Doctoral Internship Policy & Procedures

Scholarly Project Policy

Revised 04-03-16

1. **Purpose:** As an essential part of the internship learning experience, each fellow completes a scholarly project during the course of the internship year. The purpose of this project is to further develop competencies in research and/or scholarship. These comprise one of the core competency categories that are a focus during the internship.

2. **Content:** Projects may center on research, program evaluation, clinical care and/or teaching. Projects should have relevance and utility for the behavioral health field; not just for the fellow. Projects should lead to submission of a proposal/abstract for a presentation or poster in a professional meeting and/or a submission for publication in some format. Fellows conducting research or program evaluation in the routine course of their placement can use these activities to fulfill the scholarly project requirement.

3. **Project Selection:** Each fellow’s Primary Advisor may either prescribe the nature of the scholarly project or provide the fellow with choice among options. Primary Advisors are asked to provide information to applicants about the types of scholarly projects conducted in the placements and the amount of choice provided to fellows. The fellow’s career interests are considered in the process of project selection.

4. **Feasibility:** In selecting a project, fellows and Primary Advisors should ensure the following: that fellows have or can develop the necessary skills to conduct their project; that they will have access to necessary resources and supports; and that the project or some major portion of the project can be completed during the course of the internship.

5. **Collaboration with Faculty:** Collaboration on the project between the fellow and his or her Primary Advisor is common. With the approval of the Primary Advisor the fellow can collaborate on the project with another faculty member. When this occurs, the Primary Advisor should continue to periodically discuss and monitor progress on the project with the fellow.

6. **Collaboration with peers:** Projects can be considered in which 2-3 fellows work together as a team. In such instances, the scope of the project should be extensive enough to justify a multi-person effort, and each fellow’s contribution must be clearly delineated prior to approval of the proposed project. Multi-fellow projects should generally lead to submission of an article for publication in a peer-reviewed journal.

7. **Allocation of Time:** Four hours per week from the primary placement are allocated for each fellow to pursue this project. Fellows are entitled to schedule time during their workweek for the project in increments no shorter than one hour each.

8. **Deliverables:** Using the Scholarly Project Proposal Form, each fellow will submit a brief summary of the planned project, as approved by the Primary Advisor (and project advisor, if
different). Using the Scholarly Project Report Form, each fellow will complete a brief written report at the conclusion of the project. The fellow and his or her project advisor will agree on other tangible products, which should include a proposal/abstract for a presentation or poster at a professional meeting and/or a submission for publication in some format.

9. **Timelines:** Project proposals are to be submitted to the Student Coordinator by September 1st. Projects are to be completed and the Project Report is to be submitted to the Student Coordinator by May 15th.

10. **Presentation of Projects:** A forum will be convened toward the end of the internship year, during which fellows will present their project to faculty and peers.