



BRAVE MINDS
psychological services

Graduate Internship Handbook

Guidelines and Expectations for Interns

Brave Minds Psychological Services, LLC

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Graduate Internship Handbook

We are so glad you are interested in being part of Brave Minds Psychological Services, LLC (BMPS). This handbook is the place to find everything you should need to know to thrive here. Of course, you can always ask us questions if you are unsure about anything! Other information about the terms of your internship is included in your individual internship agreement and/or Employee Handbook.

Throughout these pages, you will find information on what this internship entails, how we do the business operations at BMPS. In the Policies Handbook, you will find legal and ethical policies of BMPS. In the HIPAA Manual you will find information to remain HIPAA compliant. Please be sure to read each upon beginning your internship.

BMPS reserves the right to unilaterally modify, add to or delete any information or content set forth herein with or without notice.

Practice Purpose and Goals

Brave Minds Psychological Services is dedicated to preventing the intergenerational transmission of anxiety and trauma through providing high quality mental health care that can change the course of individuals and loves one's lives.

We seek to create a safe space for individuals affected by difficult, traumatizing and painful childhood experiences to learn to trust, heal, connect and move forward. BMPS is committed to working with parents to create a safe, nurturing, and attuned environment for their children where they can identify their child's emotional, psychological and behavioral needs and sensitively attend and respond to them. Lastly BMSP enthusiastically seeks to develop brave minded children, adolescents and adults who can live, love, thrive and excel despite fears, anxieties, and painful experiences.

Clinical Director & Owner

Fawn McNeil-Haber is the Clinical Director and Owner. She will provide case consultation or supervision, answer questions about operating procedures, and deal with issues related to liability whenever needed. You may contact her at any time with questions regarding urgent clinical issues or time sensitive operating procedures. You may email her to schedule a time to discuss non-urgent concerns and questions of any nature.

Practice Manager

Lisa Weiss, LCSW is the Internship Liaison and Practice Manager for both the Branchburg and Scotch Plains locations. She will help to coordinate your onboarding into your internship and will assist you in understanding your administrative responsibilities. As internship director, she will assist you and your supervisor in making sure your needs for internship are met. Lisa is also a primary supervisor for MSW graduate students..

Supervisors

Your primary supervisor will be your point of contact for overseeing your hours, reviewing your clinical cases, as well as evaluating your progress during your internship. Your supervisor will attend meetings with your field liaison and complete for field evaluation.

About Internship Opportunities at Brave Minds

Application Process

1. **Submit Your Application with subject (Internship Application):** Please include the following:
 - A cover letter
 - A resume
 - A document outlining your internship parameters and needs. This is typically provided by your school.
 - MFT interns and Counselors interns please email LaurenGrossbach@bravemindsnj.com
 - Social Workers please email LisaWeiss@bravemindsnj.com
2. **Complete Our [Application Form](#).**
3. **Interview:** Shortlisted candidates will be invited for an interview to assess suitability and discuss interests. Interviews are conducted by the Clinical Director, Practice Manager and a Supervisor.
4. **Selection:** Successful candidates will be notified and onboarded for the internship program.

Roles and Expectations

Depending on your program of study and level of experience, the roles and responsibilities vary.

Length of Internship & Commitment

Many of our interns are at our site for an entire academic year. Our placement requires a minimum of 8 months. **All interns are required to work on Thursdays.** Important staff and supervision meetings are held on Thursdays.

Training Requirements (not exhaustive)

1. Complete HIPAA Security Training
2. Complete [Telehealth Training](#)
3. Complete Documentation Training
4. Complete [Social Media Ethics](#)
5. Complete [Anti-Racism and LGBTIA+ Affirming Culture New Hire Training](#)
6. Complete online [CBT course](#)
7. Complete [TF-CBT course](#)
8. Review [Suicidality and Risk Assessment](#)
9. Complete [Food Allergy and Anxiety](#) Training

Psychotherapy Cases

The number of clinical cases that are assigned to interns depends on the intern's program requirements, skill level, and discretion of the intern's supervisor. Interns will be required to attend weekly individual supervision, monthly peer consultation with our interdisciplinary team, and will be required to prepare two case presentations during their internship time.

Marketing and Networking

1. Connect with local schools/introducing self
2. Expand referral list

Blog Writing

Interns are expected to complete two to three blogs during their internship:

Blogging is a great way to deepen your understanding of the material you are learning or working with. Being able to present your knowledge in a digestible format for an identified audience is an important skill. It will allow you to decrease mental health stigma, increase public knowledge and share your passions with others. Interns are coached through writing blogs and encouraged to consider a series of blogs where they can go deep into a particular subject of interest.

1. 1st Outline due in September/January
2. 1st draft due in October/February (Field Instructor to edit and provide feedback)
3. 2st draft due Nov 8th/March 8th (Edited by Director)
4. 3rd draft Due December/April
5. Final draft due December/April

Company Policies and Procedures

Professional Conduct

This company expects its employees and interns to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees and interns should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

Dress Code

An intern's personal appearance and hygiene is a reflection on the company's character. Interns are expected to dress appropriately for their individual internship responsibilities and position.

Company Property

Company property, such as equipment, furniture, and office supplies are not for private use. They are to be used strictly for company business. Company property (including charts) are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, interns are required to surrender any company property they possess.

Company email, call forwarding, other software applications are a privileged resource, and must be used only to complete essential job-related functions.

Interns are reminded that they should have no expectation of privacy in their use of provided software applications including email and voicemail. Email and voicemail are periodically audited.

Violations of these policies could result in disciplinary action.

Privacy

Interns and supervisors share a relationship based on trust and mutual respect. However, the company retains the right to access all company property including file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time.

All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the company, not the intern.

Attendance Policies

General Attendance

Hours may vary depending on internship responsibilities and graduate program. Should an intern have any questions regarding their work schedule, the intern should contact their Supervisor as well as the Clinical Director.

The company does not tolerate lateness or absenteeism without excuse. Interns who will be late to or absent from internship should notify their Supervisor and Internship Director

soon as reasonably possible in the event of an emergency. Chronic absenteeism may result in disciplinary action.

Interns who need to leave early, for illness or otherwise, should inform their Supervisor and the Internship Director.

Tardiness

Employees are expected to arrive on time and ready for work. Therapists should arrive at the office at least 15 minutes before their first scheduled appointment to ensure that clients do not find themselves locked out of the office waiting room. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action

Time Off

Consistency is important when working with clients. Interns may take no more than a week of time off during school breaks or per 4 month period of time. For example, students who have a month off for winter break are still expected to continue seeing their clients during that period of time.