

Pre-Doctoral Psychology Internship

The Guidance Center

Due Process and Grievance Procedures

Due Process

At minimum, interns receive monthly feedback on progress toward internship goals. An on-line “scoreboard” system is utilized to provide overall feedback. Additional, specific feedback is provided during weekly supervision with each supervisor. Interns also receive a formal written evaluation of performance midway through the year and during the last month of the internship year.

In the event that a serious performance problem is identified, the intern is notified of the problematic behavior. The Training Committee meets to investigate the problem, then designs a plan for remediation of the problem behavior. The intern has the opportunity to respond to the identified problematic behaviors, during the Committee meeting and before any deliberation or plan development occurs. The results of the investigation and the remediation plan are presented to the intern in writing and in person by the Director of Training. A copy of these documents is forwarded to the intern’s graduate program director.

The intern has the right to appeal the findings and plan elements to the Training Committee. The intern also has the right to continue the appeal, if desired, to the Director of Training. A final appeal includes the Director of Training and the Director of Clinical Training from the intern’s graduate program. The outcome of this last appeal is considered final.

Grievances

An intern may file a formal grievance about the training program with the Director of Training. In the event that the grievance involves the Director of Training, the intern would file their grievance with the Corporate Compliance Director or Human Resources Director. A grievance form is available on the company computer system or in hard copy from the Human Resources Director. TGC has a clear policy forbidding retributive actions stemming from any good faith complaint or grievance. The grievance is then investigated by the appropriate individuals. Once a conclusion is reached, a plan for remediation is developed and implemented with appropriate parties.