

VA Chicago Health Care System  
**Jesse Brown VA Medical Center**

**Clinical Psychology Internship**



***Application Procedure***

**Qualifications**

In order to qualify for appointment as a psychology intern, the applicant must have these qualifications:

- U.S. citizen, per federal regulations
- Ph.D. or Psy.D. candidate
- Enrolled in a Clinical or Counseling Psychology program with current full APA accreditation. Federal hiring guidelines prohibit the consideration of anyone from an unaccredited program.

**General Instructions**

Please note:

- By October 15, ask for letters of reference and order transcripts to ensure prompt arrival.

- The application deadline is **November 7th**. Your APPIC application must be received by this date for your application to be considered. We will inform you by postcard if any supporting documents are missing, so be sure to include a postcard in your application materials.
- Send all documents by mail. Do not fax any documents.
- Please, **DO NOT CALL** to check on the status of your application. We will not know for at least a week after the deadline if your file is here and complete--it takes us a while to get all the information collated and filed. Instead, please include a self-addressed, stamped postcard in your application materials, and we will notify you of its completion status promptly by mail.
- Do not worry if the tracking of your package indicates that it is not here when it should be. As long as you have mailed your materials in such a way as they should have been here by the due date, we will accept them. But we do not accept postmarks of Nov 7 or after for applicant materials.
- By October 15, ask for letters of reference and order transcripts to ensure prompt arrival.
- Please have all materials sent to: Psychology Service (116B) Attn: Selection Committee, Jesse Brown VA Medical Center, 820 S. Damen Ave., Chicago, Illinois, 60612.

## Nondiscrimination Policy

The VA Chicago Health Care System Psychology Internship abides by APPIC policy on nondiscrimination: "training agencies have practices which are nondiscriminatory in regard to race/ethnic background, gender, age, sexual orientation, lifestyle, and disabilities." We also adhere to Federal Executive Order 13160, "Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs."

## Application Checklist

Please send the following items by mail:

\_\_\_ cover letter

To maximize your opportunity to meet the staff that you are most interested in working with, we have established three types of intern selection teams, matching our three tracks: General, Neuropsychology or Health Psychology. Please indicate which type of interview team you would prefer to meet with in **CAPITAL LETTERS** in a brief cover letter. Per APPIC policies, we do not solicit ranking information from you regarding our various internship tracks. You may apply to whichever tracks you wish.

\_\_\_ APPIC Application for Psychology Internship

Download the application from [www.appic.org](http://www.appic.org). Be sure you use the most recent version, which should be available some time in the preceding July. APPIC has instructions on the web site so you can download the document to your computer to fill it in. Please complete the application in full, even though your vita may furnish some of the information. You may omit the Children and Adolescent Test Administration Form for our site.

\_\_\_ 4 copies of Vita

Include 4 copies of a complete, up-to-date vita with the application.

\_\_\_ Psychological Assessment report work sample. This work sample **must** include

administration of common psychological tests. Your file will be rejected if no psychological assessment report is included.

\_\_\_\_ [Psychological Assessment plan](#)--required if you do not meet all of the following criteria: administration of at least 8 WAIS-III, administration of at least 8 MMPI-2 or MCMI-III, write-ups of at least 5 integrated psychological assessment reports (See Below)

\_\_\_\_ Self addressed, stamped postcard

If you include the postcard, we will notify you of your application's completion status promptly.

Please enclose all requested items with your application (including your undergraduate and graduate transcripts with school seal, stamp or signature on the fold of the envelope). Please order these items by October 15 in order to ensure that they arrive promptly.

\_\_\_\_ Graduate Transcripts

Official copies of graduate transcripts from all institutions attended for at least 2 semesters.

\_\_\_\_ Undergraduate Transcripts

Official copies of undergraduate transcripts from all institutions attended. Your application will not be considered without undergraduate transcripts.

\_\_\_\_ Letters of reference

Three letters of reference are required. At least two of these letters must be from clinical supervisors. The other letter may be from a clinical supervisor or a faculty member of your graduate program. Signatures must be written across the envelope's seal.

## **Characteristics of a Good Match**

Applicants often ask what the characteristics of a good match are with our site. In addition to the typical factors all sites will look at (graduate grades, honors, letters of recommendation and so on) there are some characteristics of a good match to the Chicago VA. Of course, not all qualified applicants will have all the characteristics listed, but to be offered an interview, an applicant must have most of them:

- Three or more practica or other clinical experiences--we require that one of the practica be in psychological testing and/or that the applicant have significant testing or interviewing experience in 2 or more practica.
- Over 1500 practicum hours, preferably over 2000 by the internship start date.
- Dissertation is proposed, with a do-able plan to complete data collection by late August
- Most of clinical experience is with adults
- The applicant has a demonstrated interest (obvious through the applicant's clinical and/or research experience) in at least one major clinical training area available at Chicago VA
- Clinical and/or research experience in working with disadvantaged populations
- Clinical and/or research experience with African-American or Latino populations
- Clinical experience and coursework appropriate to track applied for
- Undergraduate grades compatible with competitive graduate school acceptance
- Adequate experience in administration of MMPI2, MCMI-III and WAIS-III
- Adequate experience in writing psychological testing reports, preferably at least 10 integrated adult reports.

## **Selection Procedures**

### Selection procedures

Each application is reviewed by one supervisory psychologist and another individual, either another psychologist or an intern. All applications are reviewed by individuals associated with the track that the applicant is applying for. Additionally, efforts are made for general track applications to be reviewed by staff with similar interests to the applicant. All of the application material is considered important by the reviewers, who have the sole responsibility of selecting who is interviewed. See the section on Characteristics of a Good Match for more details on our perspective of who is a good fit for our site. Applicants who are offered interviews will be called or e-mailed by December 15. Applicants who are not invited for an interview will be notified by letter or e-mail. Please, do not call to check on your interview status; we will call you immediately if and when we determine that we will be interviewing you.

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## Psychological Assessment Plan Jesse Brown VAMC

Fill form out ONLY if you DO NOT meet all the minimum psychological assessment requirements of this site.

	Number as of application date	Requirement
MMPI-II or MCMI-III	_____	8
WAIS-III	_____	8
Total adult Integrated reports	_____	5

We require that all applicants have a plan to achieve our psychological testing requirement prior to the internship start date for their applications to be considered. Please talk to your academic director of training and work out a plan to accomplish this. Please describe this plan very briefly below:

Sign below, please. All signatures are required.

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Applicant Signature

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Applicant name printed

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Applicant DCT signature

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Academic DCT name printed