



THE CHILD GUIDANCE CENTER OF SOUTHERN CONNECTICUT

UNDERGRADUATE INTERSHIP PROGRAM

Application Requirements

- Cover letter
- Resume
- Transcript
- Writing sample
- In-person interview

Range of Responsibilities

- Receive requests for service from primary caregivers, and referral sources.
 - Orientation and ongoing training from a licensed clinical psychologist will involve how to elicit information, distinguish routine from crisis calls,
- Assist in grant writing, program development projects
- Assist with data collection and data entry
- Assist with writing, or rewriting of procedures manuals
- Assist with record keeping and filing
- Translation for primary caregivers without English speaking ability
- Telephone calls to patients on waiting lists
- Making appointment reminder calls to families
- Mailing follow-up letters to pediatricians or other referral sources
- Development of reference lists for staff working on seminar presentations, case conferences, workshops, program development, and research projects
- Review of peer reviewed journal articles

Training Provided

- Orientation for all beginning interns
- 1 hour of weekly group supervision
- Individual supervision time as needed
- Attendance at staff seminars
- Attendance at weekly psychological testing seminar, and/or other didactic seminars for graduate students
- Attendance at staff case conferences
- Attendance at Treatment Planning Team meetings

*The Child Guidance Center is required to do a background check on any person having contact with patients

**Each applicant that is accepted for the internship will be asked to sign a confidentiality assurance agreement that is in keeping with the ethical standards of all disciplines of the mental health profession

***A weekly schedule will be worked out between each student and her/his supervisor in accordance with the needs and time limitations of that student and those of the Center

****All internship hours, supervision and additional training experiences will be held at the internship site only