

**UVM Counseling & Psychiatry Services (CAPS)  
Graduate Training Program Application  
2024-2025  
Application Deadline is Friday January 5, 2024**

**Virtual Information Session for interested applicants: Friday, 12/08/23, from 10-11am on Teams  
Please email Jessica Ley Metcalf if you are interested in attending ([Jessica.ley@uvm.edu](mailto:Jessica.ley@uvm.edu))**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
E-Mail: \_\_\_\_\_

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**I. EDUCATION HISTORY**

Undergraduate (include institution(s), dates of attendance, degree(s), and major(s)):

Graduate (include institution(s), dates of attendance, degree(s), and area of study):

Name of Graduate Program you are attending at present & degree you are working toward:

Starting date of program: \_\_\_\_\_ Anticipated date of completion: \_\_\_\_\_

Training Applying For (select one): \_\_\_ Master's-level Internship \_\_\_ Doctoral-level Practicum

Advisor's name, email address, and telephone number:

Please list graduate courses in clinical mental health treatment that will be completed by the start of the Fall 2024 semester:

Please list relevant mental health experience attained by Fall 2024:

*NOTE: If you are NOT currently enrolled in a graduate program leading to a licensable mental health provider degree, please attach a transcript from your most relevant program and the name and contact information for the training director/coordinator.*

## II. EXPERIENCE: Please attach current CV or resume

- Please ensure that your CV clearly lists and briefly describes your duties in any employment, practicum/a, or other internship which provided experience in mental health and human services. **Please include the name and contact information of your supervisors at each location.**
- Please ensure that your CV lists other work or volunteer experience which you have had, even if unrelated to human services.

## III. PROFESSIONAL ISSUES (Please try to limit responses to no more than a page)

1. What personal strengths do you bring to your developing role as a counselor/psychotherapist? Please describe some past experiences you've had that reflect elements of mental health practice in a university counseling center setting, such as CAPS (consider ways you have utilized or understand a brief therapy model; how do you think about providing teletherapy; how do you or what are your thoughts on assessing and treating a variety of presentations with different levels of acuity within the same day; what is your experience with or how do you think about working within a system of care and accessing resources; what is your experience working in collaboration with other providers/entities, etc.).
2. Please describe some of your anticipated challenges of clinical training at CAPS and areas you would like to grow and develop as a mental health professional.
3. What specific skills, knowledge, and training would you like exposure to in this setting?

## IV. LOGISTICS

- The training program at CAPS begins with a shared multi-day orientation/onboarding experience during the week of August 19-23, 2024. **Please note these dates. Attendance is necessary and a REQUIRED part of the internship for all trainees.**
- Trainees should plan to be on site approximately 25 hours per week, with limited flexibility to increase or slightly decrease hours depending on program requirements.
- CAPS office is open between 8:30am-4:30pm, Monday-Friday and throughout academic breaks with the exception of University-wide administrative closures. Interns follow their graduate program calendars but are expected to follow the UVM Academic Calendar regarding the start and end of each semester [for the 2024-25 academic year these dates are 8/26/25-12/13/24 (Fall) and 1/13/25-5/09/25 (Spring)]. Trainees are also encouraged to take breaks during time off for students (i.e. Thanksgiving Week; Winter Break; Spring Break)
- Schedules are individually arranged according to each trainee's availability, but **all interns are required to be available every Wednesday morning from 8:30am to 12pm for Intern Training and Group Supervision.**
- Outside of CAPS regular office hours, many of CAPS therapy groups are offered in the evenings; it is often helpful to plan for some evening hours to meet requirements for group therapy hours.

- The Training Program runs through the end of spring semester, May 09, 2025 with occasional/limited opportunity for summer placement, determined on an individual basis. Acceptance into the Academic Year internship is not a guarantee of summer placement and hours.

**Are there any limitations affecting your ability to meet these program expectations?**

Yes\_\_\_\_\_ No\_\_\_\_\_

**If you marked “Yes,” please describe or explain the conflict or question here:**

## V. REFERENCES

Please list the names and contact information of 3 professional references we may contact.

- 1.
- 2.
- 3.

Please send your application materials & CV via email to [Jessica.Ley@uvm.edu](mailto:Jessica.Ley@uvm.edu)

To reach Jessica directly please call CAPS at (802) 656-3340