



## **CIP Doctoral Internship**

### **Doctoral Clinical Internship & Psychodynamic Psychotherapy Intensive Training Program Description**

**2024 - 2025**

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**COMMUNITY INSTITUTE FOR PSYCHOTHERAPY**  
**DOCTORAL PSYCHOLOGY INTERNSHIP PROGRAM**  
(2 Year Half Time or 1 Year Full Time)

**Doctoral Clinical Internship & Psychodynamic Psychotherapy**  
**Intensive Training Program Description**

The Community Institute for Psychotherapy (CIP) is a nonprofit, tax-exempt agency founded in 1977 with a mission to provide evidence-based, equitable outpatient mental health services. Our rigorous training program is designed to be a springboard for doctoral interns into productive careers as clinical psychologists, whether that be in private practice or public health settings. We strive to create a supportive and collaborative atmosphere that fosters the development of each intern's unique professional identity, while ensuring that their evolving clinical judgment is thoroughly rooted in common best practices and a robust theoretical framework.

CIP offers a one-year full-time (FT; 36-40 hours per week) or two-year, half-time (HT; 24 hours per week) psychology doctoral internship. Our prior applicants came from doctoral programs affiliated with the California Psychology Internship Council (CAPIC), which helped to ensure an adequate grasp of foundation clinical skills and theory to serve as a starting point for the intensive clinical training offered at CIP. We have submitted an application for APPIC membership and are currently awaiting the decision. If accepted, this will allow CIP to expand our pool of applicants to include doctoral students from APPIC-affiliated graduate programs. Individual supervision, group supervision, and advanced seminars form the core of the training program.

**CIP's internship program takes place in a community-based environment that includes:**

- Community mental health clinic serving low-income clients in Marin county through Medi-Cal and sliding scale
- Work with a diverse population and wide range of issues
- In-depth assessments using a variety of psychological tests
- One of only a few psychodynamic training programs informed by various schools of thought within and adjacent to the psychoanalytic tradition, such as Object Relations, Jungian, Attachment Theory, Control Mastery, Self-Psychology, Family Systems Theory, and Contemporary Relational points of view
- Opportunity to obtain specialty program training (e.g., Couples Therapy, Group Therapy, Eating Disorder Clinic, Dreamwork) and, for full-time interns, outreach program training (e.g., a public middle school, a detox center)
- Outpatient individual, group, family, and couples therapy available
- Individual supervision, group supervision, and seminars

- Support to develop the skills needed for a successful career in private, public, or nonprofit sectors
- Potential for paid contract work after licensure (paid Post Doc availability)
- Learn how to effectively collaborate with other professionals, psychiatrists, and agencies.
- A work environment that honors cultural differences and promotes an atmosphere of continuous learning

CIP's internship program is geared toward individuals interested in learning to provide long-term psychodynamically informed psychotherapy. The essentials of psychotherapy will be taught through experiential and didactic learning. With supervision, students are supported to deepen their theoretical understanding of case material and translate that understanding into practical, effective interventions with clients. Intensive examination of each case is utilized to facilitate in-depth understanding of the work. Self-exploration and peer feedback are highly valued and audio recording is used in the supervision process.

As one of only a few accessible institutes for psychodynamic training, we preserve the rich history of this work using evidence-based psychodynamic practices to ensure providers fill a developing void in services available to clients. Additionally, emphasis is placed on professional development, providing valuable training and experience that prepares our interns for independent practice.

### **A Warm and Supportive Environment for Personal Development**

Personal development is as important to the development of a psychotherapist as clinical training. At CIP we provide a holding space for interns to attend to the external and intrapsychic challenges that developing therapists experience. Feelings of anxiety, uncertainty, and eagerness to gain competence in providing services for individuals and families are common experiences for interns. We make it a priority to create a warm and supportive environment where interns can grow both intellectually and emotionally. Towards that end, we also strongly recommend that each intern engage in weekly individual psychotherapy with a licensed practitioner throughout their training at CIP. Referrals for interns to find providers that offer sliding scale fees are provided upon request.

### **PROGRAM DETAILS**

The training year is August 28 through August 31 with 3 weeks for vacation/illness in addition to one week between Christmas and New Year's.

- **Two-year half time interns** are expected to hold a caseload of 10+ client hours in the first year and 12+ client hours (may also include an outreach program) in the second year. There will be a change of client focus and one individual supervisor for the second year.
- **Full time interns** are expected to hold a caseload of 16-18 client hours (may also include an outreach program). There is no shortage of clients for anyone who wants to see more.

## WEEKLY SCHEDULE

### *Clinical Work*

Client hours - Onsite	10 – 18 hours (depending on half or full time)
Psychological Testing	1+ (depending on testing caseload)

### *Supervision*

Ongoing Individual Supervision	2 hours	TBD
Group Supervision	2 hours	Wed. 8:30 – 10:30 AM
Psychological Testing Supervision	1 hour	Mon. 9:00 – 10:00 AM
Specialty Program Supervision	0 - 2 hours	TBD

### *Advanced Training*

Community Meetings (clinical issues and didactic training; depending on intern needs)	1 hour	Wed 10:45 – 11:45 AM
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Clinical Training (September – August) (FT & first year HT)	2 hours	Fri. 9:00 – 11:00 AM
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Clinical Training (September – May) (FT & first year HT)	2 hours	Fri. 12:00 – 2:00 PM
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Second Year Half Time Doctoral Interns (September – August)	2 hours	Fri. 9:00 – 11:00 AM
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### *Paperwork/Administration*

Clinical Paperwork	3+ hours
Agency Tasks (e.g., Intake QIP survey etc.)	2 hours

**Total Half-Time**

**average 24 hours/week**

**Total Full-Time**

**average 36-40 hours/week**

\**Optional* Specialty Training: All group supervision for specialty training programs, which includes Couple Therapy, Group Therapy, Eating Disorders, and Working with Dreams takes place twice a month for two hours.

## **CLINICAL TRAINING**

CIP offers a one-year full time or two-year, part-time doctoral internship to applicants who possess a solid, basic understanding of the primary concepts of psychodynamic theory. Each training year begins on September 1st and ends on August 31st.

**Full-time interns complete a total of 1600 hours minimum (640 direct client hours) during their one-year internship, while part-time interns complete a total of 1750 hours minimum (700 direct client hours) during their two years. For successful completion of our program, at least 40% of all hours consist of direct services to clients.**

Individual supervision, group supervision, and advanced seminars form the core of the program. All work focuses on deepening the intern's theoretical understanding of case material and translating that understanding into practical, effective interventions with clients.

CIP offers training in individual, group, family, and couples therapy through our traditional outpatient clinic with children and adult clients across a spectrum of mental health disorders and severity (mild, moderate, and severe). Doctoral interns receive a county waiver to see clients with moderate to severe mental illness through Medi-Cal. Doctoral interns also undergo training and provide services in our psychological testing clinic. Our interns receive training and experience with psychological testing (see details below) with a minimum of one testing case per year. Many interns choose to exceed the minimum testing requirement in order to get sufficient training for independent psychological testing practice. CIP collaborates with Outreach Programs (e.g., schools, detox center) through which full-time interns may obtain additional training. Additionally, CIP offers specialty programs in Couples Therapy, Group Therapy, Eating Disorders, and Working with Dreams from which interns may additionally participate in training.

Because of the nature of the work, we prefer that individuals be able to make a two-year commitment and we strongly recommend each intern to be in personal psychotherapy with a licensed psychodynamically oriented clinician simultaneous to their training at CIP.

## **CASELOAD**

Full time doctoral interns are expected to build up to a caseload of 16-18 clients. Half time interns are expected to have a caseload of 10 + clients in their first year and 12 + clients in their second year. Caseloads are composed of clients in our general outpatient clinic and, for full-time interns, one of CIP's outreach programs in a public middle school or detox center.

## **SUPERVISION**

All doctoral interns receive two hours of individual supervision each week – one of which is with CIP's Doctoral Training Director while the other hour is with one of the licensed psychologists who supervise for CIP interns on a voluntary basis (CIP has a large pool of volunteer

supervisors and training instructors who are dedicated to contributing to our program year after year). Doctoral interns also participate in two hours of group supervision facilitated by the Doctoral Training Director each week. Audio recordings of interns' therapy sessions with their clients are utilized consistently in both individual and group supervision. In group supervision, interns are asked to write a formal case description and present the case to their peers and the supervisor on a rotating basis. Doctoral interns also receive weekly supervision in psychological assessment provided by CIP's Psychological Testing Director and have the opportunity to receive additional supervision through one of our Specialty Programs.

### **DIDACTIC TRAINING**

Full-time doctoral interns and half-time interns in their first year of the program undertake CIP's Doctoral I Track, in which they receive didactic training on Fridays 9:00 - 11:00 am (year-round) and on Fridays 12:00 - 2:00 pm (Sept - May). Half-time interns matriculate to the Doctoral II Track of the training program, which consists of advanced didactic training seminars on Fridays 9:00 - 11:00 am (year-round). Additionally, interns receive an hour a week of in-service training during community meetings during the full academic year (12 months). Topics covered in CIP's didactic training curriculum include foundational therapeutic skills, managing the therapeutic frame, the ethics of applied clinical psychology, diagnosis & case conceptualization using the DSM-5 and the PDM-2, mood disorders, substance use disorders, personality disorders, psychological trauma, neurodevelopmental divergence, transference & countertransference, working with defenses and therapeutic resistance, attachment theory, psychopharmacology, the evidential basis of psychodynamic psychotherapy, and the clinical theories of various schools of thought within and adjacent to the broader psychodynamic tradition. Topics related to diversity issues, including race, ethnicity, gender, sexuality, age, ability, class, immigration status, white privilege, and antiracism are covered during weekly community meetings.

### **PSYCHOLOGICAL TESTING**

Psychological Testing is done by doctoral interns under the supervision of CIP's Psychological Testing Director. Interns receive group testing training and supervision for an hour a week (Mondays 9am-10am). CIP offers psychological testing at sliding scale fees for adults. Typically, testing clients are in ongoing psychotherapy with CIP interns or with psychotherapists in the broader community, such that the assessment serves as an adjunct to the client's psychotherapy treatment; however, testing referrals for clients who are not currently in psychotherapy may also be accepted.

CIP maintains that thoughtfully conceived, culturally sensitive, skillfully administered, and carefully interpreted psychological testing provides clients and their therapists with a valid and valuable means to learn about aspects of themselves, their thinking, feeling, perception, level of psychological development, adaptation, and potentials that may not be understood through psychotherapy alone. Some of the issues for which clients and therapists have found

psychological testing to provide highly useful insights include intellectual capacities, personality structure and function including dynamic and diagnostic formulations, patterns of interpersonal relationships, coping styles and defensive operations, reality testing, risk factors, and suggestions for ways in which the psychotherapeutic relationship might be approached most effectively. Therapists who request testing at CIP are encouraged to develop specific questions which they wish the testing to address. Under the supervision of CIP's Psychological Testing Director, doctoral interns approach assessment cases with the goal of answering these questions by tailoring the process to meet the therapist's and client's specific requests for information or guidance.

**Referrals accepted:**

Adults only; no forensic issues involved (i.e., Worker's Compensation, child custody, civil or criminal litigation) \*

**Fees:**

The hourly fee for psychological testing is based on a sliding scale, with a total charge for 16-20 hours for a test battery (\$55-160 per hour) or a total fee of \$880.00-\$3200.00.

Hourly fee based on CIP fee schedule; testing will be billed at 16-20 hours per battery including initial interview (1-2 hours), testing administration (4-6 hours), scoring (2 hours), analysis and writing report (10 hours), and feedback interview (1 hour).

Fees are \$55-160 per hour with a minimum fee of \$880. The fee is due in **three parts**: one third at the initial interview, one third when testing administration is completed, and the balance at the feedback interview.

**Sample Tests:**

WAIS-IV  
MMPI-2-RF or MMPI-2  
Rorschach  
TAT  
Bender Gestalt or VMI  
Drawings  
Rotter Incomplete Sentences  
Trailmaking  
Mini-Mental State Exam

\*Please note: We are currently in the process of expanding our Psychological Testing Program to include neuropsychological assessments and assessments for children (ages 6 - 12) and adolescents. The proposed expansion will be implemented at the start of the 2025-2026 training year. We plan to add new protocols to CIP's testing library (e.g., WISC-V, WIAT-4, WMS-IV, D-KEFS, CVLT-3, CVLT-C, BRIEF2, BASC-3) and transition to administering many of the protocols via electronic tablets instead of paper and pencil.

## **INTERN EXPECTATIONS AND EVALUATIONS**

Interns are expected to meet their minimum clinical caseload requirements, attend all training and supervision except for excused absences (vacation, sick time), follow agency procedures, supervisor and core staff directives, and ethical and legal requirements.

Interns receive written evaluations twice per year (due December 1st and May 1st). Written evaluations are completed by supervisors and reviewed with interns before being finalized and submitted into the interns' program record. Interns also receive formal verbal evaluations from all supervisors once during the academic year (Feb 1st). Additionally, interns receive ongoing feedback during weekly supervision.

All written evaluations and verbal feedback are provided in a strengths-based format. Areas in which interns are performing above expected for their level of training are regarded as "strengths;" areas in which interns are performing below expected for their level of training are regarded as "areas of improvement."

CIP's Doctoral Training Director provides verbal feedback to the academic doctoral training program reviewing interns' progress based on CIP's two written evaluations that are due December 1 & May 1. In addition to CIP evaluations, CIP's Doctoral Training Director also completes the academic doctoral training program evaluations, which are submitted based on each school's policies, procedures, and expectations. These serve as formal updates on interns' progress for their schools' academic records. Any additional issues or concerns that arise with interns are communicated to their schools immediately.

### **Evaluation of Program**

This program has developed largely through the process of mutual evaluation. We invite interns' ongoing feedback in a variety of ways. In addition, interns are asked to write an evaluation of all of their supervisors (including the Director of Psychological Testing and the Specialty Program Supervisors) twice yearly and for the training program as a whole at the end of the year.

### **Open Door/Conflict Resolution Policy**

CIP strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of the Doctoral Training Director and, if necessary, to the Clinical Director. To help manage conflict resolution we have instituted the following problem-solving procedures.

If you believe there is inappropriate conduct or activity on the part of CIP's clinical staff, administrators, trainers, or any other persons or entities related to the organization, bring your concerns to the attention of the Doctoral Training Director at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally



through dialogue between you and your immediate supervisor. If you have already brought this matter to the attention of the Doctoral Training Director before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to the Clinical Director. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

### **Dissatisfactions**

If you experience dissatisfaction with another intern, please speak with them to try to work it out. If you are not able to, then speak with the Doctoral Training Director. If you experience dissatisfaction with any part of CIP's program, please communicate this to the Doctoral Training Director. Dissatisfactions with individual supervision should be first raised with the supervisor. If that does not lead to resolution, it will be discussed with the Doctoral Training Director and if it is still not resolved, discussed with the Clinical Director. If the supervisor is the Doctoral Training Director the issue should first be discussed with them, then with the Clinical Director.

### **Managing Intern Issues or Concerns**

When we have a concern about an intern, we will bring it to their attention verbally as soon as possible and then follow up in writing. If the Doctoral Training Director or an individual supervisor is concerned about the performance of an intern, the Doctoral Training Director will talk directly about the problem with the intern. They will follow up with an email summarizing the issue and send it to the intern and the Clinical Director. The Intern will acknowledge receipt in writing and add any comments.

### **Handling Impasses in Supervision**

It is not surprising that in the intense interpersonal relationship of supervision, problems will arise. Some potential sources for difficulty include issues of power, the evaluative process, clinical/ethical reconciliations, transference and countertransference reactions, mutual expectations, decisions regarding handling clinical material (e.g., process notes, audio recording, etc.), the need for extra supervision, phone calls, etc. It is difficult yet necessary for both the intern and supervisor to strive to resolve these issues in a relationship of mutual trust and learning that is growth promoting for the intern.

Please use the following policy if problems do arise:

- First try to resolve impasses within the supervisory relationship.
- Then, contact the Doctoral Training Director. A meeting will be set up with the supervisory pair. The Doctoral Training Director will act as consultant, try to understand the nature of the impasse, and recommend how it may be resolved.
- If the issue concerns your Doctoral Training Director contact the Clinical Director.

## **DUE PROCESS AND GRIEVANCE PROCEDURES**

CIP adheres to the written procedures outlined by our **Due Process and Grievance Procedures** for the effective resolution of problems, disputed evaluations, and problematic behavior. Interns are informed of these procedures during orientation, receive a hard copy during the first day of training, and are also encouraged to further review these guidelines and procedures as needed. Dismissal from the training program would be invoked in cases of severe violations of the APA Code of Ethics; when imminent physical or psychological harm to a client, staff member, or other trainee is a major factor; or if the intern is unable to complete the training program due to significant physical, mental, or emotional illness. The CIP Executive & Clinical Director makes the final decision about dismissal or administrative leave in accordance with the policies of the interns' academic institutions.

### **Grievance Procedures**

Grievance procedures have been developed in the event an intern encounters difficulties or problems that are not evaluation related (e.g. poor supervision, unavailability of supervisor(s), workload issues, personality clashes, other staff conflicts) during the training program. During the orientation period, interns will receive, in writing, CIP's guidelines related to grievance procedures. The CIP Doctoral Training Director will discuss these guidelines in both group and individual settings.

*\* Our Due Process and Grievance Procedures also apply to remote training, telesupervision, and remote clinical services.*

### **STIPENDS**

Full time interns are offered yearly stipends of \$27,500. Half time interns are paid \$13,500 for their first year in the program (Doctoral I Track) and \$15,500 their second year (Doctoral II Track).

### **TIME OFF**

Interns receive 3 weeks off for vacation/illness in addition to one week between Christmas and New Year's per academic year. This does not mean 15 days - it means three days each of whatever days you are at CIP. If you see clients on Mondays - you may take off three Mondays, etc. For interns staying a second year, time off does not roll over into the next year. Interns may not take time off during August of the last month of their internship in order to ensure continuity of client care.

### **Calendar and Caseload**

Full time interns make a one-year commitment and half-time interns make a two-year commitment to the program--from the beginning of September to the *end* of the following August. For interns beginning at times other than September, the commitment is to the end of the

twelfth month for full-time status and twenty-fourth month for half-time status from which they started. Please arrange to not be gone more than 2 weeks in a row as that may be difficult for clients. Vacations will be scheduled so that CIP will be able to handle incoming referrals in a consistent way. Interns leaving CIP are expected to see their clients (not schedule vacations) the last 3 weeks of August to allow for smooth client transition to new incoming interns.

Each Intern may take 3 weeks off from clients. This is a combination of vacation and/or illness. In addition, all interns have off the week between Christmas Day and New Year's Day. CIP is closed on Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Fourth of July, and Labor Day.

Hours countable toward licensing will vary according to the number of hours of clients seen and requirements of the licensing boards. The number of clients you will see will be increased according to your readiness to take on more work, as determined with your supervisor, and to the availability of clients. Your caseload will vary according to the ebb and flow of referrals.

### **Legal and Ethical Expectations**

You are expected to be familiar with issues of law and ethics for the profession, and to abide by them at all times. Please pay special consideration to client confidentiality. Questions about ethical issues may be raised in individual and group supervision and in training seminars.

### **Clinic Contributions: Intern Administrative/Outreach Responsibilities**

All interns contribute two hours per week toward administrative and outreach work. For example: intake, managing the client treatment surveys, outreach, etc.

## **INTERN EXPECTATIONS AND EVALUATIONS**

### **Intern Evaluation**

Each intern and supervisor will fill out evaluations twice per year. An overall evaluation of your work and an assessment of abilities, attitudes, attendance, and therapeutic skills, as well as recommendations for areas to be strengthened will be made. Once a year, both individual supervisors will meet with the Doctoral Training Director to discuss your progress at CIP.

Interns are expected to meet their minimum clinical caseload requirements, attend all training and supervision except for excused absences (vacation, sick time), follow agency procedures, supervisor and core staff directives, and ethical and legal requirements.

Interns receive written evaluations twice per year (due December 1st and May 1st). Written evaluations are completed by supervisors and reviewed with interns before being finalized and submitted into the interns' program record. Interns also receive formal verbal evaluations from

all supervisors once during the academic year (Feb 1st). Additionally, interns receive ongoing feedback during weekly supervision.

CIP's Doctoral Training Director provides verbal feedback to the home doctoral training program reviewing intern progress based on CIP's two written evaluations that are due December 1 & May 1. In addition to CIP evaluations, supervisors also complete the home doctoral training program evaluations, which are submitted based on each school's policies, procedures, and expectations. These serve as formal updates on the intern's progress for their school's academic record. Any additional issues or concerns that arise with interns are communicated to their schools immediately.

### **Evaluation of Program**

This program has developed largely through the process of mutual evaluation. We invite intern's ongoing feedback. In addition, interns are asked to write an evaluation of their supervisors twice yearly and the program at the end of the year.