

Rutgers School Psychology Internship Consortium

Due Process Procedures

Intern-identified Problems with Internship Site

1. If an Intern has a complaint about the internship, the complaint should first be discussed with the Site Supervisor.
2. If the complaint is not resolved with the Site Supervisor, the complaint should be discussed with the Director of the Internship Consortium.
3. If the complaint is not resolved after discussion with the Site Supervisor and the Director of the Internship Consortium, the Intern may present the complaint in writing to the Director of the School Psychology Program.
4. If the complaint is not resolved at that level, the Intern may present the complaint in writing to the Dean of the Graduate School of Applied and Professional Psychology, who will make the final determination about the resolution of the complaint.

Issues of Intern Performance

1. When a deficiency in Intern performance is identified, the internship Site Supervisor provides supervisory feedback to the Intern.
2. If initial feedback does not result in resolving the performance problem, the Site Supervisor develops a remediation plan with the Intern. The plan includes specific activities and target dates for completion. The Site Supervisor provides a written copy of the plan to the Intern and the Director of the Internship Consortium.
3. The Site Supervisor monitors Intern progress and informs the Intern, in a meeting and in writing, of his/her progress in meeting the goals of the plan. The Site Supervisor informs the Director of the Internship Consortium about the Intern's progress in meeting the goals of the plan through a copy of the written progress report.
4. If internship performance continues to be deficient, the Intern may receive a grade of "NC, no credit" (unsatisfactory) for the semester and may be terminated from the internship prior to the end of the semester.
5. The Intern may appeal the decision to provide a grade of "NC, no credit" or to terminate the Intern from the internship prior to the end of the semester in writing to the Director of the Internship Consortium.
6. After receiving the decision of the Director of the Internship Consortium on the appeal, the intern may, within 5 work days of receipt of this decision, further appeal the decision in writing to the Director of the School Psychology Program. After receiving the decision of the Director of the School Psychology Program on the appeal, the Intern may, within 5 work days of receipt of this decision, appeal the decision in writing to the Dean of the Graduate School of Applied and Professional Psychology, who will make the final determination about the appeal.