January 17, 2018

Dear Applicant:

The University Counseling Center (UCC) will be accepting applications for Master’s and Doctoral level trainee position(s) for the 2018-2019 academic year. Attached is a general summary of our mission, these positions and their associated activities. Please note that there may be minor changes implemented as we continue to plan for next fall. We plan to fill a total of five trainee positions: 3-5 Master’s trainee positions and 1-2 Doctoral positions.

Please note that application materials are due February 1st, 2018, and we welcome early applications. If for some reason this date is a particular hardship or if you have questions or concerns regarding the application process feel free to contact me. I request that you email me with questions, as I check email throughout the day. Interviews are tentatively scheduled to take place the first week in February. Please note that trainees will be required to attend a week long orientation shortly before the beginning of the fall 2018 semester (8AM-5:00PM, August 13-17). Additionally, I will be in contact with trainees occasionally during the summer months to facilitate establishing schedules and therapy room assignment for the fall semester. Trainees are expected to have some flexibility in their fall and spring schedules to participate in outreach activities that have the potential to occur outside of regularly scheduled UCC hours.

Attached you’ll find information regarding eligibility and application procedures. If you are applying for more than one position for which you are eligible, please only complete one application but note in your materials which positions you intend to apply for. You of course will only be interviewed once and selected for one position should you apply to multiple positions. Please feel free to contact me as needed. Our staff looks forward to meeting you.

Sincerely,

Rhandi Clow PhD
Counseling Center Training Director
The University of North Dakota
2891 2nd Ave N. STOP 9042
Grand Forks, ND 58202
701.777.2127
Rhandi.clow@UND.edu | UND.edu/health-wellness/counseling-center
MISSION

With special attention to promoting diversity, the University Counseling Center empowers all students to reach their fullest potential while providing challenging self-growth opportunities through a full-range of therapeutic interventions and training opportunities.

VISION

Our vision is to raise awareness of positive mental health and increase accessibility and visibility of cutting edge services. As part of Student Academic Services, in the Division of Student Affairs, the University Counseling Center supports and promotes mental and physical health advocating therapeutic lifestyle changes to aide in student success. Clinical services include individual, group, couples, and career counseling, as well as comprehensive, fully licensed chemical dependency treatment programs. These evidence-informed services allow us to continue to grow and serve as advocates for University of North Dakota students throughout their developmental and academic journeys. In addition, as part of the University community we maintain an active educational mission that includes a practicum training program and an American Psychological Association accredited doctoral psychology internship program. Finally, our pro-active outreach program provides educational and preventative services to the campus community.
VALUES

➢ Integrity
  o Commitment to ethical standards and equality, and to the services of all individuals with dignity and respect.

➢ Compassion
  o Commitment to understand and connect to the experience of individuals we serve.

➢ Autonomy
  o Commitment to the independence and decision-making capacity of the individuals we serve.

➢ Collaboration
  o Commitment to foster and sustain internal and campus-wide partnerships in a collegial manner that is consistently professional, respectful, and empathic.

➢ Innovation
  o Commitment to seek, implement, and maintain evidence-informed treatment strategies.

➢ Balance
  o Commitment to promote and practice health and wellness, personal and professional.
FIVE PRIMARY MODES OF SERVICES

1. **Personal Counseling**: The UCC offers individual, walk-in, couples, and group counseling to students in order to meet a variety of personal needs. Students seek assistance for a wide range of issues. These issues may involve developing a sense of competence in a new environment meeting increased academic, personal, and social demands, mental illnesses, trauma, and resolving interpersonal conflicts. The group counseling experiences, which are offered to students, address personal development and wellness issues. All counseling services are designed to promote student academic success and optimal mental health.

2. **Career Counseling**: This service is designed to promote responsible and planned student decision-making in the choice of an educational goal, major area of study, or a career. Individual career counseling assists students by providing information about college majors, career exploration exercises, and assessment interventions to students. Our office works in close collaboration with Career Services and other departments at UND to identify and accept referrals of students with more complicated career exploration needs. These services are seen as more intensive and personality based than UND’s Career Services.

3. **Alcohol and Other Drug (AoD) Counseling**: AoD programs aim to facilitate change through establishing collaborative relationships, promoting substance use education, and utilizing interventions in situations where substance use may negatively influence student performance or the university community environment. Individual and group counseling, alcohol and drug evaluations, referral for assessment and treatment, and educational programming are important components of this service. Our AoD program is part of the Grand Forks Addiction Training Consortium and is highly recognized for being able to provide outpatient services for AoD issues and the only University Counseling Center in North Dakota to offer these services.

4. **Outreach**: UCC outreach provides small group and skill development experiences for university students. Issues and concerns frequently addressed include stress management, test anxiety, academic improvement, relationship development, career exploration, and personal development. In addition, educational workshops are offered throughout the year on mindfulness, substance abuse awareness, depression, and numerous other areas of student interest.

5. **Collaboration/Consultation**: UCC consultation/collaboration efforts are designed to assist students, family of students, staff, and faculty. The Center works with the Dean of Students office, Student Health Services, Housing, Athletics, the Greek community, academic departments, individual faculty, staff, students, student groups, and staff units in resolving conflicts, building better working relationships, team building, long-term planning or the interpretation of student needs. It is anticipated that through community consultation and collaboration, students will be better served and more able to attain their educational goals.
Breakdown of the Trainee Activities

There is considerable similarity between the Master’s internship, Doctoral GSA position, and Doctoral practicum position, in terms of structure and allocation of time. However, training opportunities are, as much as feasible, tailored to match the developmental level of each trainee. In addition, the Master’s internship and Doctoral practicum are unpaid positions, while the Doctoral GSA position is funded with a ½ time stipend. Because of our emphasis on vertical learning, considerable time and energy is invested in developing strong cohesion in the cohort made up of the combined trainees from all three types of positions.

All three positions begin with a mandatory one-week orientation held in August prior to the start of the Fall Semester. It concludes on Reading and Review Day at the close of the spring and all student holidays provided for on the university’s academic calendar are holidays. The appointment consists of a 16-20 hour commitment. The approximate breakdown of the time as it relates to the five main activities (full descriptions on next page) is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours/week (Doctoral Practicum)</th>
<th>Hours/week (GSA position)</th>
<th>Hours/week (Master’s Internship)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Counseling sessions</td>
<td>8-12</td>
<td>8-12</td>
<td>7-11</td>
</tr>
<tr>
<td>2. Training</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>3. Supervision</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>4. Outreach</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>5. Administrative</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Trainee Hours Per Week</strong></td>
<td><strong>16-20</strong></td>
<td><strong>16-20</strong></td>
<td><strong>16-20</strong></td>
</tr>
</tbody>
</table>

***Please note that the breakdown of the hours will vary over time. At the beginning of each semester, client contact hours will be lower and gradually increase as the semester progresses. It is expected that unfilled client hours will be used for paperwork, professional reading, preparation for supervision, observation of staff sessions, training, outreach planning, or other UCC related activities.

If time must be missed it must be cleared with a supervisor and the time would need to be made up during the semester.
Description of Activities

Counseling Sessions

An intake interview is a client’s first session at the UCC. The purpose is twofold: 1) to allow the intake counselor to gather additional information about the client and his or her concerns and 2) for the client to learn more about options available to address these concerns. Together the client and intake counselor determine a course of action, which may include counseling/therapy at the UCC or referral to another more appropriate agency. Training in the provision of a clinical intake interview begins during orientation and continues throughout the semester. Trainees will begin conducting independent intake interviews upon the approval of their individual supervisor and in consultation with the Training Coordinator. Caseloads will expand with the approval of one’s supervisor. Due to the nature of the assignment process and the emphasis on learning, trainees utilize a vertical learning model and supervision to determine the appropriate level of care based on client presentation/need. The trainee may carry one couple on his or her case load (provided they have completed appropriate course work) and the remainder of the caseload will consist of individual clients and possible facilitation of an interpersonal process group.

The group training experience is developmental in nature. This means that fall semester trainees may take on the role of an observer in an interpersonal process group and by spring semester the trainee may actively co-facilitate a process group. They may also have the option to develop a special topic group during the fall and spring semesters. Planning and preparation for the group will be done in the last half of the fall semester in collaboration with a UCC staff member. Topics for groups must be chosen from those approved by the UCC Training Coordinator. Group counseling hours will be included in the practicum trainee’s weekly time allocation for counseling sessions.

During regular business hours, the UCC designates clinical staff as walk-in counselors to provide services for clients who display an emergent mental health condition, students in the midst of a personal crisis, or those who state they have an immediate need to consult with a counselor. Other duties of the walk-in counselor are to respond to inquiries by staff about the UCC services or serve as a consultant for students who may seek advice about helping friends with personal problems. On-call hours are scheduled from 8AM and 4PM daily. Up to 10% of a trainee’s availability is assigned to on-call time each semester when they will assume the duties of the walk-in counselor. Because of the unpredictable nature of the walk-in counselor’s duties, this may provide trainees with time to prepare for counseling sessions, complete paperwork, or keep up with professional reading. Clients who decide to start ongoing counseling after completing an initial walk-in session are assigned to the walk-in counselor they were seen by giving trainees equal opportunity for diversity of clients and presenting concerns. If prudent, intakes may be reassigned.
Training

a. Clinical staffing and trainings occur each week, typically on Friday. Each clinical staffing consists of staff counselors and trainees at various levels of experience. Clinical staffing are offered to enhance the learning experience by allowing each person a greater chance to participate. Clinical staffing is designed to be informal and supportive in nature. Participation is expected. The clinical staffing format provides both staff and student counselors the opportunity to seek the ideas and support of peers for their work. Trainings are typically facilitated by members of the UCC staff and professionals from the community. Topics vary yearly and typically include: initial evaluations, risk assessment, motivational interviewing, affirmative therapy with gay, lesbian, and bisexual clients, sculpting, couples counseling, etc....

b. Professional Development Group occurs each week, typically on Fridays. Trainees participate in a one hour professional developmental group facilitated by the practicum coordinator. Active participation, which includes a willingness for learning, self-exploration, self-disclosure, and vulnerability, is encouraged and expected. Students are encouraged to openly explore developmental challenges and support one another. Topics that may be explored include: emotions and conflict in a professional setting, what does it mean to be a professional?, boundaries, multiple roles, what does change look like?, inter-professional communication, and self-expectations, etc....

Supervision

The UCC training program recognizes the importance of supervision for the continued professional growth of student trainees. The practicum includes time for supervision preparation where supervisees are expected to review the videotapes of their clinical work and organize thoughts and questions to present in supervision. Utilizing cued tapes can help supervisees make use of supervision time effectively. Issues that might be discussed include observations about oneself as the counselor, observations about the client, demonstration of successful and challenging skills development, transference and counter transference issues, theoretical orientation and case conceptualization concerns, etc. At the beginning of each semester, a Supervision Agreement will be developed and signed. One hour of individual supervision will be provided by a psychologist or psychology resident at the UCC. Times will be set according to the shared convenience of the supervisee and supervisor. If supervision is completed by an unlicensed provider, the supervisor will, in turn, be supervised by a licensed provider. Supervisors at the UCC represent a variety of theoretical orientations. Trainees are encouraged to learn from these perspectives, yet develop their own orientation.
**Outreach Programming**

Outreach programs are an important component of the UCC services. Outreach programs are both preventive and educative in nature. Each year trainees develop outreach programming including a psycho-educational presentation on a topic of concern in a university setting with accompanying educational materials, brochures, and references. Time is provided weekly throughout the year for trainees to work together on these projects, which culminates with a presentation in one of the final trainee meetings.

**Administrative**

The UCC utilizes Titanium Software, which is an electronic medical record system. Trainees are given time weekly to maintain up-to-date records. There is a 24-hour gold standard for electronic medical records. It is expected that trainees will comply with this standard. Trainees are also given time for professional reading and training.
ELIGIBILITY REQUIREMENTS FOR EACH POSITION

Master’s Internship/Doctoral Practicum Training Position Eligibility

To be eligible for a Master’s internship/Doctoral Practicum position at the UCC, candidates must:

- Have completed graduate course work in such areas as Personality Theories, Counseling Methods, Career Counseling, Psychological Testing, Couple Counseling, Multicultural Counseling, Group Counseling, and Practicum.
- Provide evidence of successful completion of a previous practicum, which includes at least some direct contact to individuals, career, or couples.
- Meet ethical criteria that do not constitute an inappropriate dual relationship with the UCC staff.
- Have a record free from any ethical or legal violation or grievance related to providing human services and be free from any psychological impairment that could interfere with the ability to provide mental health services.

Doctoral GSA Position Eligibility

To be eligible for the Doctoral GSA position candidates must be at least a third-year doctoral student in Counseling or Clinical Psychology and in good standing. In addition to the eligibility requirements for a Master’s Internship/Doctoral Practicum Training position, these candidates must:

- Provide evidence of successful completion of a previous practicum, which includes at least 50 hours direct contact to individuals, career, couples, or groups.
- Evidence a strong fit to the UCC and its mission.
- Have department approval for a paid placement.
Application Process

Persons interested in applying for the UCC’s master’s internship, GSA or doctoral practicum positions must submit a complete application by **February 1, 2018**. A complete application includes the following:

1. A current resume/vitae.
2. A completed “Application for Training Positions” form (see below).
3. A list of previous clinical supervisors which includes current email addresses and phone numbers.
4. **Note:** to comply with legislation concerning education and employment records, **you must provide these supervisors with written permission** to disclose information to us. Please provide this permission so we can contact them without delay.
5. A Reference Statement provided by your primary advisor or training director (see below). Additional letters of recommendation are optional.
6. A copy of your current UND academic transcript(s). Un/official transcripts are acceptable. Should you be selected for the position and submitted an unofficial transcript with your application, you’ll be required to submit an official transcript prior to the start of your training experience at the UCC.

Applications will be reviewed by the UCC staff and selected applicants will be invited to meet with members of the staff. Notification of intent to interview will be given **February 2, 2018**. Interviews will take place the week of **February 5-9**. Application materials should be sent to:

**Rhandi Clow PhD**
Counseling Center Training Director
The University of North Dakota
2891 2nd Ave N. STOP 9042
Grand Forks, ND 58202
701.777.2127
rhandi.clow@UND.edu | UND.edu/health-wellness /counseling-center
University Counseling Center Application for Training Positions

Name of Applicant:

Address:

Phone:

Email:

Position(s) to which you are applying:

1. Have you ever been accused of violating any ethical or legal standards of behavior for counselors or psychologists?
   - Yes
   - No

   If yes, please describe:

2. Previous Clinical Experience:
   a. How many clients have you worked with in individual counseling?

   b. How many client contact hours do you have in individual counseling (number of clients x number of sessions)?

   c. How many couples have you worked with in couples or marriage counseling?

   d. How many client contact hours do you have in couples counseling (number of couples x number of sessions)?

   e. Please describe any counseling-oriented group(s) you have facilitated or co-facilitated.

   f. Please list the client issues/concerns with which you have experience.

   g. Please describe any experience you have had working with diversity.
3. In the space provided, please list all previous clinical training you have completed. Begin with your first graduate clinical methods/techniques course and include any placements for which you received academic credit.

<table>
<thead>
<tr>
<th>Course or Placement</th>
<th>Dates</th>
<th># of hours/week</th>
<th># of credits</th>
<th>Name of supervisor and his/her current address and phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. In this space provided, please list all practicum and/or previous employment in a human service capacity.

<table>
<thead>
<tr>
<th>Position</th>
<th>Dates</th>
<th># of hours/week</th>
<th>Name of supervisor and his/her current address and phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Please explain why you want a placement at the UCC:
University Counseling Center Reference Statement

AUTHORIZATION FOR RELEASE OF INFORMATION: This release statement should be completed by your academic advisor or another qualified individual who is extensively familiar with your work. The information to be provided is part of your private education records, which are protected from unauthorized release by federal legislation. Therefore, you must give written authorization for this information to be released. Please sign your name in the space provided below to indicate your authorization.

Name of Applicant (please print):

Position(s) Applying For:

_________________________________________  ___________
Signature                                       Date
THE FOLLOWING IS TO BE COMPLETED BY THE PERSON PROVIDING THE REFERENCE:

Name and Title:
Address:
Telephone Number(s):
Email:

INSTRUCTIONS: Please respond to the following items regarding the above named applicant:

1. Summarize the applicant’s progress to date in the academic program.

2. Describe the applicant’s response to supervisory relationships within the academic program.

3. Describe the applicant’s strengths in regard to clinical skills.
4. Describe the training needs of the applicant and indicate any deficits or difficulties that may exist in the applicant’s skills. Indicate if you have any knowledge that the applicant has withdrawn from a practicum or internship or been forced to withdraw prior to completion.

5. Please describe the applicant’s maturity level and professional demeanor.

6. Do you have any knowledge of any ethical or legal violation or complications concerning this applicant? Are you aware of any concern(s) about the emotional/mental fitness of this applicant to provide mental health services? If so, please describe.

Please return by application deadline to

Rhandi Clow PhD
Counseling Center Training Director
The University of North Dakota
2891 2nd Ave N. STOP 9042
Grand Forks, ND 58202
701.777.2127
rhandi.clow@UND.edu | UND.edu/health-wellness/counseling-center