

## INTERN PERFORMANCE EVALUATION, FEEDBACK, RETENTION AND TERMINATION DECISIONS

### INTERN PERFORMANCE EVALUATION AND FEEDBACK

The Alaska Psychology Internship Consortium (AK-PIC) requires that interns demonstrate minimum levels of achievement across all training competencies. The Intern Competency Evaluation is completed by their primary supervisor twice annually, at mid-year and end of the internship year. Evaluations are conducted using a standard rating form, which includes comment spaces where supervisors include specific written feedback regarding the interns' performance and progress. The Intern Competency Evaluation includes information about the interns' performance regarding all of AK-PIC's expected training competencies and the related objectives. Intern Competency Evaluations are based in part on direct observation of the intern as well other performance-based activities. 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.

At the end of internship, achieving full competence is defined as a minimum rating of "4" for each of the nine training competencies, as well as an aggregate of "4" across all training competencies.

*The rating scale for each evaluation is a 5-point Likert scale, with the following rating values:*

<b>*1</b> - Functioning below the minimal level expected during internship. Substantial supervision required on all cases/projects. Intern demonstrates little to no autonomous judgment; poor clinical judgment and/or safety concerns are identified. Supervisor has little to no confidence in the intern's ability to function independently.
<b>**2</b> - Functioning at a lower than expected level based on intern's developmental training experience. Supervision required on most straightforward cases/projects and there are rising concerns about intern's clinical judgment.
<b>3</b> - Functioning at a level consistent with developing competence. This level of functioning is typical for the midpoint of internship training. Regular supervision may be required on complex cases/projects and in new skill areas.
<b>4</b> - Functioning at a level consistent with entry-level practice at end of year. At mid-point, this rating indicates periodic supervision is required on challenging cases/projects and in new skill areas. Most cases/projects need consultation only.
<b>5</b> - Functioning at an autonomous level, with skill representing that expected beyond the consultation of internship training. Demonstrates sound critical thinking/judgment. Some consultation may be needed in advanced or specialized area(s).

If an intern receives an average rating of a “2” or below on one or more of the nine training competencies, or if supervisors have reason to be concerned about the intern’s performance or progress, the program’s due process procedure will be initiated. The due process procedure can be found on AK-PIC’s website: <https://ak-pic.org/policies/>

Additionally, all AK-PIC interns are expected to complete 2000 hours of training (including 500 direct contact hours), during the internship year. Meeting the hours requirement and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program. Feedback to the interns’ home doctoral program is provided at the culmination of the internship year. Doctoral programs are contacted within one month following the end of the internship year and informed that the intern has successfully completed the program.

In addition to the Intern Competency Evaluations described above, interns must complete a Self-Evaluation at the beginning, mid-year, and end of the internship. Self-Evaluations are conducted to guide training plans, progress, and goals. Low scores (ratings of 1 or 2) on Self-Evaluations do not trigger due process. Interns also complete a Program Evaluation Survey at the mid-year and end of the internship year, in order to provide feedback to inform any changes or improvements in the training program.

## **RETENTION AND TERMINATION DECISIONS**

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 procedure due to a grievance by a supervisor or an inadequate rating on an evaluation, the home doctoral program will be contacted within 30 days. This contact is intended to ensure that the home doctoral program, which also has a vested interest in the interns’ 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 AK-PIC as a result of the due process procedure, up to and including termination from the program.

Updated and approved by AK-PIC Faculty on 04/25/25