



Doctoral Internship Policy & Procedures

Records Policy

Revised 07-01-2017

1. **Overview:** A record will be created for each fellow admitted to the internship program. The format can be either electronic or hard copy.
2. **Security:** Hard copy records will be stored in a locked file. Electronic records will be stored on a password protected device.
3. **Retention:** All records will be stored permanently.
4. **Contents:**
 - a. AAPI application
 - b. CV submitted at the time of application
 - c. Supervision and Time Log for the year
 - d. Primary Advisor evaluations for November, January & June
 - e. Summary of Experience
 - f. Copy of Diploma