Consultation and other courses during their first year of internship. Full time interns will have completed this course work prior to starting and will have submitted their dissertation prior to applying for internship.

Evidence of professional, organized, and articulate writing skills is preferred.

Please note: per APPIC policy, if you are currently on a Performance Improvement or Remediation plan at your current site, you are not eligible to apply for internship unless you receive approval from the Assistant Chair of the Clinical Department that deems you ready to apply. In addition, you will only be able to submit a Rank Order List if the probation or performance improvement/remediation plan (PIP) has been fully and successfully completed. Per APPIC DPA policy, it is also your responsibility to notify your student's future internship Training Director should they be placed on probation or any type of PIP between rank submission and internship start date.

4. *Diversity/Multicultural Interest/Experience*

Preference will be given to applicants with a strong interest and commitment to developing multi-cultural competency. Spanish fluency and proficiency is a plus for intern applicants for Edward M. Kennedy Community Health Center and Lynn Community Health Center. Students with awareness and sensitivity to their own cultural issues preferred at all sites.

5. *Site Match*

Intern applicants with evidence of an interest in training and a desire to work in the particular setting or with a similar population as fitting the Consortium site to which one applies are preferred. This can be shown by coursework choices, dissertation area, and field placements. Previous related experience is preferred by Consortium internship sites.

6. *Personal Qualities:* Interns who are team players with a professional demeanor are preferred. Flexibility and an openness to learn are desired.

7. *Immigration Status:* International students are welcome to apply to most Consortium internship sites. However, interns must be a United States Citizen or have a valid green card for the duration of their placement at sites that are funded by federal grants.

Application Procedures

Interested students are asked to submit application materials to the internship site Consortium Coordinators and to the William James College Consortium Director, Dr. Angela Wilbur at angela_wilbur@williamjames.edu.

Students can apply to four (4) sites.

Application materials are due on October 24, 2024 and should include the following:

Application materials should be sent together in one PDF* file. Please make sure your name is clearly written on each page (each individual essay, sample assessment report, etc.). *Scan at low resolution to reduce the file size.

1. All applicants must submit the APPIC Professional Conduct form (Attached)

2. A detailed cover letter providing information addressing how the site specifically is a good match to your previous experience and future career aspirations. *Candidates should send individualized cover letters to each training track for which you would like to be considered.* Please provide information answering the following question:

“How do you envision this Consortium site will meet your training goals and interests?” Please address site-specific issues and training opportunities.

3. Current resume/CV
4. Three (3) references using the Standardized APPIC Reference Form (see below). NOTE: Two letters should be from clinical supervisors and one from a William James College faculty member.
5. William James College transcript (unofficial copy is acceptable- please send request to Emmanuel_jeudy@williamjames.edu, allow 3-5 business days for this request).
6. **500 Word Autobiographical Essay.** There is no “correct” format for this question. Answer the question as if someone had asked you “**Tell me something about yourself.**” It is entirely up to you to decide what information you wish to provide.
7. **500 word description of your theoretical orientation.** Discuss how this influences your approach to case conceptualization and intervention. You may use de-identified case material to illustrate your points if you wish.
8. **500 word description of your experience and training in work with diverse populations.** Describe how multicultural and diversity variables inform your case conceptualization and clinical practice. Please use deidentified case material to illustrate your approach.
9. **500 word description of your research experience and interests.**
10. Individual sample assessment report with de-identified client information which can be from class or a clinical setting.

All applicants will be notified by November 21, 2024 if they will be interviewed.

Half-Time Consortium interns must commit to the two (2) year training track. Full-Time Consortium Interns must commit to a one (1) year training track.

The selection committee consists of senior staff at each site. Interview times, format, and questions will be determined by each site. Candidates are encouraged to talk with current interns about their training experiences on an “off the record” basis. Candidates can review previous intern site evaluation forms on MyCampus and in the William James College Field Education Office. Current interns will not be part of the selection committee and will have no selection authority. The Consortium Director will not interview or rank any candidates.

The Consortium Coordinators from each internship track will inform the William James College Consortium Director of their selections.

The internship begins with a mandatory Consortium Internship Orientation (held in mid-August). Depending on the track, on-site training at sites begins in mid-August or early September.

The William James College Internship Consortium adheres to affirmative action policies. People with diverse backgrounds are encouraged to apply.

APPIC Professional Conduct Form

Applicant Name:

Has disciplinary action, in writing, of any sort ever been taken against you by a supervisor, educational or training institution, health care institution, professional association, or licensing / certification board? If 'Yes', please elaborate :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any complaints currently pending against you before any of the above bodies? If 'Yes', please elaborate :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has there ever been a decision in a civil suit rendered against you relative to your professional work, or is any such action pending? If 'Yes', please elaborate :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been put on probation, suspended, terminated, or have you failed or resigned from a graduate or internship training program, practicum, internship or employer? If 'Yes', please elaborate :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on a performance improvement plan (e.g. learning, developmental, remediation plan, etc.)? If 'Yes', please elaborate:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever reneged on an APPIC internship match agreement (i.e., refused to attend or left an internship program that you obtained through the APPIC Match or Clearinghouse) without prior approval from APPIC? If 'Yes', please elaborate :	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been convicted of an offense against the law other than a minor traffic violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes', please elaborate :	
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes', please elaborate :	

**Council of Chairs of Training Councils/Association of Psychology Postdoctoral and Internship Centers
APPIC Standardized Reference Form – Revised 6/11/2024**

NAME OF STUDENT:

RECOMMENDER NAME:

RECOMMENDER ORGANIZATION:

RELATIONSHIP TO STUDENT:

1. What is your primary professional role with this student?

- ☐ Clinical Supervisor
- ☐ Dissertation Chair
- ☐ Dissertation Committee Member
- ☐ Other Research Mentor
- ☐ Course Instructor
- ☐ Other:

Considering this primary professional role, please specify the time period during which you actively mentored this student:

Start date: (Month/Year) and End Date (Month/Year):

2. If you have a secondary professional role of the student, please specify below:

- ☐ Clinical Supervisor
- ☐ Dissertation Chair
- ☐ Dissertation Committee Member
- ☐ Other Research Mentor
- ☐ Course Instructor
- ☐ Other:

Considering this secondary professional role, please specify the time period during which you actively mentored this student:

Start date: (Month/Year) and End Date (Month/Year):

3. If you have a tertiary professional role of the student, please specify below:

- ☐ Clinical Supervisor
- ☐ Dissertation Chair

- ☐ Dissertation Committee Member
- ☐ Other Research Mentor
- ☐ Course Instructor
- ☐ Other:

Considering this tertiary professional role, please specify the time period during which you actively mentored this student:

Start date: (Month/Year) and End Date (Month/Year):

4. Please describe the setting(s) in which you mentored/supervised this student (Optional 1,000 character limit)
5. Briefly describe the activities performed by student under your guidance (1,200 character limit)
6. Please describe the strengths and growth areas for this student. Please frame your responses within the profession-wide competencies that you have specifically observed in your role with this student: Research, ethical and legal standards, individual and cultural diversity, professional values and attitudes, communication and interpersonal skills, assessment, intervention, Supervision, consultation and interprofessional/interdisciplinary skills
 - a. **STRENGTHS** (3,500 character limit)
 - b. **GROWTH AREAS** (As growth areas are expected for all trainees, "NA" is not an acceptable response). 3,500 character limit

Additional Comments or Summary Recommendations (Optional 1,500 character limit)

7. SUMMARY RECOMMENDATION

- ☐ Enthusiastically recommend without reservations
- ☐ Highly recommend
- ☐ Recommend
- ☐ Recommend with some reservations
- ☐ Recommend with significant reservations

8. Name of Person Completing this Reference:

9. Date:

X

Signature of person completing this reference: