

# ***Intern Application***

The WFP internship provides students with an opportunity to gain first-hand experience in a private practice that provides psychological services to children, teens, families, and adults.

**Can I take this for school credit?** Formal internships are available for students in graduate and undergraduate programs. In such cases, you must provide us with the name and contact information of your school supervisor.

**Do I HAVE to take it for school credit?** Volunteer opportunities exist for individuals who are not currently earning school credit. However, if you are enrolled in a master's level graduate program, we are unable to assign you a direct caseload without supervision.

**What would I be doing?** As an intern, opportunities exist to help lead social skills group for kids and teens as well as a dialectical behavior therapy group for teens; observe initial intakes; observe individual and family therapy sessions; and observe psychological testing.

Depending on the training level of the Master's level intern, an opportunity to have a small case load is also available. In such cases, the intern receives supervision from a licensed clinical psychologist.

Interns also have the opportunity to participate in peer supervision/ case consultation with the WFP team.

Interns are provided with experience in learning how to score common psychological tests, learn how to and assist with networking in the mental health field (including community presentations), and conduct school observations. WFP interns also gain first-hand experience in learning how to schedule clients and run the day-to-day aspects of a private practice.

High School: Internships for high school students are typically available in the summer and provide the opportunity to assist in running a week long, half-day summer camp program for preschool, elementary, and/or middle school students. Summer camp interns will work directly with kids, provide behavioral support, and observe first-hand what it takes to run a successful social skills group. Summer camp interns must be available for at least a one week commitment and have reliable transportation. On occasion, a high school level internship position may be available during the academic year to assist in running our 8-week social skill groups for preschool, elementary, and/or middle school students.

**What are the hours?** Hour commitments are determined on a case by case basis. WFP has business hours Monday-Saturday.

**Is this paid?** All WFP internships are unpaid, however, a few Master's level interns have been hired to join the practice after a successful internship is completed. However, participation in the internship program does not guarantee employment at WFP.

To apply:

- Please send the following materials to [michelle@wynnsfamilypsychology.com](mailto:michelle@wynnsfamilypsychology.com) AND [sara@wynnsfamilypsychology.com](mailto:sara@wynnsfamilypsychology.com)
  - WFP Intern Application (please save the document file as Your Last Name, First Name Intern Application) example: Doe, John Intern Application
  - Your current resume/ CV
  - Please make sure you indicate your availability, preferred start date and end date, and references on the application
  - Please send a copy of your transcript as well
  - If you are taking this for credit, please send over any materials to review
  
- Our office will then contact you to schedule an interview time if you are a good fit and there is availability.

# Intern Application

**(Please submit this application along with a cover letter)**

Which semester(s) are you interested in interning?

**Check all that apply**

Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_

Please list any specific start/ end dates: \_\_\_\_\_

Which office location (Check all that apply)?  Cary only  North Raleigh only  Greensboro

Applicant Information			
Last Name	First	Date	
Street Address			Apt/Unit
City	State	Zip	
Phone	Cell Phone		
Email address:			
Have you ever been convicted of a felony?		If yes please explain:	
<input type="checkbox"/> Yes			
<input type="checkbox"/> No			
How did you hear about our internship program?			

How many hours a week are you available to commit to for this internship? \_\_\_\_\_

Would this be your primary site or a secondary site? \_\_\_\_\_

If you will have another site in addition to WFP, please list your supervisor information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How many direct hours will you obtain from your other site?

**Please specify any program requirements below (as applicable):**

Total Number of Direct Hours Needed: \_\_\_\_\_

Total Number of Supervision Hours Needed: \_\_\_\_\_

Please check your general availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 8-12)						
Afternoon (approx. 12-3)						
Evening (approx.3-8)						

<b>Experience/Education and Skills</b>	
Current employment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed	
Current or most recent paid position held	
Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate school and concentration:
GPA - <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Areas of study:
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list language <input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Basic
Computer Skills/Software Used:	
Are you familiar with the Google Suite software? (I.e., Gmail, Google Calendar, Google Drive, Sheets etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you completed HIPAA training through your school/ program? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Personal Information</b>
Why are you interested in an internship in our organization?
What specific experience would you like to gain through this internship?
Describe your long-term career goals:
Explain your experience working with kids.

Explain any office/ administrative experience you have.

Have you ever been fired from a job or let go from another practicum or internship site? If yes, please explain.

Please list the Professor at school that would agree to be your school contact.

### Professional References

Name	Relationship and contact info (e-mail and/or phone number)

***Please note that WFP expects all interns to commit to a minimum of one full calendar year and/or two consecutive semesters (to be agreed upon by WFP and the intern). During the academic year, interns are expected to help assist with evening groups, at least two evenings per week. During the summer, interns are expected to help with week long summer camps (either 8:30am-12:30pm) or extended day (12:00pm-4:30pm), Monday-Friday of the weeks they commit to. In addition, all master's level interns are expected to attend a weekly supervision (Wednesday at 2pm) as well as a regular didactic training (1pm on the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Thursday of the month) at the Cary office (all other interns/ volunteers are encouraged to attend). All interns are also expected to attend a weekly thirty-minute "check-in" meeting with the clinical direct or interns (Tuesday's at 2pm) If you are looking are applying to the office locations in the Raleigh/ Cary area, we expect interns to be willing to intern at either location to meet the needs of the office; however, as available, we can try to have a primary location as requested. Although we try our best to meet direct hour needs, due to the nature of private practice, WFP cannot guarantee a specific number of hours will be met within a specific period of time.***

### Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.

Signature:

Date: