

# *Charleston Consortium Psychology Internship Program*

Medical University of South Carolina



Department of Veterans Affairs Medical Center



## **ORIENTATION MANUAL 2007–2008**

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## 2007–2008 Charleston Consortium Psychology Internship Orientation

Medical University of South Carolina  
Department of Veterans Affairs Medical Center

Wednesday, August 1, 2007

- 8:30 am Introduction and Welcome:  
National Crime Victims Research and Treatment Center  
2nd Fl. Conference Room Bank Bldg. Rm. 242  
Dean G. Kilpatrick, Ph.D., Professor & Director  
Psychology Internship Program
- 9:15 am Welcome by Dr. Robert Malcolm  
Interim Chairman, Department of Psychiatry & Behavioral Sciences
- 9:30 am Review of Clinical Training  
Dan Smith, Ph.D., Associate Director of Psychology Internship Program
- 9:45 am Review of Research Training  
Dan Smith for Peter Tuerk, Ph.D., Assistant Director of Research Training
- 10:00 am Review of Seminar Series  
John C. Roitzsch, Ph.D. & Alyssa Rheingold, Ph.D.  
Co-Coordinators, Didactic Seminar Series
- 10:15 am Connie Best, Ph.D.  
Office of Gender Equity
- 10:30 am Teri Lynn Herbert (792–1370)  
Network and Library Orientation
- 11:00 am Class Picture (Anne Thompson)  
(St. Luke’s Chapel, Corner of Bee Street and Ashley Avenue)
- 12:00 pm Lunch Provided (bring lunch tickets)  
Wickliffe House, 178 Ashley Ave (try to get there as early as possible)
- 1:30 pm Dee Crawford (792–2607), Benefits Enrollment/New Employee Orientation  
**(bring SS card & two forms of ID) Would like LCD in room.  
(DOB’s and SS#’s for dependents/beneficiaries)**  
NCVC Conference Room 242  
NOTE: DVA Interns do not have to stay for the entire Benefits Program
- DVA supported interns (D Gros, M. Long and R. Thompson) will need to report to Rm A385 DVA and  
**take copy of health screen with you to Erica Smith.**
- 4:00 pm **Reception in IOP Lobby — Coffee and Cookies to be served.**

**Thursday, August 2, 2007**

- 9:00 am Tour of MUSC Facilities with current postdocs: Marti Strachan & Heidi Zinzow  
(Please note locations of Public Safety Offices and Parking Management-tell them to list the interns as **Residents** as they do not pay tuition)
- 10:00 am Public Safety for ID Badges (100 Doughty St. across from IOP)  
School of Medicine — Department of Psychiatry — Student
- 10:30 am Parking Management (Bring car registration and ID)  
OSHA Orientation — Cheryl Brian (2-1378) Online  
This can be done ahead of time online: <http://www.itlab.musc.edu/training/modules/osha/>
- 12:00 pm Lunch on your own
- 1:00 pm Kelly Shaw — Compliance  
Bonnie Jones & Karen Mims — Medicaid & UMA  
National Crime Victims Research and Treatment Center Rm 242
- 3:00 pm Meet with Rotation Supervisor (see attached schedule for split rotations)
- 4:00 pm Meet with Preceptor

**DVA Interns will also attend VA New Employee Orientation on August 14, 15, & 16 at 10:30 am,  
VA Room A546**

Interns will need to pick up their pagers as soon as possible *after obtaining their ID badges*. To obtain your pagers, please go to Room 243 of the Main Hospital and tell them you are there to pick up a new pager. Ask for Valda Grant if there are any problems. (Directions: Enter Main Hospital, take the gold elevator around to your right to the second floor, walk past the balcony which opens onto the lobby, go through the double doors, go right and the office is immediately to your left — 243.)

## Meeting Schedule Rotation Supervisors\*

Thursday, August 2, 2007 — 3:00 pm

**Suman Ambwani**.....**Alice Libet, Ph.D 1-5:00 pm Friday @ 30 Bee St./ Pat O'Neil, Ph.D**  
Ananda Amstadter.....**Jeff Borckardt, Ph.D.3:00 @ 518 IOP N. (2-3295)**  
**A. Averill**.....**Alice Libet, Ph.D. 1-5:00pm Friday @ 30 Beet St.(2-4930)/Pat O'Neil, Ph.D.3:30 pm 4<sup>th</sup> Fl. IOP S. (2-2273)**  
Christopher Contardo.....**Mark Wagner, Ph.D** 3:00 @ 2<sup>nd</sup> Fl. Rutledge Towers (2-3221)  
J. Cogle.....**Dan Smith, Ph.D.3:00 @ NCVC (2-2945)/Ron Acierno, Ph.D.3:30 DVA Rm B530 (789-7246)**  
Lisa Elwood..... **Dan Smith, Ph.D, 3:00 pm @ NCVC; IMPACT orientation will be next week**  
S. Fernandez.....**Dan Smith, Ph.D.3:00 @ NCVC /Carla Danielson, Ph.D., 3:30 pm @ NCVC**  
Daniel Grös..... **Ron Acierno, Ph.D.** /Julian out of town  
**Kirstin Grös**..... **Meet Laura Carpenter, Ph.D. 10:00 am Friday all day elevator C 396 Rutledge Tower (876-1516)**  
Paul Heideman.....**Jeff Borckardt, Ph.D. 3:00 @ 518 IOP N. (2-3295)/John Freedy, MD, Ph.D.9:00 am Friday @ UFM**  
M.Long.....**Alyssa Rheingold, Ph.D 3:00 @ NCVC (2-2945)/Chip Taylor, Ph.D.3:30 Call Dr. Taylor @ 860-8900**  
A. Macdonald.....**Dan Smith, Ph.D.3:00 @ NCVC (2-2945)/Steven LaRowe, Ph.D. 3:30 VA CC127 (789-6316)**  
Jamee Nicoletti.....**Michael Horner, Ph.D.DVA A359 (805-5782)**  
Joshua Smith.....**John Roitzsch, Ph.D.3:00 @ NCVC (2-2945)**  
Renee Thompson.....**Carla Danielson, Ph.D., @ NCVC/Julian Libet, Ph.D.(out of town)**  
**Desi Vasquez**.....**Meet Laura Carpenter, Ph.D. 10:00 am Friday all day elevator C 396 Rutledge Tower (876-1516)**  
Matthew Yoder.....**Dan Smith, Ph.D. 3:00 @ NCVC (2-2945)**

### **Preceptor**

\* *If your rotation supervisor is unavailable during the scheduled time, please contact them to schedule a mutually convenient time to meet.*

**Meeting Schedule  
Research Preceptors**

**Thursday, August 2, 2007 — 4:00 pm**

Suman Ambwani.....Patrick O’Neil, Ph.D. 4<sup>th</sup> Fl IOP S. (2-2273)  
Ananda Amstadter.....Ken Ruggiero, Ph.D./Suzanne Thomas, Ph.D.461 IOP N (2-1533)  
Alyssa Averill.....Jeffrey Borckardt, Ph.D. 518 IOP N. (2-3295)  
Christopher Contardo.....Mark Wagner, Ph.D. 2<sup>nd</sup> Fl. Rutledge Towers (2-3221)  
Jesse Cogle.....Dean Kilpatrick, Ph.D. NCVC (2-2945)  
Lisa Elwood.....Dan Smith, Ph.D. NCVC (2-2945)  
Shantel Fernandez.....meet with Dr. Smith in lieu of Dr. Hanson, Ph.D. NCVC (2-2945)  
Daniel Grös.....Ron Acierno, Ph.D. DVA Rm B530 (789-7246)  
Kirstin Grös.....Alyssa Rheingold, Ph.D. NCVC (2-2945)  
Paul Heideman.....Peter Miller, Ph.D.462 IOP N (2-5547)  
Mary Long.....Anouk Grubaugh, Ph.D. 405D1 IOP S (2-2522)  
Alexandra Macdonald.....Carla Danielson, Ph.D. NCVC (2-2945)  
Jamee Nicoletti.....Michael Horner, Ph.D. DVA A359 (789-7131)  
Joshua Smith.....Carrie Randall, Ph.D. 454 IOP N. (2-5206)  
Renee Thompson..... Dr. Libet is out of town (789-7133)  
Desi Vasquez.....meet with Dr. Danielson in lieu of Dr. De Arellano  
Matthew Yoder.....Connie Best, Ph.D. NCVC (2-2945)

## **Overview of Internship Organization and Governance**

As you know, this internship is a consortium of the Department of Psychiatry and Behavioral Sciences at the Medical University of South Carolina and the Psychology Service of the Department of Veterans Affairs Medical Center. Dean G. Kilpatrick, Ph.D., is the Director of the program. He is the Chair of the Psychology Education Committee (PEC), which is responsible for all major training activities of the program. Dan Smith, Ph.D., is Associate Director of the program. Members of the Psychology Education Committee are:

Dean G. Kilpatrick, Ph.D. (Director)  
Daniel W. Smith, Ph.D. (Associate Director)  
Jeff Borckardt, Ph.D.  
Michael de Arellano, Ph.D.  
Michael Horner, Ph.D.  
Julian Libet, Ph.D.  
Patrick M. O'Neil, Ph.D.  
Heidi S. Resnick, Ph.D.  
John Roitzsch, Ph.D.  
Darlene Shaw, Ph.D.

**Your intern class will be asked to elect an intern representative to the Psychology Education Committee, preferably by the end of August.**

Each intern is assigned a mentor/research preceptor who is responsible for supervising your research activities. The preceptor has another important role as well. We view them as "benevolent major professors" who also serve as mentors and advocates. We encourage you to consult with your preceptor over any problems or difficulties you might have. They can help you "problem solve" and will be your advocate in dealing with clinical supervisors or other parts of the program.

The program has two other individuals who have important administrative roles: Dr. Heidi Resnick, Coordinator of Research Training, and Dr. Dan Smith, Coordinator of Clinical Training. Dr. Resnick is responsible for coordinating all research activities in the program. She supervises the preceptors, oversees the research paper competition, and organizes the research seminar. If you have any questions or problems about research issues, talk with Dr. Resnick. Dr. Smith is responsible for coordinating clinical training activities in the internship. This includes oversight of clinical rotations and organization of the psychology case conference. If you have any problems or questions concerning clinical rotations, talk with Dr. Smith.

As Director of the Internship Program and Chair of the Psychology Education Committee (PEC), the committee that governs the internship program, Dr. Kilpatrick has ultimate administrative responsibility for the entire program. Dr. Kilpatrick (or, in his absence, Dr. Smith) will have a formal meeting with all interns each month, but you are encouraged to contact him at any time about any issues you would like to discuss. Likewise, please feel free to discuss any internship issues with any member of the PEC.

## Clinical Rotations

### Center for Drug and Alcohol Program

John Roitzsch, Ph.D.  
Phone: 792-5228  
Fax: 792-5582

### DVA-PCT (PTSD Clinical Team)

Ron Acierno, Ph.D.  
Ph: 789-7246  
Fax: 805-5782

### DVA-Couples Clinic & DVA-Adult CBT Outpatient Clinic

Julian Libet, Ph.D.  
Ph: 789-7316  
Fax: 805-5782

### Counseling & Psychological Services

Darlene Shaw, Ph.D.  
Alice Libet, Ph.D.  
Ph: 792-4930  
Fax: 792-2535

### Weight Management Center

Patrick M. O'Neil, Ph.D.  
Ph: 792-2273  
Fax: 792-5432

### IMPACT Program

Stan Shoemaker, Ph.D.  
Ph: 740-6130  
Fax: 852-4181

### Lowcountry Children's Center

Dan Smith, Ph.D.  
Ph: 792-2945  
Fax: 792-3388

### Department of Juvenile Justice

Chip Taylor, Ph.D.  
Ph: 860-8900  
Fax:

### Community Outreach Program — Domestic Violence

Alyssa Rheingold, Ph.D.  
Ph: 792-2945  
Fax: 792-3388

### Family Medicine Trident

John Freedy, MD, Ph.D.  
Ph: 876-7047  
Fax: 876-7111

### DVA – Substance Abuse Treatment Clinic

Steven LaRowe, Ph.D.  
Ph: 789-6316  
Fax: 805-5782

### National Crime Victims Center

Dean G. Kilpatrick, Ph.D.  
Ron Acierno, Ph.D.  
Connie L. Best, Ph.D.  
Carla Danielson, Ph.D.

Michael de Arellano, Ph.D.  
Monica Fitzgerald, Ph.D.  
Rochelle Hanson, Ph.D.  
Heidi S. Resnick, Ph.D.  
Alyssa Rheingold, Ph.D.  
John C. Roitzsch, Ph.D.  
Ken Ruggiero, Ph.D.  
Ben Saunders, Ph.D.  
Dan Smith, Ph.D.

Ph: 792-2945  
Fax: 792-3388

### MUSC-Neuropsychology Rotation

Mark T. Wagner, Ph.D.  
Ph: 792-3221  
Fax: 792-3220

### DVA-Neuropsychology Clinic

Michael D. Horner, Ph.D.  
Ph: 789-7131  
Fax: 805-5782

### Developmental Pediatrics

Laura Carpenter, Ph.D.  
Ph: 792-7469  
Fax: 792-1518  
Mary Kral, Ph.D.  
Ph: 876-1503  
Fax: 876-1518

Janelle Wagner, Ph.D.  
Ph: 792-5983  
Fax: 792-1518

### Behavioral Medicine I & II-IOP

Jeff Borckardt, Ph.D.  
Ph: 792-2273  
Fax: 792-5432

### Community Outreach Program (Esperanza)

Michael de Arellano, Ph.D.  
Ph: 792-2945  
Fax: 792-3388

## Clinical Research Training

Research training is an important aspect of this internship, so you receive at least 8 hours of scheduled research time each week. A schedule for your research time should be set up at the beginning of each rotation; the schedule should be acceptable to you, to your preceptor, and to the clinical rotation. Normally, it is more feasible to schedule research time in two one-half day blocks rather than one full day block. You are accountable for using your research time wisely. Research time is to be spent on campus unless there is specific permission by the preceptor to work at home on specific days. Working at home on the research day is not the norm. Interns are required to also notify rotation supervisors and the NCVV (792-2945) office if they have obtained permission to work at home. In addition, interns must be accessible by phone and be within local distance of the campus. Although research time is protected, should a clinical emergency arise, an intern may have to interrupt research activities temporarily to respond.

Research time is intended to be spent on research conducted at MUSC. Whether some research time may be spent on other research, such as your dissertation, needs to be discussed with your preceptor. Preceptors may vary in terms of whether time is allotted for dissertation and other research.

You should meet with your mentor/research preceptor as soon as possible and work out the details of your research time schedule and develop a plan for your research. **By September 18, 2007 you need to submit a one page "Statement of Research Goals" to Peter Tuerk, Ph.D., Assistant Director of Research Training.** This statement must be signed by you *and* your mentor/research preceptor. Throughout the year, a monthly research seminar is held at which a research presentation and discussion will be conducted. Dr. Tuerk will coordinate and schedule this meeting. **Let your preceptor know as soon as you have a presentation date scheduled and also remind your preceptor ahead of time about your presentation.** We strongly encourage preceptors to attend research presentations. You undoubtedly will be involved in a variety of research endeavors over the coming year. You will be asked to submit one of your papers for the Psychology Internship Research Paper Competition by 12:00 pm on **May 12, 2008**. This paper should be no longer than 6000 words including references, tables and text, and you should be the primary author. Unless you get specific approval from Dr. Tuerk, *this paper should be based on research conducted during your internship*. Papers will be reviewed by three reviewers outside of MUSC. The highest rated paper will receive a \$300 cash prize. The first and second runners up will also be recognized with certificates of commendation. These awards are presented at an Awards Day Ceremony scheduled sometime in June.

Below are links to important information from the Office of Research Integrity, Institutional Review Board for Human Research.

Table of Contents <http://research.musc.edu/ori/irb/home/htm>

IRB Forms <http://research.musc.edu/ori/irb/forms.htm>

### Research Training Requirement

**The Collaborative IRB Training Initiative (CITI) University of Miami course must be completed by psychology interns prior to their involvement with any Human Subjects data.** This course can be accessed on-line at <http://www.miami.edu/citireg/>. If you have already completed the course please provide Dori Long a copy of the training certificate or number.

## Seminar Schedules

Psychology interns participate in several seminars throughout the training year. There also will be a monthly meeting with the Training Director. **Attendance at the seminars and meetings is mandatory.** Your clinical duties have been arranged with these obligations in mind, and there should be no standing conflict with attendance on any rotation. Any difficulties should be discussed with the Dr. Smith. All seminars and meetings start promptly at the indicated time.

- A. **Didactic Seminars** — In addition to any didactic experiences required by individual rotations, interns are required to attend a series of Psychology-sponsored formal seminars conducted by Psychology and Psychiatry Faculty, as well as some Guest Lecturers. The Seminar Series will cover the broad areas of (1) Ethics and Professional Behavior, (2) Core Approaches to Assessment, (3) Psychopathology and Treatment Interventions for Adults and Youth, (4) Cultural & Individual Differences, (5) Extramural Research Support, (6) Psychopharmacology, (7) Professional Development, and (8) Public Health and Clinical Psychology. The **Didactic Seminars will be held weekly on Thursdays from 12:15 p.m. – 1:30 p.m. in NCVC Conference Room 242, Bank Bldg.** Interns may also elect to attend various meetings, workshops and conferences at the Medical University or DVA Medical Center during the year. Drs. John Roitzsch and Alyssa Rheingold schedule and coordinate Didactic Seminars. If you are unable to attend, please notify the Director's office (792-2945).
- B. **Director's Meeting** — This meeting provides an opportunity for interns to discuss programmatic issues, problems, or general concerns about the internship experience, and for the Director to share important developments that might affect interns' experiences. This meeting takes place on the **first Tuesday of each month at 12:15 P.M. in the NCVC Conference Room 242, 2nd fl. Bank Bldg.** If you are unable to attend, please notify the Director's office (792-2945).
- C. **Research Seminar** — This is an opportunity for all interns, post-doctoral fellows and research mentors to meet and discuss ongoing research projects. These presentations may be used to discuss formulation of new research proposals or presentation of recent results from an ongoing investigation. This should help trainees gain additional perspectives as a result of feedback from their peers and faculty. Interns may also use this seminar to practice conference presentations or job talks. **The research seminar will be held on the third and fifth Tuesday of each month from 12:15 to 1:30 P.M. in the NCVC, 2<sup>nd</sup> Fl. Conference Room 242, Bank Bldg.** Peter Tuerk, Ph.D., Assistant Director of Research Training, is in charge of these seminars. If you are unable to attend, please notify Dr. Tuerk (Tuerk@musc.edu).
- D. **Case Conference** — This is a forum for interns to present a clinical case, including a cogent, concise review of the empirical literature, assessment findings, case formulation, and intervention protocol/results. Dr. Smith (or another member in his absence) will act as a discussant/moderator during the presentation, which should run approximately 30-45 minutes in length. **The Case Conferences will be held the fourth Tuesday of each month in the NCVC 2<sup>nd</sup> Fl. Conference Room, 242 Bank Bldg. from 12:15-1:30 PM.** Interns are expected to a) discuss the Clinical Case presentation with the rotation supervisor who supervised their work, and b) notify the supervisor of the date of the Clinical Case Conference when the case will be presented. Each intern will be assigned to one of the time slots indicated on the accompanying schedule. Dan Smith, Ph.D., is the Coordinator of Clinical Training and therefore responsible for the organization of the Case Conference series. If you are unable to attend, please notify the Dr. Smith (792-2945, smithdw@musc.edu).
- E. **Grand Rounds Series** — Grand Rounds is an opportunity for faculty and interns to participate in lectures from specialists in Psychology, Psychiatry, and related disciplines. Many Grand Rounds speakers are world-renowned within their field. All Grand Rounds lectures are held in the Psychiatry Auditorium, 1<sup>st</sup> Floor, Institute of Psychiatry. **We expect interns to attend at least 75% of Grand Rounds. You will be asked to sign an attendance sheet. Grand Rounds is held on Fridays from 11:00-12:00 pm.** The Grand Rounds schedule begins in August and concludes in May; plan accordingly in order to meet your 75% attendance goal. (Interns rotating on the Behavioral Medicine II rotation are required to be in North Charleston on Fridays for the entire day. While on that rotation, the intern is exempted from Grand Rounds attendance.) Following the presentation, trainees, including psychology interns, are provided the opportunity to interact more informally with the speaker over a department provided lunch. Even though all topics are not directly relevant to Clinical Psychology, we view Grand Rounds as an opportunity for exposure to a wider array of research ideas and clinical experiences from other disciplines.

**Psychology Didactic Seminar Series Schedule**  
**Alyssa Rheingold, Ph.D., & John C. Roitzsch, Ph.D.**  
**NCVC 2<sup>nd</sup> Fl. Conference Rm. 242**

**Thursday, 12:15 – 1:30 PM**

August 9, 2007	February 7, 2008
August 16, 2007	February 14, 2008
August 23, 2007	February 21, 2008
August 30, 2007	February 28, 2008
September 6, 2007	March 6, 2008
September 13, 2007	March 13, 2008
September 20, 2007	March 20, 2008
September 27, 2007	March 27, 2008
October 4, 2007	April 3, 2008
October 11, 2007	April 10, 2008
October 18, 2007	April 17, 2008
October 25, 2007	April 24, 2008
November 1, 2006	May 1, 2008
November 8, 2006	May 8, 2008
November 15, 2006	May 15, 2008
<b>November 22, 2006 NO SEMINAR</b>	May 22, 2008
November 29, 2007	May 29, 2008
December 6, 2007	June 5, 2008
December 13, 2007	June 12, 2008
December 20, 2007	June 19, 2008
January 3, 2008	June 26, 2008
January 10, 2008	July 3, 2008
January 17, 2008	July 10, 2008
January 24, 2008	
January 31, 2008	

**Director's Meeting Schedule**  
**Dean G. Kilpatrick, Ph.D.**  
**First Tuesday of Each Month, 12:15 – 1:30 PM**  
**NCVC Conference Room, 2nd Fl. Bank Bldg.**

**August 7, 2007 Jeopardy Game**

September 4, 2007

October 2, 2007

November 6, 2007

December 4, 2007

**January 1, 2008 - No Meeting Holiday**

February 5, 2008

March 4, 2008

April 1, 2008

May 6, 2008

June 3, 2008

July 1, 2008

**Research Seminar Schedule**  
**Peter Tuerk, Ph.D.**  
**Third & Fifth Tuesday of Every Month, 12:15 – 1:30 PM**  
**2<sup>nd</sup> Floor NCVC Conference Room**

**Presentations By Interns:**

**August 21, 2007** Intro to Research Presentations & 1st Presentation

**September 18, 2007** Statement of Research Goals due to Dr. Tuerk

October 16, 2007

October 30, 2007

November 20, 2007

December 18, 2007

January 15, 2008

January 29, 2008

February 19, 2008

March 18, 2008

April 15, 2008

April 29 2008

**May 12, 2008** Intern paper due date Monday @ Noon

May 20, 2008

June 17, 2008

July 15, 2008

**Psychology Clinical Case Conference**

**Dan Smith, Ph.D.**

**2<sup>nd</sup> Floor NCVC Conference Room**

**Fourth Tuesday of Every Month 12:15 – 1:30 PM**

August 28, 2007 (Organizational Meeting; no presentation)

September 25, 2007

October 23, 2007

November 27, 2007

January 22, 2008

February 26, 2008

March 25, 2008

April 22, 2008

May 27, 2008

June 24, 2008

## **Supervisors and Mentors Clinical Supervision**

When you begin each rotation, you and your supervisor will set up a supervision schedule. Any difficulties that you experience with a particular rotation should first be discussed with your supervisor. If the matter cannot be resolved satisfactorily at this level, it should be discussed with your preceptor and/or Dr. Smith, Coordinator of Clinical Training.

As an intern, you will be assuming primary responsibility for patient care. Part of this responsibility is to be available in case of emergencies. However, you are not expected to be on call 24 hours/day. Each of your patients should be instructed that the Institute of Psychiatry (IOP) and the DVA Medical Center are staffed by clinicians 24 hours a day, 365 days per year. Your patients should be told that in cases of a clinical emergency occurring outside of normal working hours, they should telephone the Psychiatry Resident on call at 792-2123 or the DVA at 577-5011. Specific rotations may have alternative emergency procedures. It is your responsibility to learn the procedure at each of your clinical rotations. ***Do not give your home phone number to any patient unless specifically authorized to do so by your supervisor.***

When you are on leave, you must arrange for someone to cover for you in case of a clinical emergency. This may be your clinical supervisor, a clinic staff member, an attending faculty on the same rotation, another intern or a post-doctoral fellow. **It is your responsibility to arrange coverage.** If you are having difficulty doing so, please discuss the matter with your supervisor. Similarly, if you have "standing" appointments, it is your responsibility to notify in advance those staff responsible for the scheduling that you will be unavailable for a particular time period. If it is impossible for the appointment to be canceled, please arrange for someone to cover for you.

One of the first things you should learn when starting a rotation is how to advise patients of: a) your status as a psychology intern and; b) the role and identity of the supervisor on their case. Identifying yourself as "Doctor" is inappropriate and misleading until you have your doctoral degree. Consult your supervisor for information on how to introduce yourself to patients.

All interns will receive pagers. Please familiarize yourself with the operating instructions and features of your pager. Some of you may never have used a pager before; here are some tips on "pager etiquette:"

- 1) If you get an "official" page (i.e., from a work number), return it as soon as possible. Under normal circumstances, you need not interrupt a session with a patient or with your supervisor or a seminar, but you should return the call immediately afterward;
- 2) if you have requested that someone page you, call them back immediately (or as soon as a patient session ends);
- 3) when you are off-duty, dial in the necessary status change or people will not be aware that you are unable to return pages;
- 4) relatedly, if you forget your pager somewhere, call the university operator and change your status; generally speaking, if your pager says you are on page, you should be;
- 5) pages from your supervisor should be returned immediately unless you are in a session with a patient or another supervisor; and
- 6) you can send text pages from MUSC network computers; these should only be used for official business.

**Should you lose your pager you will be charged the \$150 replacement fee.**

## Evaluation

Feedback regarding your performance during the clinical rotation or research experience should be an ongoing part of the supervisory process. However, there are more formal evaluation mechanisms as well. Evaluations of rotations and clinical supervisors are completed quarterly, **even for six-month rotations**. Preceptor/research evaluations are conducted twice: mid-year and at the conclusion of internship. Evaluations comment on clinical skills, research ability, professional behavior and personal attributes. You complete similar evaluations of your supervisors and preceptor, as well. Supervisors and mentors are to discuss these evaluations with you. You may make comments about the evaluation directly on the form, and both of you are to sign the form and return it to Dori Long, Psychology Internship Office, 3rd fl. Bank Bldg., Rm. 303.

Interns often have concerns about providing candid feedback about a rotation or supervisor that is not anonymous (note that evaluation forms are intended to be shared and discussed with supervisors). This is understandable. We value all evaluation information and feedback and view it as an important part of improving and refining our internship training program. If you feel that you cannot provide feedback, for whatever reason, without anonymity, you have several options. First, you may want to discuss the situation with your preceptor and seek his or her guidance about sharing your feedback. Second, you may contact Dr. Smith directly to share your concerns with him. Third, you may contact Dr. Kilpatrick directly. Finally, approximately six months after the conclusion of the internship year, we will solicit anonymous evaluation information from you (via a web-based survey). This latter evaluation will provide the greatest level of anonymity; however, if you are experiencing a problem that requires attention, this method of providing feedback will not help you get your concerns addressed in a timely fashion.

**Medical University of South Carolina  
Office of Gender Equity**

**Sexual Harassment Policy for Students, Residents, and Trainees**

([a PDF Version is available here](#))

**I. Policy**

- A. It is the policy of the Medical University of South Carolina to prohibit any form of sexual harassment. The offender shall be subject to disciplinary action, up to and including dismissal. This policy is in keeping with federal and state guidelines.
- B. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or written, pictorial, or electronic material of a sexual nature constitute sexual harassment when:
  - 1) Submission to such conduct is made explicitly or implicitly a term or condition of progress; or a condition of instruction; or participation in any other University activity (quid pro quo); or
  - 2) Submission to or rejection of such conduct by an individual is used as the basis for progress decisions affecting such individuals; or used as a basis for evaluation in making academic decisions; or
  - 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive learning or working environment.
- C. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to facts and circumstances, including the context in which the alleged incidents occurred.

**II. Preliminary Evaluation**

- A. The complainant should attempt to resolve the issue by asking the accused harasser to discontinue the offending behavior. If unable to obtain satisfactory relief, or if uncomfortable discussing the matter with the accused harasser, the complainant is to contact either the designated official in the Dean's office or the Office of Gender Equity.
- B. The complainant should meet with the designated official in the Dean's office or the Office of Gender Equity to discuss the nature and circumstances of the offending conduct. For complaints received by the designated official in the Dean's office, the designated official in the Dean's office will notify the Office of Gender Equity. The Office of Gender Equity will obtain the relevant facts and assume responsibility for the conduct of the investigation. The Office of Gender Equity will keep the Dean's office informed of the progress of the complaint.
  - 1) The complainant may decide that he/she does not choose to file a formal complaint. In that event, no further action would be required of the student. However, in some cases where there are sufficient grounds to presume that sexual harassment has occurred, the Office of Gender Equity may be required to continue with the evaluation process.
  - 2) Upon hearing the facts as presented, the Office of Gender Equity may determine that the facts do not support a complaint of sexual harassment and no further inquiry is in order. In the event, within ten working days, the Office of Gender Equity will explain in writing to the complainant the bases for the decision and apprise the complainant of the appeals process (to the Gender Equity Advisory Committee, then to the Vice President for Academic Affairs and Provost). The complainant will be given all pertinent information relative to review processes outside of the University.
  - 3) Upon hearing the facts as presented, and the complainant having signed a written statement and having been instructed not to discuss the complaint with others, the Office of Gender Equity may determine that further investigation is in order. In that event, within two working days, the alleged harasser will be notified in writing by the Office of Gender Equity that a complaint has been made

against him/her by the complainant. The alleged harasser will also be instructed not to discuss the complaint with others.

A ten working day period will begin in which the Office of Gender Equity will further investigate the complaint and determine if a mutually agreed upon settlement can be reached. Any negotiated settlement requires the concurrence of the Office of Gender Equity that the terms are fair, and are reviewed in light of any previous complaints of sexual harassment against the alleged harasser.

If the complaint cannot be resolved to the satisfaction of both parties during the above-mentioned ten working day period, within three working days the Office of Gender Equity will appoint an Investigative Committee and will notify the Dean(s) of the complainant's and/or the alleged harasser's colleges.

### **III. Investigative Committee Hearing Procedure**

- A. The Investigative Committee will include at least three faculty members of the Medical University representing at least two colleges, but excluding any faculty members from the Department of the alleged harasser or the complainant and it will have gender diversity. The faculty committee members will be selected from a pool of faculty who has participated in sexual harassment training prior to participating on the Committee. The accused harasser may request the inclusion of a student representative on the investigating committee. The Office of Gender Equity will select the student member from a college different from the alleged harasser and the complainant. The Office of Gender Equity may use recommendations of the faculty committee members in selecting the student representative.

The Office of Gender Equity will serve as an ex-officio non-voting member of the Investigative Committee and will provide the members with a review of the pertinent university policies and procedures. The University General Counsel also will serve as legal counsel to the Investigative Committee and will be permitted to question all witnesses but shall not have a vote.

- B. Within five working days the Office of Gender Equity will convene the Investigative Committee. The Investigative Committee will conduct its own formal inquiry, calling witnesses, and gathering appropriate information as may be necessary to reach a determination on the merits of the allegations in an expeditious manner. Both the alleged harasser and the complainant may submit in writing a list of individuals who they believe may offer relevant information. However, the Investigative Committee will determine which witnesses will be called for the formal hearing procedure and will ask the witnesses to appear. If a witness is unable to appear, the Committee may decide to allow the witness to testify via telephone. Testimony given by witnesses will be audio taped to assure accurate reporting. Both the complainant and the alleged harasser may be accompanied for their testimony by personal legal counsel. Neither the complainant nor alleged harasser, nor their respective legal counsels, may be present during the testimony of other witnesses. Written summaries will be prepared by the Investigative Committee. Each witness will have the opportunity to review a copy of his/her summary and make a written response to the summary. Copies of the summaries (and any attached written statements) will be provided to the alleged harasser in order to allow the opportunity for providing an oral or written rebuttal, including additional information that the alleged harasser feels should be corrected. Support staff to the Investigative Committee will be provided by the Office of Gender Equity.

Decisions by the Investigative Committee shall be rendered within ten working days of the initiation of its investigation unless there are justifiable delays. Copies of the Investigative Committee's written report will be provided concurrently to the appropriate Dean(s) and the Office of Gender Equity. The report will be based on the preponderance of evidence and will advise the Dean(s) on any recommended action to be taken. Within five working day, the Dean(s) will make a final decision and inform the Office of Gender Equity. The Office of Gender Equity will, in turn, within two working days, inform the

parties of the Investigative Committee's decision, the actions to be taken, and the appeals process (to the Vice President for Academic Affairs and Provost). The Dean(s) will be responsible for implementing any actions. If an appeal is to be submitted by either party, it must be received in its final and complete form in writing by the Office of the Provost within ten working days. The Provost will render a decision on the appeal within ten working days. In all cases, copies of the Investigative report will be given to the complainant, the alleged harasser, and the Office of Gender Equity.

- C. If either party appeals and is affirmed, the Office of Gender Equity will inform the parties of their rights to appeal to the appropriate external agencies.
- D. All records and documents will be preserved by the Office of Gender Equity for a period of twelve months or until the conclusion of all appeals. Additional records will be maintained by the Office of Gender Equity for legal purposes.

#### **IV. Retaliation**

Retaliation against a complainant or witnesses for exercising their rights under this policy and complaint resolution process is strictly prohibited. Retaliation is grounds for disciplinary action, up to and including dismissal.

#### **V. Abuse of this Policy**

Given the personal nature of sexual harassment, some complaints of sexual harassment not be substantiated. The possibility of the lack of corroborating evidence should not discourage complainant from seeking relief under this policy outlined above. Making false accusations may subject the complainant to disciplinary actions.

## Administrative Issues

**Local Addresses and Telephone Numbers:** The Internship Office should have your current address and phone number in your internship file at all times so that you may be contacted in case of an emergency. In addition, please provide the name, address and phone number of your next of kin. If you should change either of these during the training year, please inform the Internship Coordinator Dori Long @ 792-4237, [longdori@musc.edu](mailto:longdori@musc.edu), or fax to: 792-3388.

**Rotation Schedules:** At the beginning of each new rotation, submit a schedule of planned weekly activities to Dori Long, Internship Coordinator, at the National Crime Victims Center. This should include clinic telephone numbers where you can be reached.

**Mail Boxes:** Your campus mail will be delivered to the Internship Office on the third floor of the Bank Building. The formal mailing address is MUSC, National Crime Victims Research and Treatment Center, P.O. Box 250852, 165 Cannon St. Rm. 303, Charleston, SC 29425. This is the appropriate address to use for receiving mail. Each intern has a mail box at the Internship Office. Please check your mail boxes regularly.

**E-mail:** During orientation you will sign up for an MUSC Network Account (MNA). Once you get your account, please be sure that the Internship Coordinator knows your e-mail address. Also, e-mail is a very important communication system within MUSC. You should be sure to check your e-mail several times per day, if possible, to keep abreast of any important information. Pagers are also used to transmit critical information. It is possible to check your e-mail from an off-campus computer by going to [www.musc.edu/groupwise](http://www.musc.edu/groupwise) and logging in using your MNA (provided you have signed up for the Groupwise e-mail system).

**Identification Badges:** You will receive a MUSC identification badge and, if funded by the DVA, a DVA Medical Center identification badge when you begin your internship. This identification badge *must* be turned in at the end of the internship year. Different rotation sites have different policies regarding when and if the ID badge must be worn. In general, whenever you are on the grounds of the IOP, the MUSC Hospital, or the DVA Medical Center, it is imperative that the ID badge be displayed.

**Parking:** Interns whose stipends are supported by the DVA will receive a DVA Parking Card to allow access to the VA lot for the entire year. A \$10.00 deposit is required. Interns who are assigned a rotation at the VA, but not funded by a VA stipend, are not eligible for DVA parking. Interns supported by MUSC (including those funded by training grants) should consult the Parking Management office about on campus parking. Parking Management is located in the parking garage adjacent to the NCVV building, and they are open M-F 8 am–5 pm. Generally, non-DVA interns have three options. Parking Management will tell you what lots are open for new parkers when you apply. Sometimes, the available lots are not especially convenient, and you may not find it worth the \$55/mo. fee. Second, interns may park free of charge (\$5 registration fee required) in the Johnson-Hagood lot, located off campus (behind Harborview Office Towers, near the Riverdogs baseball stadium). A shuttle bus runs on the half hour, from 5:00 a.m. until midnight. Shuttle stops are predetermined; more information may be obtained from University Transportation (577-0473). **Interns must bring a copy of their state vehicle registration certificate when they sign up for either reserved or free parking.** Third, you may attempt to find off-street parking, where available (because of its scarcity, this is not recommended).

**Student Wellness Center:** The Student Wellness Center provides a variety of health services to promote fitness among future clinical professionals. Located in the Student Life Center, the Wellness Center includes strength training; cardiovascular exercise equipment; a gymnasium; racquetball, tennis, and squash courts; multiple aerobics programs; indoor and outdoor jogging tracks; sauna and steam rooms; a juice bar; a cafeteria; student lounge; and the Courtenay Street Art Gallery. The membership rate of \$300.00 per year, has been discounted for interns/residents. Call the membership desk at 792-6611 for complete information on joining.

**Health Insurance:** Interns are required to purchase insurance through the institution that pays the highest percentage of their stipends. MUSC-supported interns purchase state sponsored insurance policies through the Human Resources Benefits Office at the employee rate. DVA-supported interns purchase federally subsidized

health insurance through the DVA Benefits Office at their employee rate. Various levels of coverage are available for both VA and MUSC employees. You will enroll for this coverage during your orientation period. (Please bring your social security card.)

## Support Services

**Library:** The MUSC Library offers a full line of services from literature searches to photocopying, in addition to journals and books. You are entitled to use all of the library services for little or no charge. To Xerox journal articles for a reduced rate you will need a copy card, which can be produced by the Internship Coordinator; this will come out of your professional development fund (alternatively, your preceptor may have grant funds available to support photocopying costs related to the grant). Please check the library for hours of service, and be aware that hours may vary during University holidays. The DVA Library, while not a good resource for books or journals off the shelf, does provide the capacity for literature searches and Interlibrary Loans.

**Computers:** Every clinical site has computing resources sufficient for you to accomplish your work in a timely fashion. If you are experiencing problems with access to computers at rotation sites, please consult your rotation supervisors, your preceptor, and/or Dr. Smith. There are many PCs located throughout MUSC. The MUSC Library also has a computing lab on the 4<sup>th</sup> floor that you are entitled to use. If you plan to use the computer lab please check for times available, as it is based on first come first serve. Nights and weekends are the most available times. We encourage interns to use their preceptors' computer facilities when possible. There are also both PC's and Macintoshes available to psychology interns at the DVA.

**Professional Development Account:** As an intern, you have a professional development account totaling \$500.00. You may use this money to attend professional meetings such as the ABCT convention. Please advise the Internship Coordinator (Dori Long) in advance when requesting these funds. All requests *must* be made in advance of the travel date and coordinated through the Director's Office. **No professional development money can be used for dissertation work or dissertation-related travel.**

## Stipends

Our internship relies on several, fluctuating sources of revenue to pay stipends. It is not always possible for everyone to be paid in a like manner, with like benefits and stipend amounts, and like pay schedules.

**DVA Supported Interns:** Pay schedules for DVA supported interns is bi-weekly. Someone at the DVA will explain what your options are for receiving your paycheck. Health insurance and parking privileges will be provided through the DVA.

**State Supported Interns:** Pay schedules for State supported interns is the last working day of each month (N.B.: this may change over the course of your training year; MUSC is currently exploring the feasibility of having all employees receive bi-weekly paychecks) and will be direct deposited into a local bank account. An electronic pay stub will become available online three days prior to the pay date. You can access this information using your MNA login at: <http://www.musc.edu/hrm/myrecords/htm> from an MUSC network computer (or your home computer if you have installed the Virtual Private Network software). All health benefits and parking privileges will be provided through MUSC. You will be responsible for a portion of the cost of your health benefits and all of your parking costs.

**Federal Training Grant Supported Interns:** Pay schedules for interns supported from a federal training grant receive their stipend payment through accounts payable on approximately the last day of each month (accounts payable schedules are somewhat less predictable than payroll). The stipend check cannot be direct deposited. All health benefits and parking privileges will be provided through MUSC as per the state supported interns. Training grant stipends do NOT have payroll tax deductions. Dr. Smith will discuss these issues with you early on in the training year.

## Vacation and Leave Guidelines

### Internship Training Year

The internship training year starts August 1, 2007, and ends July 31, 2008. If you will be taking a job at the end of internship, potential employers should be informed of this commitment ahead of time so that they understand your availability. As described below, interns are permitted to use up to one week of vacation time the last week of the last rotation if they have unused vacation time available.

You are expected to be at your assigned rotation site at MUSC Monday through Friday, 8:30 a.m. to 5:00 p.m., unless your clinic schedule is otherwise noted. The *minimum* expected work schedule for the DVA Medical Center Rotations is 8:00 A.M.–4:30 P.M. Although official office hours for both MUSC and DVA Medical Center are forty hours per week, please note that interns should anticipate an average work week to fall between **50-60 hours**. As a professional, you should always dress in a professional manner within the scope of clinical activities that you will be providing. Ask your supervisor about the expectations at that rotation for appropriate dress.

### Approval of Leave

All requests for annual, professional/educational, and sick leave must be coordinated through the Director's Office. To request either annual or professional leave, all interns (regardless of clinical rotation site or funding source) must contact Dori Long at the Internship Office. She will a) verify that you have sufficient leave available for your request, b) inform your rotation supervisors that you have leave available, and c) assist you in completing an MUSC Leave/Travel request and making all necessary travel arrangements (for professional leave only).

You must then take a leave slip and obtain the signatures of your rotation supervisors indicating that they have given permission for the leave. You must obtain permission from your clinical supervisors prior to taking any annual or professional leave. There are no exceptions to this requirement. The Internship Coordinator will verify only that you have leave available; this is not equivalent to giving you permission for the leave. We ask that you give **at least two weeks** notice before planning professional leave, and one week notice if requesting annual leave. In some instances (e.g., family emergencies, job interviews) this amount of lead time is not possible; however, in such cases, please be sure to provide rotations with as much advance notice as possible. Sick Leave procedures are described below.

If the requested leave period is to occur during a DVA rotation, **additional** paperwork must be completed (regardless of the intern's funding source). A DVA Leave form must be filled out, initialed by the Clinical Rotation Supervisor and turned in to Dr. Julian Libet, Chief, Psychology Service. A copy of the MUSC Leave/travel form must accompany the DVA request form. Linda Hood or Erica Smith in Dr. Libet's office can assist you (789-7965). DVA funded interns must always complete the DVA leave paperwork in addition to the MUSC paperwork, **even when the leave time requested is during a non-DVA rotation.**

### Holidays

Each year, South Carolina designates a list of official holidays for state employees. **Interns assigned to MUSC rotation sites on those designated holidays are excused from their duties on the rotations.** If the intern chooses to work on a designated holiday, they will be given comp time that must be used prior to the completion of that rotation. In other words, you cannot use comp time gained on Rotation A to have time off on Rotation B. This is often an issue, for example, with Martin Luther King Day, which occurs near the end of the winter quarter. Interns assigned to a DVA rotation when a designated Federal holiday occurs will be excused from their duties on that day. Interns who elect to work on V.A. holidays will be given comp time that must be taken prior to the completion of the DVA rotation. **The state and federal holidays are not identical.** VA rotations follow the federal schedule, MUSC follows the state schedule.

Interns with split MUSC-DVA rotations will be excused only from the duties on the part of the rotation that is experiencing the official holiday. If an intern with a split rotation only has a holiday for one part of the split, then she or he must obtain permission from the supervisor on the “non-holiday” rotation if the intern wishes to take the entire day of the holiday off. Without such permission, the intern will be expected to either work or take leave.

Supervisors are aware that observing official holidays by not working is a legitimate activity on the part of interns. So is taking vacation time. Therefore, it is **inappropriate** for supervisors to assign work that would have occurred during holidays or leave time to interns when they return (i.e., “making up” work that would have been done during leave). Supervised clinical work is a key part of internship training, but your primary role is to be educated — not to perform the clinical work that must be done on the rotation. If your supervisor has temporarily “forgotten” about this policy, please do not hesitate to contact Dr. Smith or your preceptor.

## **Vacation**

You are entitled to 10 working days of annual leave time during the training year. **You may take only one week (five working days) of this vacation time during the last quarter of the training year.** Leave taken to attend your graduation ceremonies will be considered as annual leave (however, leave taken to defend your dissertation is considered professional leave). We strongly discourage interns from scheduling leave time during the first week of a new rotation (although sometimes we realize it cannot be helped). You must request vacation time at least one week prior to your departure. Advanced notice of leave is particularly important on some rotations (those that schedule patient contacts far in advance); if you know in advance that you will be gone for part of an upcoming rotation, you will need to obtain the signature(s) of the clinical supervisor of the rotation where your leave will occur, and your mentor/research preceptor.

## **Professional/Educational Leave**

With permission, you may take up to 10 days during the internship for professional conferences, job interviews, dissertation committee meetings, or dissertation defenses. Requests must be coordinated through the Internship Office at least two weeks in advance of departure. Sometimes, interns who receive several job interviews may need to exceed the 10 day limit. In such circumstances, please notify Dr. Smith. We are not interested in limiting our interns’ ability to compete on the job market. However, in the interests of fairness, a very large volume of professional leave requests may in some instances need to be offset by deductions from leave in other categories (e.g., annual leave).

## **Sick Leave**

You are entitled to 10 days sick day per year. As a professional, you are expected to use these days only when you are ill or receiving medical attention. Likewise, you should take sick days and not come to work if you are ill. Be sure that your supervisor is informed of patient responsibilities that will need to be covered during your illness. As with vacation and professional leave, sick days also require submission of a leave slip. You are required to notify the Internship Office if you are taking sick leave (792-2945). A leave slip will be placed in your mail box, and when you return to work you must obtain the signatures of your rotation supervisor and your preceptor and return the leave slip to the Internship Office. MUSC policy requires that you provide a doctor’s clearance to resume your duties before returning to work if you have missed six or more consecutive days of work on sick leave.

## **Grievance Procedure**

Differences of opinion are respected, and frank discussions of differing opinions are part of the learning process. However, differences of opinion can often escalate into disputes or misunderstandings. When disputes or misunderstandings occur, attempts should be made to settle them directly with the individual supervisor (either the clinical supervisor or the mentor/research preceptor). If the misunderstanding cannot be settled directly, the appropriate Coordinators for Clinical or Research Training should be consulted (i.e., Drs. Smith or Resnick). Most problems will be settled at this level. However, if the result is not satisfactory, the issue should be brought to the attention of the Director, Dr. Kilpatrick. In cases where the grievance involves the Director, the matter should be brought to the attention of Dr. Robert Malcolm, Interim Chairman of the Department of Psychiatry and Behavioral Sciences. The decision of the Director will be considered binding. However, the intern may seek redress by appealing to the Psychology Education Committee. The Committee will hear the intern's complaint and review whatever documentation and testimony the intern wishes to present in support of the grievance. The decision of the Committee is final. If the complaint involves any member of the Psychology Education Committee, that person will recuse themselves from any deliberations about the matter.

## **Policy on Impaired Interns**

Intern impairment consists of one of two types: inability to function due to deficient training and inability to function due to personal characteristics or problems. Procedures to remedy each of these will be discussed below.

### **Impairment Due to Deficient Training**

Written feedback regarding performance is provided to the intern formally at three month intervals. However, feedback should be part of the weekly supervision sessions as well. At the start of the rotation, it is expected that interns might not know all that is necessary to perform flawlessly on the rotation. Thus, readings and instructions are routinely given to interns in order to enhance their proficiency. In cases where more severe deficits are identified, the supervisor will inform the intern and Dr. Smith, the Coordinator of Clinical Training, verbally and in writing, of (a) the nature of the deficiency, (b) the plan of remediation, (c) how long it is expected that the remediative process will last and (d) how the intern will demonstrate the remediation of the deficiency. All proposed training plans must be approved by the Coordinator of Clinical Training, who will inform the Director. The original plan will be given to the intern, a copy of this letter will be placed in the intern's file and a copy will be forwarded to the intern's graduate program. Once the deficiency has been corrected, the letter will be removed from the intern's file and the intern's graduate program will be notified. In cases where the intern does not agree with the remediation plan, the intern has the right to use the grievance procedure.

If the deficiency involves an ethical violation, a warning will be issued and the intern educated about appropriate ethical conduct. A continuation of that behavior or a second willful ethical violation will result in the intern's dismissal from the program.

### **Impairment due to Personal Characteristics or Behavior**

If interns are impaired due to psychological distress or substance abuse, the clinical supervisor will discuss the situation with the intern and Dr. Smith, the Coordinator of Clinical Training, who will notify the Director. A plan will be drawn up, specifying the rehabilitation plan and the intern's functioning during the time that the plan is in effect. For example, an intern may be required to use sick days or professional days to attend to the difficulties. Although it may be recommended that the intern seek therapy, the training program will not seek direct access to the specifics of the therapy but may require confirmation that the intern has followed through on the training program's recommendation. In addition, the therapist may be requested to certify that the intern is ready to return to the internship training program. The original letter detailing the impairment and course of action will be given to the intern, a copy of the plan will be placed in the intern's file and a copy will be forwarded to the intern's graduate program. If the difficulty is remediated, the plan will be removed and the

graduate program so notified. If the impairment is considered to affect the intern's ability to care for patients and cannot be remediated such that the intern can successfully complete the program, the intern will be asked to voluntarily withdraw from the program. If the intern agrees to withdraw, the intern may reapply at a later date with the understanding that the internship may request documentation that the former difficulties have been rectified. If the intern refuses to withdraw voluntarily, the Director may dismiss the intern from the program. In either case, the graduate program will be notified of the actions of the internship program.

## **Miscellaneous**

### **Policy on Moonlighting**

The purpose of the internship is to provide scientist/practitioner training in the field of Psychology. We view this internship as requiring a weekly 50-60 hour commitment from interns enrolled in it. Moonlighting is not encouraged and, in fact, it is discouraged. If an individual feels that he/she can make a case for their particular opportunity by justifying it as a supplement to the training they are already receiving, they may do so formally, in writing to the Director, Dr. Dean Kilpatrick. Any such letter must include facts about when they would be working and an estimate of how much time they would be required to devote to this activity. Only if a compelling case can be made for the educational value of a proposed moonlighting activity will it be approved.

**State Holiday Schedule**  
**Medical University of South Carolina**  
**2007–2008**

Monday, September 3, 2007 — Labor Day

Monday, November 12, 2007 — Veterans' Day \*

Thursday, November 22, 2007 — Thanksgiving Day

**Friday, November 23, 2007 — Day after Thanksgiving**

Tuesday, December 25, 2007 — Christmas Day

**Wednesday, December 26, 2007 — Day after Christmas**

Tuesday, January 1, 2008 — New Year's Day

Monday, January 21, 2008 — Martin Luther King Day\*

Monday, February 18, 2008 — President's Day \*

**Friday, May 9, 2008 — Confederate Memorial Day \***

Monday, May 26, 2008 — Memorial Day

Friday, July 4, 2008 — Independence Day

\*Although these are official state holidays, you will receive compensation time if your clinical rotation site is open on that particular day. The holidays in bold are **state holidays** only; interns working at the DVA are expected to work or to take leave for these days.

## 2007–2008 Psychology Internship Class

Suman Ambwani (Beh Med-O'Neil)  
Texas A & M

Ananda Amstadter (General-Ruggiero/Thomas)  
Auburn University

Alyssa Averill (Beh Med-Borckardt)  
University of Kentucky

Christopher Contardo (Neuro-Wagner)  
University of Connecticut

Jesse Cogle (Trauma-Kilpatrick)  
University of Texas

Lisa Elwood (Child-Smith)  
University of Arkansas

Shantel Fernandez (Child-Hanson)  
University of Tulsa

Daniel Grös (General-Acierno)  
University of Buffalo

Kirstin Grös (Child-Rheingold)  
University of Buffalo

Paul Heideman (General-Miller/Roitzsch)  
University of Wisconsin Milwaukee

Mary Long (Trauma-Grubaugh)  
University of South Dakota

Alexandra Macdonald (Trauma-Danielson)  
Boston University

Jamee Nicoletti (Neuro-Horner)  
City University of New York

Joshua Smith (General-Randall)  
University of Cincinnati

Renee Thompson (General-J Libet)  
University of IL Urbana/Champaign

Desi Vazquez (Child-de Arellano)  
University of Oklahoma

Matthew Yoder (Trauma-Best)  
Virginia Tech

**2007–2008 Psychology Intern Rotations and Rotation Supervisors**  
**Fall Quarter: August 1, 2007 – October 30, 2008**

<b>Intern &amp; Preceptor</b>	<b>Rotation</b>	<b>Rotation Supervisor</b>	<b>Phone Number</b>
Suman Ambwani Preceptor: O'Neil	Weight Management Center Counseling & Psychological Services	Pat O'Neil, Ph.D. Darlene Shaw, Ph.D.	792-2273 792-4930
Ananda Amstadter Preceptor: Ruggiero/Thomas	Behavior Medicine I	Jeff Borckardt, Ph.D.	792-3295
Alyssa Averill Preceptor: Borckardt	Weight Management Center Counseling & Psychological Services	Pat O'Neil, Ph.D. Darlene Shaw, Ph.D.	792-2273 792-4930
Chistopher Contardo Preceptor: Wagner	Neuropsychology-MUH	Mark Wagner, Ph.D.	792-3221
Jesse Cogle Preceptor: Kilpatrick	National Crime Victims Research & Treatment Ctr. PTSD Clinical Team	Dan Smith, Ph.D. Ron Acierno, Ph.D.	792-2945 789- 7246
Lisa Elwood Preceptor: Smith	National Crime Victims Research & Treatment Ctr. IMPACT	Dan Smith, Ph.D. Stan Shoemaker, Ph.D.	792-2945 740-6130
Shantel Fernandez Preceptor: Hanson	National Crime Victims Research & Treatment Ctr. Community Outreach Program – Esperanza	Dan Smith, Ph.D. Michael de Arellano, Ph.D.	792-2945 303-1926
Daniel Grös Preceptor: Acierno	DVA Cognitive-Behavior Therapy Clinic DVA PTSD Clinical Team	Julian Libet, Ph.D. Ron Acierno, Ph.D.	789-7133 789-7246
Kirstin Grös Preceptor: Rheingold	Developmental Pediatrics Clinic	Laura Carpenter, Ph.D.	876-1518
Paul Heideman Preceptor: Miller	Behavioral Medicine II Family Medicine (9298 Medical Plaza Dr.)	Jeff Borckardt, Ph.D. John Freedy, Ph.D.	792-3295 876-7047
Mary Long Preceptor: Grubaugh	Community Outreach Program – Domestic Violence Department of Juvenile Justice Assessment Clinic	Alyssa Rheingold, Ph.D. Chip Taylor, Ph.D.	792-4497 860-8900
Alexandra Macdonald Preceptor: Danielson	National Crime Victims Research & Treatment Ctr. DVA Substance Abuse Treatment Clinic	Dan Smith, Ph.D. Steven LaRowe, Ph.D.	792-2945 789-6316
Jamee Nicoletti Preceptor: Horner	DVA Neuropsychology Clinic	Michael Horner, Ph.D.	789-7131
Joshua Smith Preceptor: C.Randall	Center for Drug & Alcohol Programs	John Roitzsch, Ph.D.	792-2945
Renee Thompson Preceptor: J Libet	DVA Couples Clinic Community Outreach Program	Julian Libet, Ph.D. Michael de Arellano, Ph.D.	789-7133 303-1926
Desi Vasquez Preceptor: de Arellano	Developmental Pediatrics Clinic	Laura Carpenter, Ph.D.	876-1518
Matthew Yoder Preceptor: Best	National Crime Victims Research & Treatment Ctr. Lowcountry Children's Center	Dan Smith, Ph.D. Dan Smith, Ph.D.	792-2945

## 2007–2008 Psychology Intern Rotation Schedule

Intern	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Suman Ambwani	WMC/CAPS	WMC/CAPS	NCVC/DJJ	NCVC/DJJ
Ananda Amstadter	BM - I	CDAP	NCVC/COPE-DV	NCVC/COPE-DV
Alyssa Averill	WMC/CAPS	WMC/CAPS	BM – II / Fam. Med.	BM-II / Fam. Med.
Christopher Contardo	NP-MUH	NP-DVA	WMC/CAPS	WMC/CAPS
Jesse Cogle	NCVC/PCT	NCVC/PCT	NP-NUH	BM - I
Lisa Elwood	NCVC/IMPACT	NCVC/IMPACT	BM – I	NP-DVA
Shantel Fernandez	NCVC/COPE	NCVC/COPE	PEDS	PEDS
Daniel Grös	DVA-CBT/PCT	DVA-CBT/PCT	CDAP	NP-MUH
Kirstin Grös	PEDS	PEDS	NCVC/IMPACT	NCVC/IMPACT
Paul Heideman	BM - II / Fam. Med.	BM - II / Fam. Med.	NP-DVA	CDAP
Mary Long	COPE-DV/DJJ	COPE-DV/DJJ	NCVC/PCT	NCVC/PCT
Alexandra Macdonald	NCVC/SATC	NCVC/SATC	COPE/LCC	COPE/LCC
Jamee Nicoletti	NP-VA	NP-MUH	WMC/CAPS	WM/CAPS
Joshua Smith	CDAP	BM - I	VA-CBT/SATC	VA-CBT/SATC
Renee Thompson	Couples/COPE	Couples/COPE	PEDS	PEDS
Desi Vasquez	PEDS	PEDS	NCVC/COPE	NCVC/COPE
Matthew Yoder	NCVC/LCC	NCVC/LCC	Couples/PCT	Couples/PCT

BM-I : Behavior Medicine (3 mos., full time; Borckardt)  
 Behavior Medicine II: Behavioral Medicine (6 mos., half time; Borckardt)  
 CAPS: Counseling and Psychological Services Center (Shaw, A. Libet)  
 CDAP: Center for Drug and Alcohol Programs(Roitzsch)  
 Developmental Pediatrics (Kral/Carpenter/J. Wagner)  
 COPE: Community Outreach Program — Esperanza (deArellano)  
 Couples: DVAMC Couples Clinic (J. Libet)  
 COPE-DV: Community Outreach Domestic Violence Clinic (Rheingold)  
 Impact: Preschool Day Treatment Clinic (Shoemaker)  
 LCC: Lowcountry Children’s Center (Smith)

Fam.Med.—MUSC Family Medicine (Freedy)  
 DVA-CBT: Cognitive Behavior Therapy Clinic (J. Libet)  
 NCVC: National Crime Victims Research and Treatment Center (Smith)  
 NP—MUSC: Neuropsychology, MUSC Dept. of Neurology (Wagner)  
 NP—DVA: Neuropsychology, DVAMC (Horner)  
 DJJ: Department of Juvenile Justice (Taylor)  
 WMC—Weight Mgt Ctr. (O’Neil)  
 PEDS—Developmental Pediatrics Division (Kral, Carpenter, J. Wagner)  
 PCT—PTSD Clinical Team DVA (Acierno)  
 SATC: DVA Substance Abuse Treatment Clinic (LaRowe)

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