



## Intern Evaluation, Retention, and Termination Policy

The Guam Psychology Internship Consortium (Guam-PIC) requires that interns demonstrate minimum levels of achievement across as outlined in the ten Guam-PIC Training Competencies and their learning elements, nine (9) of which are APA Profession-Wide competencies and one of which is a program-specific competency. All ten Training Competencies and their learning elements are measured by the Guam-PIC Intern Evaluation. Informal feedback to interns should be ongoing throughout the training year, with any concerns discussed early and often. Interns are formally evaluated by their primary supervisor three times annually, at three months, seven months, and at the end of the training year. Evaluations are conducted using a standard rating form using a Likert Scale that includes comment spaces where supervisors include specific written feedback regarding the interns' performance and progress.

The evaluation form includes information about performance for all training elements as outlined in the ten Guam-PIC Training Competencies. 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. Upon completion of the review both the intern and supervisor sign the evaluation. The intern receives one copy, and another is provided to the Program Director who reviews and signs the document before it is placed in the intern file, where it is maintained indefinitely. Of note, if an intern completes an elective rotation under the supervision of someone other than their primary supervisor, the primary and any adjunct supervisors should discuss the intern's performance before each evaluation period, and the primary supervisor should incorporate feedback from the adjunct supervisor into the intern's formal evaluation. The adjunct supervisor should also share ongoing verbal feedback directly to the intern throughout the training year. If an intern disagrees with the evaluation ratings they receive, this disagreement should first be discussed with their primary supervisor. If a resolution cannot be reached, the intern may file a grievance as discussed in the Guam-PIC Due Process and Grievance Procedures.

## Evaluation Scoring

The scoring rubric for intern evaluations uses a 5-point Likert scale, with the following rating values:

1= Significant Development Needed; the intern does not understand or is unable to effectively demonstrate the element

2= Some Development Needed; the intern has a basic foundation in the element and moves toward acquiring competence in it

3= Nearing Mastery of Element; 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

4= Mastery of Element; Intern is functioning at an entry level of professional psychology

5= Significantly Exceeds Expectations; the intern has a well-established competence in the element and is seen as expert regarding this element

### Minimal Levels of Achievement

The minimum level of achievement (MLA) on each evaluation changes over the course of the training year, reflecting expected growth in competence. The MLAs are as follows:

3-month evaluation: MLA is a score of 2

7-month evaluation: MLA is a score of 3

Final, 12-month evaluation: MLA is a score of 4

If an intern receives a score lower than the MLA at any evaluation point, or if supervisors have reason to be concerned about the intern's performance or progress, the consortium's Due Process procedures may be initiated. The Due Process guidelines can be found in the Guam-PIC Intern Handbook, which is carefully reviewed during Intern Orientation. The policy may also be found on the program's website, [www.guam-pic.org](http://www.guam-pic.org). At the final evaluation period, interns must achieve a rating of "4" for each competency, reflecting their readiness to practice at an entry level.

Additionally, all Guam-PIC interns are expected to complete 2000 hours of training during the internship year. Meeting the hours requirement, attending required training experiences (e.g., didactic seminar), and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program.

### Communication with Graduate Training Programs

Communication with the intern's home doctoral program begins with a successful match and is provided throughout the internship year at each formal evaluation point when the Director of Training is sent a copy of the evaluation. Doctoral programs are contacted within one month following the end of the internship year and informed that the intern has successfully completed the program. 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 procedures, the

home doctoral program is contacted within 30 days. This contact is intended to ensure that the home doctoral program, which also has a vested interest in the intern's 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 Guam-PIC as a result of the Due Process procedures, up to and including termination from the program.

### Additional Evaluations

In addition to the evaluations described above, interns must complete a self-evaluation form at the beginning and end of the internship. Self-Evaluations are conducted to guide training plans, progresses, and goals. Low scores on Self-Evaluations do not trigger due process. Interns also must complete an evaluation of their supervisor and a program evaluation three times a year, concurrent with formal intern evaluations, in order to provide feedback that informs any changes or improvements in the training program. All evaluations are reviewed by the Training Committee and used to inform necessary changes to the training program. All evaluation forms are maintained indefinitely by the Program Director. All evaluation forms are attached to the Guam-PIC Intern Handbook.