

## **Intern Evaluation**

CoS-PIC requires interns to demonstrate minimum levels of achievement across all nine (9) profession-wide competencies. Informal evaluation is ongoing throughout the training year. Supervisors are expected to provide interns with feedback on strengths, as well as communicate early and often in regards to areas of growth. Informal evaluation and feedback should be provided on an ongoing basis. Interns are formally evaluated by their primary supervisor twice per year, at the mid- and endpoints of their training experience. Evaluations are conducted using the CoS-PIC Intern Evaluation Form, which includes a Likert-type scale and comment spaces where supervisors include specific written feedback regarding the intern's performance and progress over the specified time period.

Supervisors review these evaluations with interns during supervision and encourage an in-depth discussion with opportunity for interns to raise questions or concerns as needed. Upon completion of this review, the intern and supervisor sign the evaluation and the intern receives a copy. The evaluation is submitted to the Training Director, who also reviews and co-signs before scanning into a secure electronic file, as well as provides a copy to the Director of Training of the intern's graduate program.

A minimum level of achievement on all profession-wide competencies assessed by evaluations is defined as a rating of "2" (Advanced Beginner) at the midterm evaluation and a "3" (Expected Level/Competent) at the final evaluation for each competency to demonstrate that interns are prepared for entry level independent practice and licensure. Although, average scores for competencies are computed, interns are expected to achieve a minimum score of "2" at midterm and a "3" on the final evaluation for each learning element associated with a competency. If an intern receives an item score of less than "2" at midterm, or less than a "3" on the final evaluation on any learning element, or if supervisors have reason to be concerned about the intern's performance or progress, the program's Due Process procedures may be initiated. If there has not been an opportunity for the intern to demonstrate a specific skill at mid-term, the intern and supervisor will develop a plan for how the intern can demonstrate competency by the end of the internship experience. Progress in the areas of concern will be monitored biweekly. The Due Process and Grievance Policy is found in the Appendix of this Handbook. Interns must receive a rating of "3" or above on all learning elements and profession-wide competencies to successfully complete the internship program.

In addition, all interns are expected to complete 1500 hours of training during the internship year. Interns are expected to have at least 25% direct client contact. Meeting the hour requirement and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program. In addition to the evaluations described above, interns must complete a self-evaluation form at the beginning and end of the internship. This evaluation is the Intern Evaluation Form also used by supervisors. Interns also complete an evaluation of their supervisors and a program evaluation at the mid- and endpoints of the internship. These evaluations are designed to facilitate feedback that informs any changes or improvements needed in the training program. All evaluation forms are available in the Appendix of this Handbook and in the shared Google drive.