Charleston Consortium Clinical Psychology
Internship Program

Medical University of South Carolina
Department of Psychiatry & Behavioral Sciences

Ralph H. Johnson Department of Veterans Affairs Medical Center

ORIENTATION MANUAL
2016–2017

Dean G. Kilpatrick, Ph.D. & Daniel W. Smith, Ph.D.
Co-Directors, Psychology Internship Program
Medical University of South Carolina
Department of Psychiatry & Behavioral Sciences
67 President Street, 2nd Fl. IOP S., MSC 861
Charleston, South Carolina 29425–8610
(843) 792–2945 (ph.)
(843) 792–3388 (fax)

http://colleges.musc.edu/psychology_internship
# TABLE OF CONTENTS

Orientation Schedule, Monday, August 1, 2016 ................................................................. 3
Orientation Schedule, Tuesday, August 2, 2016 ................................................................. 4
Orientation Schedule, Thursday, August 4, 2016 ............................................................ 4
Meeting with Preceptor Schedule .................................................................................. 5
Meeting with Rotation Supervisor Schedule .................................................................. 6-7
Overview of Internship Organization and Governance .................................................. 8
Clinical Rotation Directors ........................................................................................... 9
Clinical Research Training ............................................................................................ 10
Seminar Schedules ...................................................................................................... 11-15
Supervisors and Mentors ............................................................................................... 16
Evaluation ....................................................................................................................... 16
Sexual Harassment Policy (MUSC & DVA) .................................................................. 19
Tobacco Free Campus Policy .......................................................................................... 26
Administrative Issues ...................................................................................................... 27
Vacation and Leave Guidelines ...................................................................................... 29
Grievance Procedure ..................................................................................................... 32
Policy on Impaired Interns ............................................................................................. 32
Miscellaneous .................................................................................................................. 33
Holiday Schedule ........................................................................................................... 34
Charleston Consortium Psychology Interns: Class List ....................................................... 35
Psychology Intern Rotations and Rotation Supervisors, Fall/Winter Quarter ................. 36
Psychology Internship Yearly Rotation Schedule ............................................................. 37
Psychology Faculty List .................................................................................................. 38
Attestation Leave Policy ................................................................................................. 39
# 2016–2017 Charleston Consortium Psychology Internship Orientation

## Department of Psychiatry and Behavioral Sciences
67 President St., 4th Fl. Weight Management Center
Institute of Psychiatry - South Building

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>All DVA-Rotating Interns have VA Orientation: A. Howell, A. Jarnecke, C. Lancaster, C. Sege, J. Teeters, M. Woodward, A. Dir, D. Lowe, R. Marek, &amp; W. Mellick 109 Bee St., Dr. Libet’s office 109 Bee St., Rm. B531 (843 789-7133)</td>
</tr>
<tr>
<td>10:00 am</td>
<td>All Interns: Introductions and Welcome (4th Fl. Wgt Mgt Ctr 67 President St.) Dean G. Kilpatrick, Ph.D. &amp; Daniel W. Smith, Ph.D. Co-Directors, Psychology Internship Program</td>
</tr>
<tr>
<td>11:00 am</td>
<td>All Interns: Weight Management Office 4th Fl. IOP S. Weight Management Center, 4th Fl. IOP S. Office of Gender Equity and Clery Act: Connie Best, Ph.D., Director</td>
</tr>
<tr>
<td>11:30 am</td>
<td>All Interns: Lunch @ the Wickliffe House (lunch is provided)</td>
</tr>
<tr>
<td>1:00 pm</td>
<td>MUSC-funded Interns: Shuttle Bus from Jonathan Lucas &amp; President St. to Harborview Towers for: Benefits Enrollment/New Employee Orientation- Dir, Evans, Gamache Martin, Gomez, Hartley, Helseth, Kraemer, Lowe, Marek, Mellick, Nonterah, Solomon, Zuromski Bring SS card, voided check for direct deposit, and DOB’s and SS# for any dependents. DVA-funded interns: A. Howell, A. Jarnecke, C. Lancaster, C. Sege, J. Teeters, M. Woodward need to go back to the DVA Dr. Libet’s office 109 Bee St., Rm. B531 (843 789-7133) during this period!</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>All Interns: Review of Didactic Seminar Series (4th Fl. Wgt Mgt Ctr) Daniel W. Smith, Ph.D., Co-Director</td>
</tr>
<tr>
<td>4:00 pm</td>
<td>All Interns: Review of Clinical Training (4th Fl. Wgt Mgt Ctr) Daniel W. Smith, Ph.D., Co-Director</td>
</tr>
<tr>
<td>4:20 pm</td>
<td>All Interns: Review of Research Training (4th Fl. Wgt Mgt Ctr) Daniel W. Smith, Ph.D., and Peter Tuerk, Ph.D. for Colleen Halliday-Boykins, Ph.D., Director Research Training</td>
</tr>
</tbody>
</table>
### Tuesday, August 2^{nd}, 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td><strong>All Interns:</strong> Psychology Internship Office 2nd Fl. IOP S. Rm. 227 Compliance Training: Kelly Shaw Prior to orientation, please complete the OSHA training module below: <a href="https://www.Carc.musc.edu/training/modules/osha">https://www.Carc.musc.edu/training/modules/osha</a></td>
</tr>
<tr>
<td>9:30 am</td>
<td><strong>All Interns w/Dan and Dean:</strong> Class Picture @ Colcock Hall w. Rebekah Menges (confirmed 7.11.16)</td>
</tr>
<tr>
<td>10:00 am</td>
<td><strong>All Interns:</strong> Public Safety for ID Badges (this may change, as they can send their own pictures to public safety for their badges) (100 Doughty St., across from IOP) Should receive badge with a <strong>Brown</strong> Stripe that says: “Psychiatry – Psychology Intern” and/or Parking Management (2^{nd} Fl. President St. Parking Garage) If you intend to park on campus, it’s necessary to register your car and select a lot. See text below for options. To sign up, bring car registration and ID. You should be classified as a &quot;Resident&quot; (as opposed to a “student”) for parking purposes.</td>
</tr>
<tr>
<td>11:00 am - 12:00 pm</td>
<td>Meet w. Preceptor, if s/he is available (see p 5 below)</td>
</tr>
<tr>
<td>12:00 pm - 1:00 pm</td>
<td>Lunch on your own</td>
</tr>
<tr>
<td>1:15 pm - 2:15 pm</td>
<td>Meet w. Rotation Supervisor #1</td>
</tr>
<tr>
<td>2:30 pm - 3:30 pm</td>
<td>Meet w. Rotation Supervisor #2</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Welcome Reception IOP Lobby</td>
</tr>
</tbody>
</table>

**EPIC Training for all interns will be on Friday, 8.5.16 Rm. 220 Clinical Science Building 9:00 pm – 12:00 pm Please bring HEADPHONES!**

### Thursday, August 4^{th}, 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 8:30 am</td>
<td><strong>All Interns:</strong> Bioengineering Bldg., Room 201 Meet with Director of Research Training, Colleen Halliday-Boykins, Ph.D.</td>
</tr>
</tbody>
</table>
Meeting Schedule
Research Preceptors*
Tuesday, August 2, 2016 — 11:00 – 12:00 pm

Allyson Dir ........................................ Drs. Gilmore/Davidson BA 205 IOP S. (Gilmore -843 792-2945 or cell 206 291 3960
Spencer Evans ................................. Dr. L. Carpenter 396 Rutledge Tower (Elevator "C" to the 3rd Fl. 843 876-1516)
Christina Gamache Martin .................. Dr. Danielson BA 201 IOP S. (843 792-2945 or cell 843 568 3558)
Jennifer Gomez ............................... Drs. Santa Ana/Stecker DVA 109 Bee St., Rm. DD131 (843-789-7280)
Chelsey Hartley ............................... Dr. Moreland BA202 2nd Fl IOP S. (843 792-2945 or cell 765 532 6559)
Sarah Helseth ................................. Dr. Hanson BA 224 IOP S. (843 792-2945 or cell 843 906 3624)
Ashley Howell .................................. Dr. Rheingold/Uhde BA 220 IOP S. (843 792-2945 or cell 843 532 8064)
Amber Jarnecke ............................... Dr. J. Libet B531 DVA 109 Bee Street (843 789-7133 or cell 843-327-8636)
Kristen Kraemer .............................. Dr. Serber Behavioral Medicine Clinic Ste. 104 1st Fl IOP S. 843 792-0686)
Cynthia Lancaster ................................ Dr. Gros 109 Bee Street B530 5th Fl. (843 789-6225)
Deborah Lowe ....................... Dr. Wagner 2nd Fl. Rutledge Tower Front Desk (ask to be announced 843 792-3221)
Ryan Marek ................................. Dr. O’Neil - 4th Fl. IOP S. Weight Mgt Center (843 792-5426 wk/843 670-9266 cell)
Will Mellick ................................. Dr. Prisciandaro125 Doughty Street (Roper Medical Office bldg) Suite 190 Ph. 843 792-1433
Camilla Nonterah ............................ Drs. Balliet/Borckardt (unavailable)*
Chris Sege .................. Drs. McTeague/Wangelin DVA 109 Bee St. A532 (Wangelin-843 577 5011, ext 5868 or cell 336 209 7720)
David Solomon .................. Drs. D. Smith/Flanagan BA 213 IOP S. (Smith-843 792-2945 or cell 843 345 0441)
Jenni Teeters .............................. Dr. Back Ste. 151 Charleston Center (843.693.7717)
Matt Woodward ..................... Dr. Tuerk DVA 109 Bee St. Rm. A531a (843 789-6188 or cell 434-409-3901)
Kelly Zuromski ............................. Drs. Kilpatrick/Resnick 2nd Fl. IOP S. Rm. BA208 (843 792-2945)

* If your preceptor is unavailable (e.g., out of town, tied up with a clinical emergency) during the scheduled time, one of two things will happen. You will either meet with a designee of your preceptor’s choosing (listed above), or you should contact him/her to schedule a mutually convenient time to meet when s/he is available. You will then have this hour free.
Meeting Schedule
Rotation Supervisors*
Tuesday August 2, 2016 — 1:15-2:15 pm

Allyson Dir.......................... CDAP Josh Smith or Viktoriya Magid @ CDAP 437 IOP N. (843 792-5759 or cell 843 906-6373)
Spencer Evans.......................... YOP Kerrie Murphy @ YOP 236 2nd Fl. IOP N. (843 792 0137)
Christina Gamache Martin ......... DNLCC Carole Swieckicki (via teleconference; will provide instructions)
Jennifer Gomez.......................... CAPS Alice Libet 30 Bee St. (843 792-1570 or cell 843 452-4240)
Chelsey Hartley.................. Stall HS Cristina Lopez Rm. 524 College of Nursing (876-1034 or cell cell 314-374-6040)
Sarah Helseth.......................... Stall HS Cristina Lopez Rm. 524 College of Nursing (876-1034 or cell 314-374-6040)
Ashley Howell.......................... CBT-VA Dan Gros 109 Bee Street B530 5th Fl. (843 789-6225)
Amber Jarnecke.......................... BM_IOP Eva Serber Rm. 104 1st Fl. IOP S. (843 792 0686)
Kristen Kraemer.......................... BM-IOP Eva Serber Rm. 104 1st Fl. IOP S. (843 792 0686)
Cynthia Lancaster...................... CBT-VA Dan Gros 109 Bee Street B530 5th Fl. (843 789-6225)
Deborah Lowe.......................... NP-VA Michael Horner 109 Bee St MH Clinic (A546) and have them ask for me (843 789-7131)
Ryan Marek.............................. BM-VA Layne Goble 109 Bee St., Rm D-225 meet at 2nd Fl Elevator (843 789-6246)
Will Mellick.............................. CIPS Josh Smith 437 IOP N. (843792-5759 or cell 843 906-6373)
Camilla Nonterah.......................... BM_IOP Eva Serber Rm. 104 1st Fl. IOP S. (843 792-0686)
Chris Sege............................... PCT Kristy Center DVA 109 Bee St. Rm. A531b (843-789-6895)
David Solomon.......................... NCVC Clinic Alyssa Rheingold BA 220 IOP S. (843 792-2945 or cell 843 532 8064)
Jenni Teeters......................... CDAP J. Smith or Viktoriya Magid @ CDAP 437 IOP N. (843792-5759 or cell 843 906-6373)
Matt Woodward.......................... PCT Kristy Center DVA 109 Bee St. Rm. A531b (843-789-6895)
Kelly Zuromski..............(try to be there by 1:00, if possible)............ TTP Ben Toll Rm. Hollings Rm.121 (HO121), (843 876-1132)

* If your supervisor is unavailable (e.g., out of town, tied up with a clinical emergency) during the scheduled time, one of two things will happen. You will either meet with a designee of your supervisor’s choosing (listed above), or you should contact him/her to schedule a mutually convenient time to meet when s/he is available. You will then have this hour free.
Meeting Schedule
Rotation Supervisors*
Tuesday, August 2, 2016 — 2:30-3:30 pm

Allyson Dir........................................SATC Kathryn Bottonari 109 Bee St, Rm. A562 (cell 843-276-7712 or 843-577-5011 ext 5541)

Spencer Evans......................................PEDS Laura Carpenter 396 Rutledge Tower (Elevator "C" to the 3rd Fl 843 876-1516)

Christina Gamache Martin...................... NCVC Clinic Alyssa Rheingold BA 220 IOP S. (843 792-2945 or cell 843 532 8064)

Jennifer Gomez....................................NCVC Clinic Alyssa Rheingold NCVC Clinic BA 220 IOP S. (843 792-2945 or cell 843 532 8064)

Chelsey Hartley.................................PEDS Laura Carpenter 396 Rutledge Tower (Elevator "C" to the 3rd Fl 843 876-1516)

Sarah Helseth.....................................COPE Michael de Arellano 2nd Fl. IOP S. Rm. BA 223 (843 792-3332; cell 843 819 0227)

Ashley Howell.....................................SATRP Melissa Milanak @ SATRP 506D1 5th Fl IOP S. (843 792 0042)

Amber Jarnecke................................VA Couples Clinic Julian Libet B531 DVA 109 Bee Street (843 789-7133)

Kristen Kraemer.................................HCC Wendy Balliet Behavioral Medicine Clinic Ste. 104 1st Fl IOP S. (843 792-0686)

Cynthia Lancaster.........................TBI Michael Horner DVA 109 Bee St MH Clinic (A546) and have them ask for me (843 789-7131)

Deborah Lowe......................NP-MUH Mark Wagner @ 2nd Fl. Rutledge Tower Front Desk (ask to be announced 843 792-3221)

Ryan Marek....................................WMC Pat O’Neil 4th Fl. IOP S. Weight Mgt Center (843 792-5426 wk/cell 843 670-9266)

Will Mellick........................................VA Couples Clinic Julian Libet B531 DVA 109 Bee Street (843 789-7133)

Camilla Nonterah............................ WMC Pat O’Neil 4th Fl. IOP S. Weight Mgt Center (843 792-5426 wk/843 670-9266 cell)

Chris Sege.................................SATC Kathryn Bottonari @ SATC 109 Bee St., Rm. A562 (cell 843-276-7712 or 843-577-5011 ext 5541)

David Solomon...............................COPE Michael de Arellano 2nd Fl. IOP S. Rm. BA 223 (843 792-3332; cell 843 819 0227)

Jenni Teeters........................................PC-VA Dan Gros 109 Bee Street B530 5th Fl. (843 789-6225)

Matt Woodward..........................TRRP Ken Ruggiero School of Nursing Bldg. 5th fl, rm. 536 (off: 843 792-3687 cell 843-696-0130)

Kelly Zuromski................................. SATRP Melissa Milanak @ SATRP 506D1 5th Fl IOP S. (843 792 0042)

*  If your supervisor is unavailable (e.g., out of town, tied up with a clinical emergency) during the scheduled time, one of two things will happen. You will either meet with a designee of your supervisor's choosing (listed above), or you should contact him/her to schedule a mutually convenient time to meet when s/he is available. You will then have this hour free.
Overview of Internship Organization and Governance

This internship is a consortium of the Department of Psychiatry and Behavioral Sciences at the Medical University of South Carolina and the Psychology Service of the Department of Veterans Affairs Medical Center. Drs. Dean G. Kilpatrick and Daniel W. Smith are the Co-Directors of the program, and they Co-Chair of the Psychology Education Committee (PEC), which is responsible for all major training activities of the program. Members of the Psychology Education Committee are:

Dean G. Kilpatrick, Ph.D. (Co-Director)
Daniel W. Smith, Ph.D. (Co-Director)
Colleen Halliday-Boykins, Ph.D. (Director of Research Training)
   Sudie Back, Ph.D.
   Michael de Arellano, Ph.D.
   Anouk Grubaugh, Ph.D.
Michael Horner, Ph.D. (Director of Evaluation)
   Julian Libet, Ph.D.
   Viktoriya Magid, Ph.D.
   Patrick M. O’Neil, Ph.D.
   Elizabeth Santa Ana, Ph.D.
   Eva Serber, Ph.D.

Your intern class will be asked to elect two intern representatives to the Psychology Education Committee by the end of August. This person attends all PEC meetings, which occur on a weekly basis during the interview process (roughly mid-November through early February) and on a monthly-to-as-needed basis outside that period. They may also be asked to serve on Departmental committees seeking trainee input. The PEC Representatives serve as a conduit for information exchange between the PEC and the intern class and are considered full members of the committee.

Each intern is paired with a mentor/research preceptor(s) who is responsible for supervising research activities. The preceptor has another important role as well. We view them as "benevolent major professors" who serve as mentors and advocates. We strongly encourage you to consult with your preceptor first about any problems or difficulties you might have. They can help you "problem solve" and will be your advocate in dealing with clinical supervisors or other parts of the program.

The program has other individuals who have important administrative roles. Dr. Colleen Halliday-Boykins is responsible for coordinating all research activities in the program. She oversees the preceptors, organizes the research paper competition, and leads the research seminar. If you have any questions or problems about research issues, talk with Dr. Halliday-Boykins. Dr. Dan Smith is responsible for coordinating clinical training activities in the internship. If you have any problems or questions concerning clinical rotations, talk with Dr. Smith. Dr. Michael Horner oversees the evaluation process; if there are questions concerning evaluations please speak with Dr. Horner. Dr. Kathryn Bottonari organizes and oversees the psychology clinical case conference series, with assistance from Dr. Derek Szafranski. The Didactic Seminar Series is organized into discrete blocks, and each block has a Course Director (see page 11). Ms. Dori Long provides administrative support to all of them.

As Co-Directors of the Internship Program and Chair of the Psychology Education Committee (PEC), the committee that governs the internship program, Drs. Kilpatrick and Smith have ultimate administrative responsibility for the entire program. Drs. Kilpatrick and Smith will have a formal meeting with all interns each month, but you are encouraged to contact either of them at any time about any issues you would like to discuss. Likewise, please feel free to discuss any internship issues with any member of the PEC.
Clinical Rotation Directors

Behavioral Medicine-10P (BM-10P)
Eva Serber, Ph.D.
Ph. 792–3295
Fax: 792–5432

Center for Drug & Alcohol Program (CDAP)
Josh Smith, Ph.D.
Ph. 792–5759
Fax: 792–5582

Centralized Inpatient Programming Service (CIPS)
Josh Smith, Ph.D.
Ph. 792–5759
Fax: 792–5582

Community Outreach Program-Esperanza (COPE)
Michael de Arellano, Ph.D.
Ph. 792–2945
Fax: 792–3388

DVA-Behavioral Medicine Clinic (BM-VA)
Layne Goble, Ph.D.
Ph. 789–6246

DVA-PTSD Clinical Team (PCT)
Peter Tuerk, Ph.D.
Ph. 789–7246
Fax: 805–5782

DVA-CBT for Emotional Disorders Clinic (CBT-VA)
Dan Grös, Ph.D.
Ph. 789–6225
Fax: 805–5782

DVA-Couples Clinic
Julian Libet, Ph.D.
Ph. 789–7316
Fax: 805–5782

DVA-Primary Care (PC-VA)
Dan Grös, Ph.D.
Ph. 789–6225

DVA-Neuropsychology Clinic (Neuro-VA)
Michael D. Horner, Ph.D.
Ph. 789–7131
Fax: 805–5782
Kate Van Kirk, Ph.D.
Ph. 789 6743

DVA – Substance Abuse Treatment Clinic (SATC)
Kathryn Bottonari, Ph.D.
Ph. 789–5541
Fax: 805–5782
Jim Harbin, Ph.D.
Ph. 789–5265

DVA- TBI-NP Clinic (TBI)
Michael Horner, Ph.D.
Ph. 789–7131
Fax: 805–5782

Hollings Cancer Center (HCC)
Wendy Balliet, Ph.D.
Ph. 792–0686

Lowcountry Children’s Center (LCC)
Carole Swiecicki, Ph.D.
Ph. 723–3600
Fax: 720–7106

National Crime Victims Research & Treatment Center (NCVC)
Alyssa Rheingold, Ph.D.
Ph. 792–2945
Fax: 792–3388

MUSC Department of Neurology (Neuro-MUH)
Neuropsychology Clinic
Mark T. Wagner, Ph.D.
Ph. 792–3221
Fax: 792–3220

Youth Outpatient Psychiatry Clinic (YOP)
Kerrie Murphy, Ph.D.
Ph. 792–0137

Pediatric Psychology (PEDS)
Laura Carpenter, Ph.D.
Ph. 792–7469
Kasey Hamlin-Smith, Ph.D.
Ph. 876–0504
Fax: 876–1518

Sleep/Anxiety Treatment Research Program (SATRP)
Alyssa Rheingold, Ph.D.
Ph. 792–2945
Melissa Milanak, Ph.D.
Ph. 792–0042

Stall High School Mental Health Clinic
Cristina Lopez, Ph.D.
Ph. 876–1034
Fax: 792–3388

Telehealth Resilience and Recovery Program (TRRP)
Kenneth J. Ruggiero, Ph.D.
Ph. 792–3687

Tobacco Treatment Program (TTP)
Ben Toll, Ph.D.
Ph. 876–1132

Weight Management Center (WMC)
Patrick M. O’Neil, Ph.D.
Ph. 792–2273
Fax: 792–5432

Note: This is not a comprehensive list of rotation faculty; it is a list of primary contact people for each rotation. Rotation Directors coordinate and oversee the training activities (e.g., supervisor assignments, scheduling, training activities, etc.) for their respective rotations.
Research Training

Research training is an important aspect of this internship, so you receive at least 8 hours of scheduled research time each week. A schedule for your research time will be set up at the beginning of each rotation, and the schedule will likely change when your rotations change in February. Sometimes it is more feasible to schedule research time in two half-day blocks rather than one full-day block. You are accountable for using your research time wisely. Research time is to be spent on campus unless preceptors provide specific permission to work at home, which is not the norm. Interns are required to notify rotation supervisors and the Internship Coordinator, Dori Long (792-4237), if they have obtained permission to work at home. Although research time is protected, should a clinical emergency arise, an intern may have to interrupt research activities temporarily to respond. Therefore, interns must be accessible by phone and be within local distance of the campus. This is, in part, why spending research time at home is discouraged. If you are not within local distance of campus, you are considered to be “on leave,” even on your research day, and permission forms must be filled out accordingly (see below).

Research time is intended to be spent on research conducted at MUSC. Whether some research time may be spent on other research, such as your dissertation, needs to be discussed with your preceptor. Preceptors may vary in terms of whether time is allotted for dissertation and other research.

You should meet with your mentor/research preceptor as soon as possible and develop a plan for your research. By September 16 you need to email, with your preceptor copied, a one page "Statement of Research Goals" to Dr. Halliday-Boykins, Ph.D., Director of Research Training. This statement must be signed by you and your mentor/research preceptor (preceptor emails to Dr. Halliday-Boykins indicating approval are acceptable in lieu of signature).

Dr. Halliday Boykins also coordinates a series of research seminars at which interns make formal research presentations. Advise your preceptor as soon as you have a presentation date scheduled. We very strongly encourage preceptors to attend research presentations. You undoubtedly will be involved in a variety of research endeavors over the coming year. You are required to submit one of your papers for the Psychology Internship Research Paper Competition by 8:00 am on Monday, May 1, 2017. This paper should be approximately 6000 words including references, tables and text, and you should be the primary author. You and your preceptor should establish a schedule for the year that ensures that the paper will be completed with sufficient time for preceptor review and feedback prior to submission of the final paper. Unless you get specific approval from Dr. Halliday Boykins, this paper must be based on research conducted during your internship. Dissertation or master’s thesis spin-offs are not appropriate projects for the internship paper. The project is designed for you to gain experience entering a multidisciplinary professional environment and producing a research product through collaboratively with your preceptor. Papers will be reviewed by three reviewers outside of MUSC. The highest rated paper will receive a cash prize. The first and second runners up will also be recognized with certificates of commendation. These awards are presented at the Departmental Graduation Ceremony scheduled in June.

Below are links to important information from the Office of Research Integrity, Institutional Review Board for Human Research.

Table of Contents  http://academicdepartments.musc.edu/research/
IRB Forms  http://academicdepartments.musc.edu/research/ori/irb/forms.html/

Research Training Requirement

The Collaborative IRB Training Initiative (CITI) University of Miami course (Social/Behavioral Key Investigators) must be completed by psychology interns prior to their involvement with any Human Subjects data. This course can be accessed on-line at http://academicdepartments.musc.edu/citi/ If you have already completed the course you may have to complete at least some additional modules that MUSC requires. Please provide Dori Long a copy of the training certificate or number.
Seminar Schedules

Psychology interns participate in several seminars throughout the training year. Your clinical duties have been arranged with these obligations in mind, and there should be no standing conflict with attendance on any rotation. Any difficulties or time conflicts should be discussed with Dr. Smith. Seminars and meetings start promptly at the indicated time.

A. Didactic Seminars — Interns are required to attend a series of formal seminars conducted by faculty, as well as some guest lecturers. Seminars are divided into several discrete units of training that cover important content areas. Each unit has its own Course Director who will be responsible for the organization, content, and scheduling of speakers. We may add an additional block later on. The units and corresponding Directors are:

   **Ethics/Professional Development I**: Dr. Dan Smith 4 seminars
   - **Assessment/Diagnosis**: Dr. Kate VanKirk, approximately 8 seminars
   - **Grant Writing/Grantsmanship**: Drs. Carla Danielson & Matt Carpenter, 2 seminars
   - **Intervention/Psychopharmacology**: Dr. Melissa Milanak, approximately 12 seminars
   - **Diversity/Cultural Issues**: Dr. Tatiana Davidson, 4 seminars
   - **Ethics/Professional Development II**: Dr. Layne Goble, approximately 4 seminars

Didactic Seminars will be held on **Thursday mornings, 8:00-9:15**, in **Room 201 2nd Fl. Bioengineering Building**. Attendance is mandatory, but if you are away or ill, notify the Internship office (792-4237).

B. Directors’ Meeting — This meeting provides an opportunity for interns to discuss programmatic issues, problems, or general concerns about the internship experience, and for the Directors to share important developments that might affect interns’ experiences. This meeting takes place on the **first Friday of each month at 8:00 – 9:15 am in Room 201 2nd Fl. Bioengineering Building**. Attendance is mandatory, but if you are away or ill, notify the Internship office (792-4237).

C. Research Seminar — One major element of research-related competence evaluated during internship is your ability to present research ideas and findings orally. Each intern must make one formal research presentation and gain additional perspectives as a result of feedback from their peers and faculty. Interns may use this seminar to present the results of ongoing investigations (even if they are not complete) or practice job talks. Interns are expected to notify their Research Preceptors regarding the date of their research presentations. The research seminar will be held on the **third and fifth Friday of each month from 8:00 – 9:15 am in Room 201 2nd Fl. Bioengineering Building**. Dr. Colleen Halliday-Boykins, Ph.D., Director of Research Training coordinates these seminars. Attendance is mandatory, but if you are away or ill, notify the Internship office (792-4237) or Dr. Halliday-Boykins at: hallidca@musc.edu.

D. Clinical Case Conference — Each intern must make one formal presentation of a clinical case, including a concise review of the empirical literature, assessment findings, case formulation, and intervention protocol/results. The Clinical Case Conferences will be held the **fourth Friday of each month in Room 201 2nd Fl. Bioengineering Building from 8:00 – 9:15 am**. Interns are expected to a) discuss the presentation with the rotation supervisor who supervised their work, and b) notify the supervisor of the date of the Clinical Case Conference. Each intern will choose one of the time slots indicated on the accompanying schedule. Drs. Katy Bottonari and Derek Szafranski are responsible for the organization of the Clinical Case Conference series. Attendance is mandatory, but if you are away or ill, notify the Internship office (792-4237).

E. Grand Rounds Series — Grand Rounds is an opportunity for faculty and interns to hear lectures from specialists in Psychology, Psychiatry, and related disciplines. Many speakers are world-renowned within their field. All Grand Rounds lectures are held in the Psychiatry Auditorium, 1st Floor, Institute of Psychiatry (lobby). Interns must attend at least 50% of Grand Rounds. You will be asked to badge-swipe to verify your attendance, or if that system is not working, there will be an attendance sign-in sheet. Grand Rounds is held on Fridays from 12:00-1:00. The Grand Rounds schedule begins in August and typically concludes in May; plan accordingly in order to meet your 50% attendance goal.
Psychology Didactic Seminar Series Schedule
Various Faculty
Bioengineering Building Rm. 201
Thursdays- 8:00 - 9:15 am

<table>
<thead>
<tr>
<th>Date 1</th>
<th>Date 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18, 2016</td>
<td>February 16, 2017</td>
</tr>
<tr>
<td>August 25, 2016</td>
<td>February 23, 2017</td>
</tr>
<tr>
<td>September 1, 2016</td>
<td>March 2, 2017</td>
</tr>
<tr>
<td>September 8, 2016</td>
<td>March 9, 2017</td>
</tr>
<tr>
<td>September 15, 2016</td>
<td>March 16, 2017</td>
</tr>
<tr>
<td>September 22, 2016</td>
<td>March 23, 2017</td>
</tr>
<tr>
<td>September 29, 2016</td>
<td>March 30, 2017</td>
</tr>
<tr>
<td>October 7, 2016</td>
<td>April 6, 2017</td>
</tr>
<tr>
<td>October 14, 2016</td>
<td>April 13, 2017</td>
</tr>
<tr>
<td>October 21, 2016</td>
<td>April 20, 2017</td>
</tr>
<tr>
<td>October 28, 2016</td>
<td>April 27, 2017</td>
</tr>
<tr>
<td>November 3, 2016</td>
<td>May 4, 2017</td>
</tr>
<tr>
<td>November 10, 2016</td>
<td>May 11, 2017</td>
</tr>
<tr>
<td>November 17, 2016</td>
<td>May 18, 2017</td>
</tr>
<tr>
<td>December 1, 2016</td>
<td>May 25, 2017</td>
</tr>
<tr>
<td>December 8, 2016</td>
<td>June 1, 2017</td>
</tr>
<tr>
<td>December 15, 2016</td>
<td>June 8, 2017</td>
</tr>
<tr>
<td>January 5, 2017</td>
<td>June 15, 2017</td>
</tr>
<tr>
<td>January 12, 2017</td>
<td>June 22, 2017</td>
</tr>
<tr>
<td>January 19, 2017</td>
<td>June 29, 2017</td>
</tr>
<tr>
<td>January 26, 2017</td>
<td>July 6, 2017</td>
</tr>
<tr>
<td>February 2, 2017</td>
<td>July 13, 2017</td>
</tr>
<tr>
<td>February 9, 2017</td>
<td>July 20, 2017</td>
</tr>
</tbody>
</table>
**Director's Meeting Schedule**
Dean G. Kilpatrick, Ph.D. & Daniel W. Smith, Ph.D.
First Friday of Each Month, 8:00 – 9:15 AM
Bioengineering Building, Rm. 201

---

**September 9, 2016 Jeopardy Game - Orientation Manual**

- October 7, 2016
- November 4, 2016
- December 2, 2016
- January 6, 2017
- February 3, 2017
- March 3, 2017
- April 7, 2017
- May 5, 2017
- June 2, 2017
- July 7, 2017

* Dates may be adjusted to accommodate holidays/likely time off.
Research Seminar Schedule
Colleen Halliday Boykins, Ph.D.
Third & Fifth Friday of Every Month, 8:00 – 9:15 AM
Bioengineering Building, Rm. 201

Presentations by Interns:
August 19, 2016 Intro to Research Seminar
September 16, 2016 - Statement of Research Goals due to Dr. Halliday Boykins
    October 21, 2016
    November 18, 2016
    December 16, 2016
    January 20, 2017
    February 17, 2017
    March 17, 2017
    March 31, 2017
    April 21, 2017
May 1, 2017 Intern paper due date Monday @ 8:00 am
    May 19, 2017
    June 16, 2017
    June 30, 2017
    July 21, 2017
Psychology Clinical Case Conference
Kathryn Bottonari, Ph.D./Derek Szafranski, Ph.D.
Fourth Friday (and a couple of 2nd Fridays) of Every Month
Bioengineering Building, Rm. 201

August 26, 2016 - Introduction

September 23, 2016

October 28, 2016*

January 27, 2017

February 24, 2017

March 24, 2017

April 28, 2017

May 26, 2017

June 23, 2017

* Likely to be rescheduled due to ABCT Convention
Supervisors and Mentors

Clinical Supervision

When you begin each rotation, you and your supervisor(s) will set up a supervision schedule. The large majority of rotations have scheduled “sit-down, face-to-face meeting” style supervision. A handful, however, operate more on the medical “rounding” model of supervision. Your supervisors will clarify the practices on your rotation. Any difficulties that you experience with a particular rotation should first be discussed with your supervisor. If the matter cannot be resolved satisfactorily at this level, it should be discussed with your preceptor and/or Dr. Smith, Co-Director and Coordinator of Clinical Training.

As an intern, you will be assuming primary responsibility for patient care. Part of this responsibility is to be available in case of emergencies. However, you are not expected to be on call 24 hours/day. Each of your patients should be instructed that the Institute of Psychiatry (IOP) and the DVA Medical Center are staffed by clinicians 24 hours a day, 365 days per year. Your patients should be told that in cases of a clinical emergency occurring outside of normal working hours, they should page the Psychiatry Resident on call at 792-2123 (the MUSC paging operator) or the DVA at 577-5011 (the main VA hospital number). Specific rotations may have alternative emergency procedures. It is your responsibility to learn the procedure at each of your clinical rotations. **Do not give your home or mobile phone number to any patient unless specifically authorized to do so by your supervisor.**

When you are on leave, you must arrange for someone to cover for you in case of a clinical emergency. This may be your clinical supervisor, a clinic staff member, an attending faculty on the same rotation, another intern, or a post-doctoral fellow. **It is your responsibility to arrange coverage.** If you are having difficulty doing so, please discuss the matter with your supervisor.

One of the first things you should learn when starting a rotation is how to advise patients of: a) your status as a psychology intern and; b) the role and identity of the supervisor on their case. Identifying yourself as "Doctor" is inappropriate and misleading until you have your doctoral degree. Consult your supervisor for information on how to introduce yourself to patients. This may vary slightly across clinical settings, but generally we recommend using the “Clinical Psychology Intern” label.

**Evaluation**

Feedback regarding your performance during the clinical rotation or research experience should be an ongoing part of the supervisory process. However, there are more formal evaluation mechanisms as well. Evaluations of rotations and clinical supervisors are completed quarterly for all rotations. We will email you the link for the evaluations shortly before they are due.

Clinical evaluations comment on two sets of competencies: general clinical skills and rotation-specific techniques. Interns will also be asked to rate each rotation on its ability to provide the training adequate to achieve each learning objective, and each supervisor who works with you. **All interns will be observed conducting clinical work, either via video, recorded audio, live observation, or co-therapy, at least twice on each rotation.** On some rotations, observation and co-therapy are conducted much more frequently. Supervisors will provide feedback about your performance and incorporate it into your quarterly reviews. If you are not observed and provided feedback, you should ask your supervisor about it and inform Dr. Horner (or either co-Director), either directly or as part of your Rotation Satisfaction evaluation. We take this very seriously and want to be sure that all interns receive this important feedback about their clinical performance and growth.

**Preceptor/research evaluations** are conducted twice: mid-year and at the conclusion of internship. These evaluations focus on your research competencies. You complete similar evaluations of your supervisors and preceptor. Preceptors are to discuss these evaluations with you; if they do not, you should ask them for feedback and/or ask a Co-Director for assistance.
Interns often have concerns about providing candid feedback about a rotation or supervisor that is not anonymous (note that evaluation forms are intended to be shared and discussed with supervisors). This is understandable. We value all evaluation information and feedback and view it as an important part of improving and refining our internship training program. If you feel that you cannot provide feedback, for whatever reason, without anonymity, you have several options. First, you may want to discuss the situation with your preceptor and seek his or her guidance about sharing your feedback. Second, you may contact Dr. Horner directly to share your concerns with him. Third, you may contact either Dr. Smith or Dr. Kilpatrick directly. Finally, approximately six months after the conclusion of the internship year, we will solicit anonymous evaluation information from you (via a web-based survey). This latter evaluation will provide the greatest level of anonymity; however, if you are experiencing a problem that requires attention, this method of providing feedback will not help you get your concerns addressed in a timely fashion, and therefore we encourage you to take advantage of another method that will help solve the problem when it most needs to be solved. Interns are also always allowed to contact APA’s Commission on Accreditation (see p. 32 for contact information) to report concerns.

**Evaluation and Level of Achievement for Completion of Internship**

Your performance on internship will be assessed according to your attainment of clinical, professional, and research competencies. We have identified a set of “general competencies” that cut across clinical settings and populations. Every clinical or research evaluation you receive will assess your performance on these areas (which relate to professional conduct, basic clinical or research skills, and receptivity to training). In addition, each rotation has developed a set of “rotation-specific” competencies that pertain to the clinical activities and patient populations served on that rotation. These competencies vary somewhat across rotations, of course, but they are generally organized into four broad categories of competence: Assessment, Intervention, Communication/Documentation, and Working with Diverse Populations. Some rotations may also have other categories of competencies, in addition. These areas map onto our program’s larger training goals, and assessment of your competence in these areas allows us to measure how effectively our program is meeting those goals.

Generally, evaluation forms ask supervisors and preceptors to evaluate, for each general and rotation-specific competency, whether an intern’s performance is “Advanced,” “Intermediate” or “Needs Improvement.” The benchmark for successful completion of internship is that your overall competence must be at the Intermediate level or above. Our operationalization of an “Advanced” level of competence is approximate readiness for entry into independent practice – that is, readiness to function at an independent level but still under some supervision. An “Intermediate” level of competence is operationalized as having demonstrated clinical and/or research skills that reflect the potential for independence but still require substantive supervisory guidance before entry into practice. Generally, a “Needs Improvement” level of competence is viewed as requiring additional close supervision, training, or monitoring in order to show an intermediate level of professional competence. We have provided an Appendix to this manual that includes, for each rotation, the rotation-specific competencies and the benchmarks for Advanced, Intermediate, and Needs Improvement performance for each competency. We strongly encourage you to review this document if you have questions about evaluation criteria.

Each of your clinical supervisors will assess your competence against these benchmarks on each quarterly evaluation. Your research preceptor will evaluate your research performance at six-month intervals. In addition to the general competencies and rotation-specific competencies, each evaluator is asked to evaluate the intern’s overall competency using a 3-point scale: Advanced, Intermediate, and Needs Remediation. (Note that for the overall rating, the lowest ranking refers to “remediation,” not improvement.) Our general rule is that any intern who receives 3 or more ratings of “Needs Improvement” on the general and rotation-specific competencies is automatically in need of remediation.
However, if any individual performance deficit is significant enough, the supervisor may decide that the intern needs remediation.

If an evaluator (clinical supervisor, preceptor) believes that an intern’s performance “needs remediation,” a remediation plan is developed and shared with the Clinical Training Coordinator. If such a rating is given by a clinical supervisor at a mid-rotation evaluation, the supervisor must develop a written plan for remediation and share it with the intern. The intern will then have the remainder of the rotation to address the problem(s). If a “needs remediation” rating is given at the mid-year evaluation (at the end of a rotation), the supervisor will develop a written remediation plan that provides guidance for improvement during the second rotation and shared with the intern and second rotation supervisors.

Any time an evaluator gives a “needs remediation” rating, this initiates a review by the Psychology Education Committee (PEC), which makes ultimate decisions about rotation and internship completion. The PEC reviews all quarterly evaluations from clinical supervisors and both mid- and end-of-year research evaluations from preceptors. The PEC has the best overall perspective for assessing an intern’s overall performance during internship, and the PEC determines how poor performance issues might be addressed (e.g., more intensive training, extended training time, etc.).
I. Policy

A. It is the policy of the Medical University of South Carolina to prohibit any form of sexual harassment. The offender shall be subject to disciplinary action, up to and including dismissal. This policy is in keeping with federal and state guidelines.

B. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or written, pictorial, or electronic material of a sexual nature constitute sexual harassment when:

1) Submission to such conduct is made explicitly or implicitly a term or condition of progress; or a condition of instruction; or participation in any other University activity (quid pro quo); or

2) Submission to or rejection of such conduct by an individual is used as the basis for progress decisions affecting such individuals; or used as a basis for evaluation in making academic decisions; or

3) Such conduct has the purpose or effect of unreasonably interfering with an individual=s performance or creating an intimidating, hostile or offensive learning or working environment.

C. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to facts and circumstances, including the context in which the alleged incidents occurred.

II. Preliminary Evaluation

A. The complainant should attempt to resolve the issue by asking the accused harasser to discontinue the offending behavior. If unable to obtain satisfactory relief, or if uncomfortable discussing the matter with the accused harasser, the complainant is to contact either the designated official in the Dean’s office or the Office of Gender Equity.

B. The complainant should meet with the designated official in the Dean’s office or the Office of Gender Equity to discuss the nature and circumstances of the offending conduct. For complaints received by the designated official in the Dean’s office, the designated official in the Dean’s office will notify the Office of Gender Equity. The Office of Gender Equity will obtain the relevant facts and assume responsibility for the conduct of the investigation. The Office of Gender Equity will keep the Dean=s office informed of the progress of the complaint.

1) The complainant may decide that he/she does not choose to file a formal complaint. In that event, no further action would be required of the student. However, in some cases where there are sufficient grounds to presume that sexual harassment has occurred, the Office of Gender Equity may be required to continue with the evaluation process.

2) Upon hearing the facts as presented, the Office of Gender Equity may determine that the facts do no support a complaint of sexual harassment and no that further inquiry is in order. In the event, within ten working days, the Office of Gender Equity will explain in writing to the complainant the bases for the decision and apprise the complainant of the appeals process (to the Gender Equity Advisory Committee, then to the Vice President for Academic Affairs and Provost). The complainant will be given all pertinent information relative to review processes outside of the University.

3) Upon hearing the facts as presented, and the complainant having signed a written statement and having been instructed not to discuss the complaint with others, the Office of Gender Equity may determine that further investigation is in order. In that event, within two working days, the alleged harasser will be notified in writing by the Office of Gender Equity that a
complaint has been made against him/her by the complainant. The alleged harasser will also be instructed not to discuss the complaint with others.

A ten working day period will begin in which the Office of Gender Equity will further investigate the complaint and determine if a mutually agreed upon settlement can be reached. Any negotiated settlement requires the concurrence of the Office of Gender Equity that the terms are fair, and are reviewed in light of any previous complaints of sexual harassment against the alleged harasser.

If the complaint cannot be resolved to the satisfaction of both parties during the above-mentioned ten working day period, within three working days the Office of Gender Equity will appoint an Investigative Committee and will notify the Dean(s) of the complainant’s and/or the alleged harasser’s colleges.

III. Investigative Committee Hearing Procedure

A. The Investigative Committee will include at least three faculty members of the Medical University representing at least two colleges, but excluding any faculty members from the Department of the alleged harasser or the complainant and it will have gender diversity. The faculty committee members will be selected from a pool of faculty who has participated in sexual harassment training prior to participating on the Committee. The accused harasser may request the inclusion of a student representative on the investigating committee. The Office of Gender Equity will select the student member from a college different from the alleged harasser and the complainant. The Office of Gender Equity may use recommendations of the faculty committee members in selecting the student representative.

The Office of Gender Equity will serve as an ex-officio non-voting member of the Investigative Committee and will provide the members with a review of the pertinent university policies and procedures. The University General Counsel also will serve as legal counsel to the Investigative Committee and will be permitted to question all witnesses but shall not have a vote.

B. Within five working days the Office of Gender Equity will convene the Investigative Committee. The Investigative Committee will conduct its own formal inquiry, calling witnesses, and gathering appropriate information as may be necessary to reach a determination on the merits of the allegations in an expeditious manner. Both the alleged harasser and the complainant may submit in writing a list of individuals who they believe may offer relevant information. However, the Investigative Committee will determine which witnesses will be called for the formal hearing procedure and will ask the witnesses to appear. If a witness is unable to appear, the Committee may decide to allow the witness to testify via telephone. Testimony given by witnesses will be audio taped to assure accurate reporting. Both the complainant and the alleged harasser may be accompanied for their testimony by personal legal counsel. Neither the complainant nor alleged harasser, nor their respective legal counsels, may be present during the testimony of other witnesses. Written summaries will be prepared by the Investigative Committee. Each witness will have the opportunity to review a copy of his/her summary and make a written response to the summary. Copies of the summaries (and any attached written statements) will be provided to the alleged harasser in order to allow the opportunity for providing an oral or written rebuttal, including additional information that the alleged harasser feels should be corrected. Support staff to the Investigative Committee will be provided by the Office of Gender Equity.

Decisions by the Investigative Committee shall be rendered within ten working days of the initiation of its investigation unless there are justifiable delays. Copies of the Investigative Committee’s written report will be provided concurrently to the appropriate Dean(s) and the Office of Gender Equity. The report will be based on the preponderance of evidence and will
advise the Dean(s) on any recommended action to be taken. Within five working days, the Dean(s) will make a final decision and inform the Office of Gender Equity. The Office of Gender Equity will, in turn, within two working days, inform the parties of the Investigative Committee’s decision, the actions to be taken, and the appeals process (to the Vice President for Academic Affairs and Provost). The Dean(s) will be responsible for implementing any actions. If an appeal is to be submitted by either party, it must be received in its final and complete form in writing by the Office of the Provost within ten working days. The Provost will render a decision on the appeal within ten working days. In all cases, copies of the Investigative report will be given to the complainant, the alleged harasser, and the Office of Gender Equity.

C. If either party appeals and is affirmed, the Office of Gender Equity will inform the parties of their rights to appeal to the appropriate external agencies.

D. All records and documents will be preserved by the Office of Gender Equity for a period of twelve months or until the conclusion of all appeals. Additional records will be maintained by the Office of Gender Equity for legal purposes.

IV. Retaliation

Retaliation against a complainant or witnesses for exercising their rights under this policy and complaint resolution process is strictly prohibited. Retaliation is grounds for disciplinary action, up to and including dismissal.

V. Abuse of this Policy

Given the personal nature of sexual harassment, some complaints of sexual harassment cannot be substantiated. The possibility of the lack of corroborating evidence should not discourage complainant from seeking relief under this policy outlined above. Making false accusations may subject the complainant to disciplinary actions.
PREVENTING SEXUAL HARASSMENT

I. PURPOSE. To state the policies and procedures concerning the prevention of sexual harassment in the work force at this Medical Center. This Policy Memorandum is to be posted on official bulletin boards throughout the Medical Center.

II. POLICY.

A. It is the policy of this Medical Center to maintain a work environment free from sexual harassment and intimidation. Sexual harassment is unacceptable conduct in the workplace and will not be tolerated. This policy applies to all employees and covers employees outside of the workplace while conducting government business, and non-employees while conducting business in the VA workplace. Federal employees have a grave responsibility under the Federal Code of Conduct and Ethics for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the Government’s business and the maintenance of confidence of the American people. Any employee conduct that violates this code cannot be condoned.

B. Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment debilitates morale and interferes in the work productivity of its victims and co-workers.

C. Sexual harassment is unacceptable conduct in the workplace and will not be condoned. Personnel Management within this Medical Center shall be implemented free from prohibited personnel practices of the Civil Service Reform Act of 1978. Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. The responsibility for ending sexual harassment rests with all employees and Service Line Managers/Service Chiefs. All Federal employees should avoid conduct, which undermines basic merit principles. At the same time, it is not the intent to regulate the social interaction or relationships freely entered into by Federal employees.

D. Sexual harassment is a prohibited personnel practice when it results in discrimination for or against an employee on the basis of conduct not related to performance, such as the taking or refusal to take a personnel action, including promotions of employees who submit to sexual advances or refusal to promote employees who resist or protest sexual overtures.

E. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.
F. Jokes, remarks, teasing, or questions that contain sexual overtures can also be a form of sexual harassment and are not acceptable in a professional work environment and will not be condoned.

G. There are two types of sexual harassment:

1. **QUID PRO QUO.** This is a Latin term meaning something for something. Where employment decisions or expectations (e.g., hiring decisions, promotions, salary increases, shift or work assignment, performance expectations) are based on an employee’s willingness to grant or deny sexual favors. Examples of quid pro quo harassment include:
   - Demanding sexual favors in exchange for a promotion or a raise.
   - Disciplining or firing a subordinate who ends a romantic relationship.
   - Changing performance expectations after a subordinate refuses repeated requests for dates.

2. **HOSTILE ENVIRONMENT.** Where verbal or non-verbal behavior or physical acts in the workplace: (1) focuses on the sexuality of another person or occurs because of the person’s gender, (2) is unwanted or unwelcome and (3) is severe or pervasive enough to affect the person’s work environment. The following are examples of behaviors that can create a hostile environment if they are unwanted and uninvited:
   - Off-color jokes or teasing.
   - Comments about body parts or sex life.
   - Suggestive pictures, posters, calendars or cartoons.
   - Leering, stares or gestures.
   - Repeated requests for dates.
   - Excessive attentions in the form of love letters, telephone calls or gifts.
   - Touching - brushes, pats, hugs, shoulder rubs or pinches.
   - Assault/rape.
   - Sexist remarks about a person’s clothing, body or sexual activities.
   - Leering, ogling or staring at a person’s body.
   - Sexually oriented jokes, stories or remarks.
   - Descriptions of sex act, boasting about sexual prowess, posting of suggestive pictures, drawings, poems, limericks, calendars.
   - Unnecessary touching, brushing against another person’s body, patting, pinching.
   - Verbal harassment or abuse referring to a person’s gender, sexual preference or sexual activities.
   - Pressure for dates or sexual activity.
   - Unwelcome telephone calls, letters or home visits with sexual overtones.
   - Demands for sexual favors with implied threats related to job benefits or opportunities.
III. DELEGATION OF AUTHORITY AND RESPONSIBILITIES.

A. Each employee and Service Line Manager/Service Chief within this Medical Center has the responsibility to actively prevent sexual harassment by making sexual harassment unacceptable conduct. Service Line Managers/Service Chiefs are responsible for their supervisors and employees behavior. Managers and supervisors must take immediate and corrective action even if a complaint is not filed. Managers and supervisors must be extra careful about their own behavior, since they set the example for other employees. While there is no list of rules for office behavior, it is best to err on the side of caution, to be more careful about others’ feelings rather than less. Complaints of harassment will be examined impartially and resolved promptly. An employee who feels that he/she has been sexually harassed by his/her supervisor may report this to the next level supervisor or to any other higher-level management official.

B. With respect to conduct between fellow employees, a supervisor is responsible for taking immediate action when acts of sexual harassment in the workplace become known, if within his/her authority. If not, the supervisor is responsible for reporting such conduct to a higher authority. In instances where warranted, appropriate disciplinary action will be taken. Supervisors are responsible for investigating both formal and casual complaints of behavior that could be potentially perceived as sexual harassment, and if such behavior exists, to report and take actions to prevent further such behavior from continuing. Employees who experience or observe behaviors they consider to be sexual harassment have a responsibility to report this to their supervisor.

IV. ACTION.

A. All employees are expected to refrain from all forms of sexual harassment. All employees engaging in sexually harassing activities may be subject to disciplinary action. Service Line Managers/Service Chiefs and supervisors who tolerate such behavior by failing to take appropriate action, or who retaliate against employees who report incidents or file formal complaints of sexual harassment may also be subject to disciplinary action. Persons who believe they are victims of sexual harassment should address the incident through the Equal Employment Opportunity (EEO) Discrimination Complaints process outlined in the Equal Employment Opportunity Center Policy Memorandum or the Union’s negotiated grievance procedure. Allegations of such conduct will be responded to immediately, appropriately, and with the seriousness they deserve.

B. A supervisor who uses implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee is engaging in sexual harassment. Similarly, an employee who behaves in this manner in the process of conducting agency business is engaging in sexual harassment.

C. Any employee who participates in deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which is unwelcome and interferes with work productivity is also engaging in sexual harassment.

D. An employee who believes that he/she has been a victim of sexual harassment may contact one or more of the following individuals to obtain information and to seek assistance in halting the harassment:
1. Immediate or higher-level supervisor.

2. EEO Counselor at 1-888-737-3361 or TDD 1-888-626-9008.

3. Federal Women's Program Manager.

4. EEO/AEP Manager

5. Union Representative

6. EEO/Sexual Harassment Hotline 1-800-767-0184

E. The confidentiality of the reporting party, as well as those affected by the harassment, will be observed to the extent that it is possible, with only those who have a need to know being informed and provided it does not interfere with the ability to investigate the allegation or take corrective actions.

F. Reprisal for filing a sexual harassment complaint will not be tolerated. Where it has been found to occur, employees who engage in it will be disciplined.

V. REFERENCES. VA Manual, MP-7, Part I, Chapter 2, Section F; Center Policy Memorandum No. 00-98-03, Equal Employment Opportunity; Management Directive, MD 704; Section 703 of Title VII of the Civil Rights Act of 1964.

VI. RESCISSION. Center Policy Memorandum No. 00-06-06 dated January 5, 2006.

Carolyn Adams, M.H.Ed.
Director

Please note – Regardless of whether you are a VA-funded intern or an MUSC-funded intern, if you experience sexual harassment on a rotation at the VA, as a Charleston Consortium Psychology Intern you are still covered by the MUSC policy pertaining to sexual harassment. Therefore, the MUSC Office of Gender Equity must be notified, and a coordinated response will be undertaken. If you have any questions, please contact Dr. Smith.
July 9, 2013

Dear Friends:

MUSC has taken a leadership role when it comes to addressing the need for a non-smoking zone around our campus because of the significant negative impact of tobacco use on society. We have a strong stance against tobacco use, and there have been numerous success stories regarding the establishment of this zone... more than 100 MUSC employees have quit smoking as a result and patients are thanking us for not having to walk through a haze of smoke when coming to MUSC.

Free smoking cessation programs are still available, so please visit http://mcintranet.musc.edu/employee-wellness/smoking.htm for more information.

Unfortunately, there has been a downside to this new zone. Some MUSC employees, visitors, and vendors have moved beyond the zone boundaries into the adjacent neighborhoods and they are leaving large amounts of cigarette butts and other litter behind. To be good neighbors, and to continue to “walk the talk” when it comes to our stance on smoking, the University and the Medical Center have revised the Tobacco Free Campus Policy.

As an MUSC or MUHA employee, if you use tobacco:

- Please remember our standards of behavior and that littering is a sign of disrespect. Respect is one of our core values and as such, littering won’t be tolerated.

- Paid breaks are considered work time and are a privilege. Non-paid breaks, or meal periods, are given to all employees. Any employee who abuses breaks may be denied future breaks and/or subject to counseling and disciplinary action.

- Employees are representatives of MUSC, and any employee who leaves the Medical District to smoke and litters or otherwise represents MUSC in an unacceptable manner may be subject to disciplinary action.

Most importantly, you are part of the MUSC family and we want to see you improve your health. MUSC has several resources to help you stop smoking and we hope you will try to stop soon. For more information, or to read the policies in full, visit http://academicdepartments.musc.edu/hr/university/policies/Policy49.pdf for the revised University policy and https://www.musc.edu/medcenter/policy/med/A036.pdf for the revised medical center policy.

With kindest regards,

Raymond S. Greenberg, MD, PhD
President

"An equal opportunity employer promoting workplace diversity."
0 Printed on 100% Recycled Paper
Administrative Issues

Local Addresses and Telephone Numbers: The Internship Office should have your current local address and phone number in your internship file at all times so that you may be contacted in case of an emergency. In addition, please provide the name, address and phone number of your next of kin. If you should change either of these during the training year, please inform the Internship Coordinator Dori Long @ 792-4237, longdori@musc.edu.

Mail Boxes: Your campus mail will be delivered to the Internship Office on the second floor of the Institute of Psychiatry South Building. The formal mailing address is MUSC, Psychology Internship Program, 67 President St. 2nd Fl. S., MSC 861, Charleston, SC 29425-8610 (for express mail use 29403). Each intern has a mailbox at the Internship Office (in the break room). Please check your mailboxes regularly.

E-mail: During orientation you will be provided with an MUSC Network Account (NetID). E-mail is a very important communication system within MUSC. You should be sure to check your e-mail several times per day, if possible, to keep abreast of any important information/notices. It is possible to check your e-mail from an off-campus computer by going to http://exhcange.musc.edu and logging in using your NetID. It is our experience that most interns also have smart phones that can be synced with email accounts. For instructions on how to do this, please see the information at the following url: http://nstwiki.musc.edu/index.php/Wireless#Client_Information. You’ll need to click on the appropriate link for your type of phone (Android, iPhone, etc.). In addition, MUSC now uses 2Factor authentication when accessing email outside the MUSC computer network (whether on a desktop computer or a laptop). Security enabled mobile devices (phones, tablets) generally do not require 2-factor authentication. Learn about it here: https://2factor.musc.edu/2fa/.

Communication: Please be sure that the clinical staff at each of your rotations has your mobile phone number in case you need to be reached immediately. If you do not have a mobile phone, or other method of being reached immediately in an emergency, please see Dr. Smith to discuss options (including the assignment of a pager).

Identification Badges: You will receive a MUSC identification badge and, if funded by the DVA, a DVA Medical Center identification badge when you begin your internship. This identification badge must be turned in at the end of the internship year. Different rotation sites have different policies regarding when and if the ID badge must be worn. In general, whenever you are on the grounds of the IOP, the MUSC Hospital, or the DVA Medical Center, it is imperative that the ID badge be displayed. You should ask Public Safety to program your badge for access to the IOP and to the Colbert Library Building.

Parking: Interns whose stipends are supported by the DVA will receive a DVA Parking Card to allow access to the VA parking for the entire year. A $10.00 deposit is required. However, the DVA is currently building a new parking garage, so DVA paid interns (along with many other employees) will be parking at a lot just across the Ashley River Bridge in West Ashley and taking a free shuttle to the DVA. Interns who are assigned a rotation at the VA, but not funded by a VA stipend, are not eligible for DVA parking.

Interns supported by MUSC should consult the Parking Management office (792-3665) about on campus parking. Parking Management is located in the parking garage at the corner of Bee & President Streets; they are open Monday – Friday, 8:00 am – 5:00 pm. Generally, non-DVA interns have three options, and none of them is especially attractive or inexpensive.
First, consult the Parking Management website for employees – [http://tinyurl.com/o5j48ew](http://tinyurl.com/o5j48ew) – to learn about available lots. Sometimes, the available lots are not especially convenient, and you may not find it worth the monthly fee. Second, interns may park free of charge in the Johnson-Hagood lot, located off campus (behind Harborview Office Towers, near the Riverdogs baseball stadium – this is not particularly convenient to campus). A shuttle bus runs on the half hour, from 5:00 a.m. until midnight. Shuttle stops are predetermined; more information may be obtained from University Transportation (577-0473; [http://tinyurl.com/pw73zvm](http://tinyurl.com/pw73zvm)). Interns must bring a copy of their state vehicle registration certificate when they sign up for either reserved or free parking. Third, you may attempt to find off-street parking, where available (because of its scarcity, this can be difficult to find on a regular basis). Cars parked without permits in MUSC Parking areas are subject to ticketing.

Finally, another increasingly popular alternative are the Charleston Area Rapid Transit Authority (CARTA) buses available from James Island (Walmart-Folly Rd.), Mt. Pleasant (Walmart-Hwy 17), and North Charleston locations (Northwoods Mall, Dorchester Road) with Park and Ride available on express buses that drop off at Jonathan Lucas and Calhoun Streets. This is a free service, as long as you show your MUSC ID badge. See web site: [http://www.ridecarta.com/riding-carta/express/park-and-ride](http://www.ridecarta.com/riding-carta/express/park-and-ride). For more information about CARTA: [http://www.ridecarta.com](http://www.ridecarta.com/)

**Student Wellness Center:** The Student Wellness Center provides a variety of health services to promote fitness and health. Located in the Student Life Center, the Wellness Center includes strength training; cardiovascular exercise equipment; a gymnasium; racquetball, tennis, and squash courts; multiple aerobics programs; indoor and outdoor jogging tracks; sauna and steam rooms; a juice bar; a cafeteria; student lounge; pool; and the Courtenay Street Art Gallery. The membership rate is $45.00 per month (payroll deduction or bank draft available). Call the membership desk at 792-6611 for complete information on joining, or go to [http://www.musc.edu/hsc](http://www.musc.edu/hsc). There are also other commercial gym facilities located throughout the community with cheaper pricing options and more flexible hours; however, few offer the array of facilities and opportunities available at the Wellness Center, or the proximity to your work.

**Health Insurance:** If you select to receive health insurance, you are required to purchase insurance through the institution that pays your salary/stipend. MUSC-supported interns purchase state-sponsored insurance policies through the Human Resources Benefits Office at the employee rate. DVA-supported interns purchase federally subsidized health insurance through the DVA Benefits Office at their employee rate. Various levels of coverage are available for both VA and MUSC employees. You will enroll for this coverage during your orientation period. (Please bring your social security card and DOBs for any dependents you wish to cover.)

**Support Services**

**Library:** The MUSC Library offers a full line of services from literature searches to computer workstations, in addition to journals and books. You are entitled to use all of the library services for little or no charge. Please check the library for hours of service, and be aware that hours may vary during University holidays. The DVA Library, while not a good resource for books or journals off the shelf, does provide the capacity for literature searches.

**Computers:** Every clinical site has computing resources sufficient for you to accomplish your work in a timely fashion. If you are experiencing problems with access to computers at rotation sites, please consult your rotation supervisors, your preceptor, and/or Dr. Smith. There are many PCs located throughout MUSC. The MUSC Library also has a computing lab on the 4th floor that you are entitled to use. Nights and weekends are the most available times. We encourage interns to use their preceptors'
computer facilities when possible. There are also both PC's and Apple computers available to psychology interns at the DVA.

**Professional Development/Travel Funds Account:** As an intern, you have a professional development account totaling $500.00. This money is intended to help you make professional connections and advance your career. Therefore, we are strongly encouraging you to use these funds for travel support to attend professional meetings such as the ABCT convention. **These funds may not be used to attend job interviews or support the purchase of books, equipment, or technology that will be for your personal use.** We strongly encourage you to attend a professional meeting. Alternatively, if you need to travel to your home institution for your dissertation defense, you may do so using these funds.

Please advise the Internship Coordinator (Dori Long) in advance when requesting these funds. All requests must be coordinated through Ms. Long. Because of year-end accounting procedures, it is sometimes difficult (or impossible) to access these funds after June 30 of a training year. Therefore, we ask that you submit all requests for reimbursement by the beginning of June, to allow for processing time.

**Stipends**

Our internship relies on several sources of revenue to pay stipends. It is not always possible for everyone to be paid in a like manner, with like benefits and stipend amounts, and like pay schedules.

**DVA Supported Interns:** Pay schedule for DVA supported interns is bi-weekly. Human Resources at the DVA will explain what your options are for receiving your paycheck. Health insurance and parking privileges will be provided through the DVA.

**State Supported Interns:** Pay schedules for State supported interns is the last working day of each month and will be direct deposited into a bank account. An electronic pay stub will become available online three days prior to the pay date. You can access this information using your NetID at: [http://www.musc.edu/hrm/myrecords/htm](http://www.musc.edu/hrm/myrecords/htm). All health benefits and parking privileges will be provided through MUSC. You will be responsible for a portion of the cost of your health benefits (via payroll deduction) and all of your parking costs.

**Vacation and Leave Guidelines**

**Internship Training Year**

The internship training year starts August 1, 2016 and ends July 31, 2017. Potential employers for next year should be informed of this commitment ahead of time so that they understand your availability. **Interns are permitted to use up to one week of annual leave time, but no more, at the end of the year if they have unused annual leave time available.** Taking more than one week of leave at the end of the year presents critical challenges to patient care continuity and therefore cannot be permitted.

You are expected to be at your assigned rotation site at MUSC Monday through Friday, 8:30 a.m. to 5:00 p.m., unless your clinic schedule is otherwise noted. The *minimum* expected work schedule for the DVA Medical Center Rotations is 8:00 A.M.–4:30 P.M. Although official office hours for both MUSC and DVA Medical Center are forty hours per week, please note that interns should anticipate an average work week to fall between 45-55 hours. As a professional, you should always dress in a professional manner within the scope of clinical activities that you will be providing. Ask your supervisor about the expectations at that rotation for appropriate dress.
**Holidays**

MUSC is a state facility, and the VAMC is a federal facility. The federal and state calendars for holidays are not identical. Interns assigned to MUSC rotation sites on state-designated holidays are excused from their duties on the rotations. If the intern chooses to work on a designated holiday, they will be given comp time **that must be used prior to the completion of that rotation.** In other words, you cannot use comp time gained on Rotation A to have time off on Rotation B. This is often an issue, for example, with Martin Luther King Day, which occurs near the end of the winter quarter. Similarly, interns assigned to a DVA rotation when a designated Federal holiday occurs will be excused from their duties on that day. Interns who elect to work on VA holidays will be given comp time that must be taken prior to the completion of the DVA rotation.

Interns with split MUSC-DVA rotations will be excused only from the duties on the part of the rotation that observes the official holiday. If an intern with a split rotation only has a holiday for one part of the split, then she or he must obtain permission from the supervisor on the non-holiday rotation if the intern wishes to take the entire day of the holiday off. Without such permission, the intern will be expected to work. Because the schedules are not identical, sometimes confusion arises when, for example, an MUSC-funded intern is scheduled to work at a VA rotation on a state holiday (such as the day after Thanksgiving). When in doubt, please ask.

Supervisors are aware that observing official holidays is a legitimate reason for missing work. So is taking vacation time. Therefore, it is **inappropriate** for supervisors to assign work that would have occurred during holidays or leave time to interns when they return (i.e., making up work that would have been done during leave). Supervised clinical work is a key part of internship training, but your primary role is to be educated — not to perform the clinical work that must be done on the rotation. If your supervisor has temporarily forgotten about this policy, please do not hesitate to contact Dr. Smith or your preceptor.

**Leave Time**

There are three recognized types of leave: Annual Leave (or vacation), Professional Leave, and Sick Leave. There are generally similar policies for arranging each of these types of leave, as described below. In general, as much advance notice as possible should be provided, and the approval of your rotations supervisors is required. **Even if your leave – of any type – is scheduled to occur on a research day, or on a day where you rotate only in one setting, you must still notify and obtain permission from all your clinical supervisors so that they know that you will be gone and unavailable in case of an emergency with your patients.**

All requests for annual, professional/educational, and sick leave must be coordinated through the Internship Office. To request either annual or professional leave, all interns (regardless of clinical rotation site or funding source) must contact Dori Long at the Internship Office. She will a) verify that you have sufficient leave available for your request, b) inform your rotation supervisors that you have leave available, and c) assist you in completing an MUSC Leave/Travel request and making all necessary travel arrangements (for professional leave only).

You must then take a leave slip and obtain the signatures of your rotation supervisors indicating that they have given permission for the leave. **Ms. Long will refuse to accept any leave slip that does not have all appropriate signatures on it.** Any time you are away from campus during the work week (with the exception of off-campus clinical rotations) is considered leave. There are no exceptions to this requirement. The Internship Coordinator will verify only that you have leave available; this is not equivalent to giving you permission for the leave. It is not appropriate to simply tell your supervisor that you need certain days off; all requests must be approved. The majority of the time, this does not represent a problem, and leave requests are promptly granted.
If the requested leave period is to occur during a DVA rotation, additional paperwork must be completed (regardless of the intern’s funding source). A DVA Leave form must be filled out, initialed by the Clinical Rotation Supervisor and turned in to Dr. Julian Libet. A copy of the MUSC Leave/travel form must accompany the DVA request form. Wendy Davis (Wendy.Davis@VA.Gov) in Dr. Libet’s office can assist you (789-7965). DVA funded interns must always complete the DVA leave paperwork in addition to the MUSC paperwork, even when the leave time requested is during a non-DVA rotation.

**Vacation/Annual Leave**

You are entitled to 10 working days of annual leave time during the training year. These can be taken at your discretion (with the approval of your rotation supervisors), with one exception: in order to avoid overlong gaps in patient care, **you may not take any more than 5 days of annual leave at the end of the training year.**

Leave taken to attend your graduation ceremonies will be considered as annual leave (however, leave taken to defend your dissertation is considered professional leave). We strongly discourage interns from scheduling leave time during the first week of a new rotation (although sometimes we realize it cannot be helped). For planned vacation days, we require that leave requests be submitted one month in advance. This advance notice is necessitated by the need to cancel your clinical responsibilities during your leave, so that patients are not scheduled (and then “un-scheduled”) when you are gone. At some MUSC rotations, a Clinic Cancellation form may need to be completed to document your absence; your rotation supervisors will inform you about this. We recognize, however, that sometimes situations arise when vacation days are not scheduled (family emergencies, etc.). In such circumstances, we urge you to provide as much advance notice as possible so as to minimize inconvenience to patients. If you know that you will be gone for part of an upcoming rotation, you will need to obtain the signatures of the clinical supervisors of the rotations where your leave will occur.

**Professional/Educational Leave**

With permission, you may take up to 10 days during the internship for professional conferences, job interviews, dissertation-related meetings, or dissertation defenses. Requests must be coordinated through the Internship Office. You may find yourself in the position of speaking on the phone with someone who wants to invite you for a job interview on a specific date. Prior to making a firm commitment for a particular date, it is important to obtain permission from your rotation supervisor(s). Usually, a comment like, “That date sounds great, and I’ll confirm it with you as soon as I verify my leave with my supervisor,” will be satisfactory. Sometimes, interns who receive several job interviews may need to exceed the 10 day limit. In such circumstances, please notify Dr. Smith. We are not interested in limiting our interns’ ability to compete on the job market. However, in the interests of fairness, a very large volume of professional leave requests may need to be offset by deductions from leave in other categories (e.g., annual leave).

For DVA-funded interns, additional complications sometimes arise with requests for professional leave (conference attendance, dissertation defenses, and job interviews). The DVA does not have a recognized category of leave called “professional/educational leave.” However, all interns are entitled to 10 days of professional leave, no matter their funding source. In order to work around this administrative limitation, especially for multi-day absences from the office, it may be necessary to provide notice well in advance of the planned absence in order to obtain the required permissions. (This is especially true if the travel is international.) The DVA’s bureaucracy is more inflexible than MUSC’s, but there should be no problem in obtaining permissions needed if the process is started early enough. If you encounter any problems, contact Dr. Smith immediately.
**Sick Leave**

You are entitled to 10 sick days per year. As a professional, you are expected to use these days only when you are ill or receiving medical care. Likewise, you should take sick days and not come to work if you are ill. Be sure that your supervisor is informed of patient responsibilities that will need to be covered or canceled during your illness. As with vacation and professional leave, sick days also require submission of a leave slip. You are required to notify the Internship Office if you are taking sick leave (792-4237). A leave slip will be placed in your mailbox, and when you return to work you must obtain the signatures of your rotation supervisors and return the leave slip to the Internship Office. MUSC policy requires that you provide a doctor’s clearance to resume your duties before returning to work if you have missed six or more consecutive days of work on sick leave.

**Grievance Procedure**

Differences of opinion are respected, and frank discussions of differing opinions are part of the learning process. However, differences of opinion can often escalate into disputes or misunderstandings. When disputes or misunderstandings occur, attempts should be made to settle them directly with the individual supervisor (either the clinical supervisor or the mentor/research preceptor). If the misunderstanding cannot be settled directly, the appropriate Coordinators for Clinical or Research Training should be consulted (i.e., Drs. Smith or Halliday Boykins). Most problems will be settled at this level. However, if the result is not satisfactory, the issue should be brought to the attention of the Co-Directors, Drs. Kilpatrick and Smith. In cases where the grievance involves the co-Directors, the matter should be brought to the attention of Dr. Thomas W. Uhde, MD, Chairman of the Department of Psychiatry and Behavioral Sciences. The decision of the Director (or Chairman) will be considered binding. However, the intern may seek redress by appealing to the Psychology Education Committee. The Committee will hear the intern’s complaint and review whatever documentation and testimony the intern wishes to present in support of the grievance. The decision of the Committee is final. If the complaint involves any member of the Psychology Education Committee, that person will recuse themselves from any deliberations about the matter. Any concerns or grievances can also be reported to the APA Commission on Accreditation (750 First Street, NE, Washington, DC 20002-4242; Phone: 202-336-5979).

**Policy on Impaired Interns**

Intern impairment consists of one of two types: inability to function due to deficient training and inability to function due to personal characteristics or problems. Procedures to remedy each of these are discussed below.

**Impairment Due to Deficient Training**

Feedback regarding performance is provided to the intern formally at three month intervals. However, feedback should be part of the weekly supervision sessions as well. At the start of the rotation, it is expected that interns might not know all that is necessary to perform flawlessly on the rotation. Thus, readings and instructions are routinely given to interns in order to enhance their proficiency. In cases where more severe deficits are identified, the supervisor will inform the intern and Dr. Smith, the Co-Director, verbally and in writing, of (a) the nature of the deficiency, (b) the plan of remediation, (c) how long it is expected that the remedative process will last and (d) how the intern will demonstrate the remediation of the deficiency. All proposed training plans must be approved by the Coordinator of Clinical Training, who will inform the PEC. The original plan will be given to the intern, a copy of this letter will be placed in the intern’s file and a copy will be forwarded to the intern’s graduate program. Once the deficiency has been corrected, the letter will be removed from the intern’s file and the intern’s
graduate program will be notified. In cases where the intern does not agree with the remediation plan, the intern has the right to use the grievance procedure.

If the deficiency involves an ethical violation, a warning will be issued and the intern educated about appropriate ethical conduct. A continuation of that behavior or a second willful ethical violation will result in the intern's dismissal from the program.

**Impairment Due to Personal Characteristics or Behavior**

If interns are impaired due to psychological distress or substance abuse, the clinical supervisor will discuss the situation with the intern and Dr. Smith, the Co-Director. A plan will be drawn up, specifying the rehabilitation plan and the intern's functioning during the time that the plan is in effect. For example, an intern may be required to use sick days or professional days to attend to the difficulties. Although it may be recommended that the intern seek therapy, the training program will not seek direct access to the specifics of the therapy but may require confirmation that the intern has followed through on the training program's recommendation. In addition, the therapist may be requested to certify that the intern is ready to return to the internship training program. The original letter detailing the impairment and course of action will be given to the intern, a copy of the plan will be placed in the intern's file and a copy will be forwarded to the intern's graduate program. If the difficulty is remediated, the plan will be removed and the graduate program so notified. If the impairment is considered to affect the intern's ability to care for patients and cannot be remediated such that the intern can successfully complete the program, the intern will be asked to voluntarily withdraw from the program. If the intern agrees to withdraw, the intern may reapply at a later date with the understanding that the internship may request documentation that the former difficulties have been rectified. If the intern refuses to withdraw voluntarily, the PEC may vote to dismiss the intern from the program. In either case, the graduate program will be notified of the actions of the internship program.

**Miscellaneous**

**Policy on Moonlighting**

The purpose of the internship is to provide scientist/practitioner training in the field of Psychology. We view this internship as requiring a weekly 50-60 hour commitment from interns enrolled in it. Moonlighting is not encouraged, and in fact, it is strongly discouraged. If an individual feels that he/she can make a case for their particular opportunity by justifying it as a supplement to the training they are already receiving, they may do so formally, in writing to the Co-Directors, Drs. Kilpatrick and Smith. Any such letter must include facts about when they would be working and an estimate of how much time they would be required to devote to this activity. Only if a compelling case can be made for the educational value of a proposed moonlighting activity will it be approved.
**State Holiday Schedule**

*Medical University of South Carolina*

2016–2017

Monday, September 5, 2016 — Labor Day
Friday, November 11, 2016 — Veterans’ Day*
Thursday, November 24, 2016 — Thanksgiving Day

**Friday, November 25, 2016 — Day after Thanksgiving**

**Friday, December 23, 2016 – Christmas Eve**

Monday, December 26, 2016 — Christmas Day (observance)

**Tuesday – December 27, 2016 – Day after Christmas**

Monday, January 2, 2017 — New Year’s Day (observance)
Monday, January 16, 2017 — Martin Luther King Day*

Monday, February 20, 2017 — President’s Day *

**Wednesday, May 10, 2017 — Confederate Memorial Day** *

Monday, May 29, 2017 — Memorial Day
Tuesday, July 4, 2017 — Independence Day Holiday

*Although these are official holidays, you will receive comp time if your clinical rotation site is open on that particular day and you decide to work. You are free to take the day off, even if your rotation site is open.

Holidays in **bold** are **state holidays** only; interns working at the DVA are expected to work or to take leave for these days. The DVA has other holidays (e.g., Columbus Day) that are not state holidays.
<table>
<thead>
<tr>
<th>Name</th>
<th>Track</th>
<th>University</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allyson Dir, M.S.</td>
<td>Sub Abuse Track – Gilmore/Davidson</td>
<td>Indiana Purdue/Purdue Indianapolis University</td>
<td><a href="mailto:dira@musc.edu">dira@musc.edu</a></td>
<td>513 263-0101</td>
</tr>
<tr>
<td>Christina Gamache Martin, M.S.</td>
<td>General Track -Danielson</td>
<td>University of Oregon</td>
<td><a href="mailto:gamachem@musc.edu">gamachem@musc.edu</a></td>
<td>541 954-7238</td>
</tr>
<tr>
<td>Jennifer Gomez, M.S.</td>
<td>Trauma Track – Santa Ana/Stecker</td>
<td>University of Oregon</td>
<td><a href="mailto:gomezje@musc.edu">gomezje@musc.edu</a></td>
<td>917 214-7111</td>
</tr>
<tr>
<td>Spencer Evans, M.A.</td>
<td>Child Track – L. Carpenter</td>
<td>University of Kansas</td>
<td><a href="mailto:evanssp@musc.edu">evanssp@musc.edu</a></td>
<td>913 961-3780</td>
</tr>
<tr>
<td>Chelsey Hartley, M.S.</td>
<td>Child Track - Moreland</td>
<td>Florida International University</td>
<td><a href="mailto:hartley@musc.edu">hartley@musc.edu</a></td>
<td>716 481-8451</td>
</tr>
<tr>
<td>Amber Jarnecke, M.S.</td>
<td>Adult Psych Track – DVA – J. Libet</td>
<td>Purdue University Lafayette</td>
<td><a href="mailto:jarnecka@musc.edu">jarnecka@musc.edu</a></td>
<td>219 331-4987</td>
</tr>
<tr>
<td>Ashley Howell, M.S.</td>
<td>AP Track – DVA – Rheingold/Uhde</td>
<td>University of Oregon</td>
<td><a href="mailto:howelash@musc.edu">howelash@musc.edu</a></td>
<td>706 575-8686</td>
</tr>
<tr>
<td>Kristen Kraemer, M.A.</td>
<td>Bmed Track - Serber</td>
<td>University of Cincinnati</td>
<td><a href="mailto:kraemekr@musc.edu">kraemekr@musc.edu</a></td>
<td>352 209-5021</td>
</tr>
<tr>
<td>Sarah Helseth, M.S.</td>
<td>Child Track - Hanson</td>
<td>Florida International University</td>
<td><a href="mailto:helseth@musc.edu">helseth@musc.edu</a></td>
<td>847 644-9067</td>
</tr>
<tr>
<td>Deborah Lowe, M.S.</td>
<td>Neuro Track - Wagner</td>
<td>Texas A &amp; M University</td>
<td><a href="mailto:lowed@musc.edu">lowed@musc.edu</a></td>
<td>805 252-4160</td>
</tr>
<tr>
<td>Ryan Marek, M.A.</td>
<td>BMed Track – O’Neil</td>
<td>Kent State University</td>
<td><a href="mailto:marekr@musc.edu">marekr@musc.edu</a></td>
<td>440 522-5662</td>
</tr>
<tr>
<td>Will Mellick, M.A.</td>
<td>General Track - Prisciandaro</td>
<td>University of Houston</td>
<td><a href="mailto:mellick@musc.edu">mellick@musc.edu</a></td>
<td>201 248-5024</td>
</tr>
<tr>
<td>Camilla Nonterah, M.A.</td>
<td>General Track – Balliet/Borckardt</td>
<td>Virginia Commonwealth University</td>
<td><a href="mailto:nonterah@musc.edu">nonterah@musc.edu</a></td>
<td>860 518-8399</td>
</tr>
<tr>
<td>Chris Sege, M.S.</td>
<td>Trauma Track – DVA – Wangelin/McTeague</td>
<td>University of Florida</td>
<td><a href="mailto:sege@musc.edu">sege@musc.edu</a></td>
<td>978 764-1480</td>
</tr>
<tr>
<td>David Solomon, M.A.</td>
<td>General Track – D. Smith/Flanagan</td>
<td>Central Michigan University</td>
<td><a href="mailto:solomond@musc.edu">solomond@musc.edu</a></td>
<td>980 322-1346</td>
</tr>
<tr>
<td>Jenni Teeters, M.S.</td>
<td>Sub Abuse Track – DVA - Back</td>
<td>University of Memphis</td>
<td><a href="mailto:teeters@musc.edu">teeters@musc.edu</a></td>
<td>740 222-8172</td>
</tr>
<tr>
<td>Matt Woodward, M.S.</td>
<td>Trauma Track – DVA - Tuerk</td>
<td>University of Memphis</td>
<td><a href="mailto:woodwmt@musc.edu">woodwmt@musc.edu</a></td>
<td>254 723-3955</td>
</tr>
<tr>
<td>Kelly Zuromski, M.S.</td>
<td>Trauma Track – Kilpatrick/Resnick</td>
<td>Auburn University</td>
<td><a href="mailto:zuromski@musc.edu">zuromski@musc.edu</a></td>
<td>407 587-9373</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Charleston Consortium Psychology Internship Class of 2017
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina
# 2016–2017 Psychology Intern Rotations and Rotation Supervisors

**Fall/Winter Quarters: August 1, 2016 – January 30, 2017**

<table>
<thead>
<tr>
<th>Intern &amp; Preceptor</th>
<th>Rotation</th>
<th>Rotation Director</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allyson Dir – Gilmore/Davidson</td>
<td>Center for Drug &amp; Alcohol Programs Substance Abuse Treatment Center-VA</td>
<td>J. Smith/V. Magid/ Kathryn Bottonari</td>
<td>792-5759/792-5541</td>
</tr>
<tr>
<td>Spencer Evans – L. Carpenter</td>
<td>Developmental Pediatrics Outpatient Child &amp; Adolescent Clinic</td>
<td>Laura Carpenter/Kerrie Murphy</td>
<td>792-7469/792-0137</td>
</tr>
<tr>
<td>Christina Gamache Martin – Danielson</td>
<td>National Crime Victims Research &amp; Treatment Center Low Country Children’s Center</td>
<td>Alyssa Rheingold/Carole Swiecicki</td>
<td>792-2945/723-3600</td>
</tr>
<tr>
<td>Jennifer Gomez – Santa Ana/Stecker</td>
<td>National Crime Victims Research &amp; Treatment Center Counseling &amp; Psychological Services</td>
<td>Alyssa Rheingold/Alice Libet</td>
<td>792-2945/792-4930</td>
</tr>
<tr>
<td>Chelsey Hartley – Moreland</td>
<td>Developmental Pediatrics Stall High School</td>
<td>Laura Carpenter/Tina Lopez</td>
<td>792-7469/876-1034</td>
</tr>
<tr>
<td>Sarah Helseth – Hanson</td>
<td>Community Outreach Program Esperanza Stall High School</td>
<td>Michael de Arellano/Tina Lopez</td>
<td>792-2945/876-1034</td>
</tr>
<tr>
<td>Ashley Howell – Rheingold/Uhde</td>
<td>Cognitive Behavioral Therapy Clinic-VA Sleep &amp; Anxiety Treatment &amp; Research Prg</td>
<td>Dan Gros/Alyssa Rheingold</td>
<td>789-6225/792-2945</td>
</tr>
<tr>
<td>Amber Jarnecke – J. Libet</td>
<td>Couples Clinic-VA Behavioral Medicine-IOP</td>
<td>Julian Libet/Eva Serber</td>
<td>789-7133/792-6876</td>
</tr>
<tr>
<td>Kristen Kraemer – Serber</td>
<td>Hollings Cancer Center Behavioral Medicine-IOP</td>
<td>Wendy Balliet/Eva Serber</td>
<td>792-0686/792-0686</td>
</tr>
<tr>
<td>Cynthia Lancaster – Gros</td>
<td>Cognitive Behavioral Therapy Clinic-VA TBI-NP-VA</td>
<td>Dan Gros/Michael Horner</td>
<td>789-6225/789-7131</td>
</tr>
<tr>
<td>Deborah Lowe – Wagner</td>
<td>NP-VA NP-MUH</td>
<td>Michael Horner/Mark Wagner</td>
<td>789-7131/792-9142</td>
</tr>
<tr>
<td>Ryan Marek – Pat O’Neil, Ph.D.</td>
<td>Weight Management Center Behavioral Medicine-VA</td>
<td>Pat O’Neil/Layne Goble</td>
<td>792-2273/789-6246</td>
</tr>
<tr>
<td>Will Mellick – Prisciandaro</td>
<td>Couples Clinic-VA Centralized Inpatient Programming Service</td>
<td>Julian Libet/Josh Smith</td>
<td>789-7133/792-5759</td>
</tr>
<tr>
<td>Camilla Nonterah – Balliet/Borckardt</td>
<td>Weight Management Center Behavioral Medicine-IOP</td>
<td>Pat O’Neil/Eva Serber</td>
<td>792-2273/792-0686</td>
</tr>
<tr>
<td>Chris Sege – Wangelin/McTeague</td>
<td>Posttraumatic Stress Disorder Therapy Team Substance Abuse Treatment Center-VA</td>
<td>Peter Tuerk/Kathryn Bottonari</td>
<td>789-6188/789-5541</td>
</tr>
<tr>
<td>David Solomon – D. Smith/Flanagan</td>
<td>National Crime Victims Research &amp; Treatment Center</td>
<td>Alyssa Rheingold/Michael de Arellano</td>
<td>792-2945/792-2945</td>
</tr>
<tr>
<td>Jenni Teeters – Back</td>
<td>Center for Drug and Alcohol Programs Primary Care-VA</td>
<td>J. Smith/V. Magid/Dan Gros</td>
<td>792-5759/792-2448</td>
</tr>
<tr>
<td>Matt Woodward – Tuerk</td>
<td>Telehealth Resiliency &amp; Recovery Program Posttraumatic Stress Disorder Therapy Team</td>
<td>Ken Ruggiero/Peter Tuerk</td>
<td>792-3687/789-6188</td>
</tr>
<tr>
<td>Kelly Zuromski – Kilpatrick/Resnick</td>
<td>Sleep &amp; Anxiety Treatment &amp; Research Prg Tobacco Treatment Program</td>
<td>Alyssa Rheingold/Ben Toll</td>
<td>792-2945/876-1132</td>
</tr>
<tr>
<td>Intern</td>
<td>Preceptor</td>
<td>Track</td>
<td>8/16-2/17</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>Allyson Dir</td>
<td>Gilmore/Davidson</td>
<td>SA</td>
<td>CDAP/SATC</td>
</tr>
<tr>
<td>Spencer Evans</td>
<td>L. Carpenter</td>
<td>C</td>
<td>PEDS/OCAP</td>
</tr>
<tr>
<td>Christina Gamache Martin</td>
<td>Danielson</td>
<td>G</td>
<td>NCVC/DNLCC</td>
</tr>
<tr>
<td>Jennifer Gomez</td>
<td>Santa Ana/Stecker</td>
<td>T</td>
<td>NCVC/CAPS</td>
</tr>
<tr>
<td>Chelsey Hartley</td>
<td>Moreland</td>
<td>C</td>
<td>STALL/PEDS</td>
</tr>
<tr>
<td>Sarah Helseth</td>
<td>Hanson</td>
<td>C</td>
<td>COPE/STALL</td>
</tr>
<tr>
<td>Ashley Howell</td>
<td>Rheingold/Uhde</td>
<td>AP</td>
<td>CBT-VA/SATRP</td>
</tr>
<tr>
<td>Amber Jarneske</td>
<td>J. Libet</td>
<td>AP</td>
<td>Couples/BIOP</td>
</tr>
<tr>
<td>Kristen Kraemer</td>
<td>Serber</td>
<td>BM</td>
<td>BMIOP/HCC</td>
</tr>
<tr>
<td>Cynthia Lancaster</td>
<td>Gros</td>
<td>AP</td>
<td>CBT-VA/TBI</td>
</tr>
<tr>
<td>Deborah Lowe</td>
<td>Wagner</td>
<td>N</td>
<td>NP-VA/NP-MUH</td>
</tr>
<tr>
<td>Ryan Marek</td>
<td>O’Neil</td>
<td>BM</td>
<td>WMC/BMVA</td>
</tr>
<tr>
<td>Will Mellick</td>
<td>Priscicano</td>
<td>G</td>
<td>Couples/CIPS</td>
</tr>
<tr>
<td>Camilla Nonterah</td>
<td>Ballet/Borckardt</td>
<td>G</td>
<td>BMIOP/WMC</td>
</tr>
<tr>
<td>Chris Sege</td>
<td>Wangeling/McTeague</td>
<td>T</td>
<td>PCT/SATC</td>
</tr>
<tr>
<td>David Solomon</td>
<td>D. Smith/Flanagan</td>
<td>G</td>
<td>NCVC/COPE</td>
</tr>
<tr>
<td>Jenni Teeters</td>
<td>Back</td>
<td>SA</td>
<td>CDAP/PC-VA</td>
</tr>
<tr>
<td>Matt Woodward</td>
<td>Tuerk</td>
<td>T</td>
<td>PCT/TRRP</td>
</tr>
<tr>
<td>Kelly Zukromski</td>
<td>Kilpatrick/Resnick</td>
<td>T</td>
<td>SATRP/TTP</td>
</tr>
</tbody>
</table>

Rotations:

BM-IOP    Behavioral Medicine – IOP  Serber  serberes@musc.edu
BM-VA     Behavioral Medicine - VAMC  Goble  goblee@musc.edu
CAPS      Counseling & Psychological Srvcs  A Libet  libete@musc.edu
CDAP      Or for Drug/Alcohol Programs  J Smith  smijos@musc.edu
CIPS      Centralized Inpt Prog. Services  J Smith  smijos@musc.edu
COPE      Community Outreach Project  de Arellano  dearelmam@musc.edu
Couples/Family VA Couples/Family Clinic  J Libet  libetjm@musc.edu
CBT-VA    CBT Clinic for Emotional Disorders  D Gros  gosrod@musc.edu
HCC       Hollings Cancer Center  Balliet  ballietw@musc.edu
NCVC      Crime Victims Center  Rheingold  rheingaa@musc.edu
LCC       Lowcountry Children’s Center  Swiecicki  swiecicki@musc.edu
NP-VA     Neuropsychology Clinic - VA  Horner  hornermd@musc.edu
NPTBI-VA  Neuropsychology TBI Clinic  Horner  hornermd@musc.edu
NP-MUH    Neuropsychology – MUH  MT Wagner  wagnermt@musc.edu
OCAP      Outpatient Child & Adolescent Psychiatry Clinic  Murphy  murphyb@musc.edu
PCT       PTSD Clinical Team – VA  Tuerk  tuerk@musc.edu
PC-VA     Primary Care – VA  Gros  gosrod@musc.edu
PEDS      Developmental Pediatrics  L Carpenter  carpentl@musc.edu
SATC      Sub Abuse Treatment Clinic  K Bottonari  kathryn.bottonari@va.gov
SATRP     Sleep/Anxiety Tx & Research Prg  Rheingold  rheingall@musc.edu
Stall     Stall HS Mental Health Clinic  de Arellano  dearelmam@musc.edu
TRRP      ED – Telehealth–MUH  Ruggiero  ruggierk@musc.edu
TTP       Tobacco Treatment Program  Toll  toll@musc.edu
VA-Family  Family Clinic VA  J. Libet  librertjm@musc.edu
WMC       Weight Management Center  J Brown  brownjos@musc.edu
<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Degree</th>
<th>Division</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back</td>
<td>Sudie</td>
<td>Ph.D.</td>
<td>MUSC</td>
<td>792-9383</td>
<td>792-4817</td>
<td><a href="mailto:backs@musc.edu">backs@musc.edu</a></td>
</tr>
<tr>
<td>Baddeley</td>
<td>Jenna</td>
<td>Ph.D.</td>
<td>DVA-Couples/Family</td>
<td>577-5011</td>
<td></td>
<td><a href="mailto:Baddeley@musc.edu">Baddeley@musc.edu</a></td>
</tr>
<tr>
<td>Balliet</td>
<td>Wendy</td>
<td>Ph.D.</td>
<td>MUSC-Beh Med</td>
<td>792-0686</td>
<td>792-4137</td>
<td><a href="mailto:ballietw@musc.edu">ballietw@musc.edu</a></td>
</tr>
<tr>
<td>Best</td>
<td>Connie</td>
<td>Ph.D.</td>
<td>MUSC-NVC</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:bestcl@musc.edu">bestcl@musc.edu</a></td>
</tr>
<tr>
<td>Birks</td>
<td>Anna</td>
<td>Ps.D.</td>
<td>DVA-PCT</td>
<td>789-2586</td>
<td></td>
<td><a href="mailto:Anna.birks@va.gov">Anna.birks@va.gov</a></td>
</tr>
<tr>
<td>Borckardt</td>
<td>Jeff</td>
<td>Ph.D.</td>
<td>MUSC-Beh Med</td>
<td>792-3295</td>
<td>792-5702</td>
<td><a href="mailto:borckard@musc.edu">borckard@musc.edu</a></td>
</tr>
<tr>
<td>Bottanoni</td>
<td>Kathryn</td>
<td>Ph.D.</td>
<td>DVA-SATC</td>
<td>789-5541</td>
<td></td>
<td><a href="mailto:kathybn.Bottanoni@va.gov">kathybn.Bottanoni@va.gov</a></td>
</tr>
<tr>
<td>Bradley</td>
<td>Catherine</td>
<td>Ph.D.</td>
<td>MUSC Peds</td>
<td>876-1514</td>
<td></td>
<td><a href="mailto:bradlecc@musc.edu">bradlecc@musc.edu</a></td>
</tr>
<tr>
<td>Carpenter</td>
<td>Laura</td>
<td>Ph.D.</td>
<td>MUSC-Pediatrics</td>
<td>792-7469</td>
<td>876-1518</td>
<td><a href="mailto:carpenti@musc.edu">carpenti@musc.edu</a></td>
</tr>
<tr>
<td>Carpenter</td>
<td>Matt</td>
<td>Ph.D.</td>
<td>MUSC-HCC</td>
<td>792-3974</td>
<td>792-5526</td>
<td><a href="mailto:carpenter@musc.edu">carpenter@musc.edu</a></td>
</tr>
<tr>
<td>Center</td>
<td>Kristy</td>
<td>Ph.D.</td>
<td>DVA-PCT</td>
<td>789-6895</td>
<td></td>
<td><a href="mailto:center@musc.edu">center@musc.edu</a></td>
</tr>
<tr>
<td>Christon</td>
<td>Lillian</td>
<td>Ph.D.</td>
<td>MUSC-Beh Med</td>
<td>792-0686</td>
<td></td>
<td><a href="mailto:christon@musc.edu">christon@musc.edu</a></td>
</tr>
<tr>
<td>Cummings</td>
<td>Mike</td>
<td>Ph.D.</td>
<td>MUSC-HCC</td>
<td>876-2429</td>
<td></td>
<td><a href="mailto:cumminmg@musc.edu">cumminmg@musc.edu</a></td>
</tr>
<tr>
<td>Danielson</td>
<td>Carla</td>
<td>Ph.D.</td>
<td>MUSC-NVC</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:danielso@musc.edu">danielso@musc.edu</a></td>
</tr>
<tr>
<td>Davidson</td>
<td>Tatiana</td>
<td>Ph.D.</td>
<td>MUSC-Hlth Disparities</td>
<td>792-6123</td>
<td></td>
<td><a href="mailto:davidst@musc.edu">davidst@musc.edu</a></td>
</tr>
<tr>
<td>de Arellano</td>
<td>Michael</td>
<td>Ph.D.</td>
<td>MUSC-NVC</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:dearelma@musc.edu">dearelma@musc.edu</a></td>
</tr>
<tr>
<td>Denning</td>
<td>John</td>
<td>Ph.D.</td>
<td>DVA - Neuro</td>
<td>789-5234</td>
<td></td>
<td><a href="mailto:John.denning@va.gov">John.denning@va.gov</a></td>
</tr>
<tr>
<td>Dewey</td>
<td>Daniel</td>
<td>Ph.D.</td>
<td>DVA-PCT</td>
<td>577-5011</td>
<td></td>
<td><a href="mailto:Daniel.dewey@va.gov">Daniel.dewey@va.gov</a></td>
</tr>
<tr>
<td>Flanagan</td>
<td>Julianne</td>
<td>Ph.D.</td>
<td>MUSC</td>
<td>792-5569</td>
<td></td>
<td><a href="mailto:hellmuth@musc.edu">hellmuth@musc.edu</a></td>
</tr>
<tr>
<td>Gilmore</td>
<td>Amanda</td>
<td>Ph.D.</td>
<td>MUSC-NVC</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:gilmoram@musc.edu">gilmoram@musc.edu</a></td>
</tr>
<tr>
<td>Goble</td>
<td>Layne</td>
<td>Ph.D.</td>
<td>DVA-BM</td>
<td>789-6246</td>
<td></td>
<td><a href="mailto:gobleli@musc.edu">gobleli@musc.edu</a></td>
</tr>
<tr>
<td>Grös</td>
<td>Dan</td>
<td>Ph.D.</td>
<td>DVA-CBT</td>
<td>789-6225</td>
<td>789-6290</td>
<td><a href="mailto:grosd@musc.edu">grosd@musc.edu</a></td>
</tr>
<tr>
<td>Grubaugh</td>
<td>Anouk</td>
<td>Ph.D.</td>
<td>DVA</td>
<td>792-2522</td>
<td>805-5782</td>
<td><a href="mailto:grubaugh@musc.edu">grubaugh@musc.edu</a></td>
</tr>
<tr>
<td>Hamlin Smith</td>
<td>Kasey</td>
<td>Ph.D.</td>
<td>MUSC-Pediatrics</td>
<td>876-1516</td>
<td>876-1518</td>
<td><a href="mailto:hamlinsm@musc.edu">hamlinsm@musc.edu</a></td>
</tr>
<tr>
<td>Hansen</td>
<td>Colleen</td>
<td>Ph.D.</td>
<td>MUSC</td>
<td>792-5732</td>
<td></td>
<td><a href="mailto:Hanlon@musc.edu">Hanlon@musc.edu</a></td>
</tr>
<tr>
<td>Hanson</td>
<td>Rochelle</td>
<td>Ph.D.</td>
<td>MUSC-NVC</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:hansonrf@musc.edu">hansonrf@musc.edu</a></td>
</tr>
<tr>
<td>Harbin</td>
<td>James</td>
<td>Ph.D.</td>
<td>DVA-SATC</td>
<td>789-5265</td>
<td></td>
<td><a href="mailto:james.harbin@va.gov">james.harbin@va.gov</a></td>
</tr>
<tr>
<td>Heckman</td>
<td>Bryan</td>
<td>Ph.D.</td>
<td>MUSC-CDAP</td>
<td>792-3066</td>
<td></td>
<td><a href="mailto:heckmanb@musc.edu">heckmanb@musc.edu</a></td>
</tr>
<tr>
<td>Horner</td>
<td>Michael</td>
<td>Ph.D.</td>
<td>DVA-Neuro</td>
<td>789-7131</td>
<td>789-5782</td>
<td><a href="mailto:hornermd@musc.edu">hornermd@musc.edu</a></td>
</tr>
<tr>
<td>Keller</td>
<td>Stephanie</td>
<td>Ph.D.</td>
<td>DVA-PCT</td>
<td>789-6070</td>
<td></td>
<td><a href="mailto:Stephaniakeller3@va.gov">Stephaniakeller3@va.gov</a></td>
</tr>
<tr>
<td>Kilpatrick</td>
<td>Dean</td>
<td>Ph.D.</td>
<td>MUSC-NVC</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:kilpategdi@musc.edu">kilpategdi@musc.edu</a></td>
</tr>
<tr>
<td>LeVine</td>
<td>Rachel</td>
<td>Ph.D.</td>
<td>DVA-PCT</td>
<td>789-6230</td>
<td></td>
<td><a href="mailto:darrow@musc.edu">darrow@musc.edu</a></td>
</tr>
<tr>
<td>Libet</td>
<td>Alice</td>
<td>Ph.D.</td>
<td>MUSC-CAPS</td>
<td>792-4930</td>
<td>792-2535</td>
<td><a href="mailto:libeta@musc.edu">libeta@musc.edu</a></td>
</tr>
<tr>
<td>Libet</td>
<td>Julian</td>
<td>Ph.D.</td>
<td>DVA-Couples/Family</td>
<td>789-7133</td>
<td>805-5782</td>
<td><a href="mailto:libetim@musc.edu">libetim@musc.edu</a></td>
</tr>
<tr>
<td>Lopez</td>
<td>Cristina</td>
<td>Ph.D.</td>
<td>MUSC-Stall HS</td>
<td>792-6123</td>
<td></td>
<td><a href="mailto:lopezcm@musc.edu">lopezcm@musc.edu</a></td>
</tr>
<tr>
<td>Lozano</td>
<td>Brian</td>
<td>Ph.D.</td>
<td>DVA-PCT</td>
<td>789-7031</td>
<td>805-5782</td>
<td><a href="mailto:Lozano@musc.edu">Lozano@musc.edu</a></td>
</tr>
<tr>
<td>Magid</td>
<td>Viktoriya</td>
<td>Ph.D.</td>
<td>MUSC-CDAP</td>
<td>792-4974</td>
<td>792-7353</td>
<td><a href="mailto:magid@musc.edu">magid@musc.edu</a></td>
</tr>
<tr>
<td>McTeague</td>
<td>Lisa</td>
<td>Ph.D.</td>
<td>MUSC</td>
<td>792-8274</td>
<td></td>
<td><a href="mailto:mcteague@musc.edu">mcteague@musc.edu</a></td>
</tr>
<tr>
<td>Milanak</td>
<td>Melissa</td>
<td>Ph.D.</td>
<td>MUSC - SATRP</td>
<td>792-8067</td>
<td></td>
<td><a href="mailto:milanak@musc.edu">milanak@musc.edu</a></td>
</tr>
<tr>
<td>Moreland</td>
<td>Angie</td>
<td>Ph.D.</td>
<td>MUSC-NVC</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:Begle@musc.edu">Begle@musc.edu</a></td>
</tr>
<tr>
<td>Murphy</td>
<td>Kerrie</td>
<td>Ph.D.</td>
<td>MUSC-YOP</td>
<td>792-0137</td>
<td></td>
<td><a href="mailto:murphker@musc.edu">murphker@musc.edu</a></td>
</tr>
<tr>
<td>O'Neil</td>
<td>Pat</td>
<td>Ph.D.</td>
<td>MUSC-Wgt Mgt Ctr</td>
<td>792-2273</td>
<td>792-5432</td>
<td><a href="mailto:oneilp@musc.edu">oneilp@musc.edu</a></td>
</tr>
<tr>
<td>Petty</td>
<td>Karen</td>
<td>Ph.D.</td>
<td>DVA-Couples/Family</td>
<td>789-5395</td>
<td></td>
<td><a href="mailto:Karen.petty6@va.gov">Karen.petty6@va.gov</a></td>
</tr>
<tr>
<td>Prisciandaro</td>
<td>James</td>
<td>Ph.D.</td>
<td>MUSC</td>
<td>792-1433</td>
<td></td>
<td><a href="mailto:Priscian@musc.edu">Priscian@musc.edu</a></td>
</tr>
<tr>
<td>Quattlebaum</td>
<td>Justin</td>
<td>Ph.D.</td>
<td>DVA-PC</td>
<td>310-890-9930</td>
<td></td>
<td><a href="mailto:quattlej@musc.edu">quattlej@musc.edu</a></td>
</tr>
<tr>
<td>Resnick</td>
<td>Heidi</td>
<td>Ph.D.</td>
<td>MUSC-NVC</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:resnickh@musc.edu">resnickh@musc.edu</a></td>
</tr>
<tr>
<td>Rheingold</td>
<td>Alyssa</td>
<td>Ph.D.</td>
<td>MUSC-NVC/SATRP</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:Rheinga@musc.edu">Rheinga@musc.edu</a></td>
</tr>
<tr>
<td>Ruggiero</td>
<td>Ken</td>
<td>Ph.D.</td>
<td>Nursing Research</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:ruggierk@musc.edu">ruggierk@musc.edu</a></td>
</tr>
<tr>
<td>Saladin</td>
<td>Michael</td>
<td>Ph.D.</td>
<td>Psych Beh Sci</td>
<td>792-5306</td>
<td>792-0710</td>
<td><a href="mailto:saladina@musc.edu">saladina@musc.edu</a></td>
</tr>
<tr>
<td>Santa Ana</td>
<td>Elizabeth</td>
<td>Ph.D.</td>
<td>DVA-SATC</td>
<td>789-7168</td>
<td></td>
<td><a href="mailto:santaana@musc.edu">santaana@musc.edu</a></td>
</tr>
<tr>
<td>Saunders</td>
<td>Ben</td>
<td>Ph.D.</td>
<td>MUSC-NVC</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:saunders@musc.edu">saunders@musc.edu</a></td>
</tr>
<tr>
<td>Schacht</td>
<td>Joe</td>
<td>Ph.D.</td>
<td>MUSC-CDAP</td>
<td>792-7497</td>
<td></td>
<td><a href="mailto:schacht@musc.edu">schacht@musc.edu</a></td>
</tr>
<tr>
<td>Schlenz</td>
<td>Alyssa</td>
<td>Ph.D.</td>
<td>MUSC-Pediatrics</td>
<td>876-1516</td>
<td></td>
<td><a href="mailto:Schlenz@musc.edu">Schlenz@musc.edu</a></td>
</tr>
<tr>
<td>Name</td>
<td>Degree</td>
<td>Department</td>
<td>Phone 1</td>
<td>Phone 2</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>--------</td>
<td>---------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>--------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Serber</td>
<td>Eva</td>
<td>MUSC-Beh Med</td>
<td>792-0686</td>
<td>792-0048</td>
<td><a href="mailto:serbere@musc.edu">serbere@musc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Settles</td>
<td>Regan</td>
<td>DVA-SATC</td>
<td>789-6295</td>
<td></td>
<td><a href="mailto:REGAN.SETTLES@va.gov">REGAN.SETTLES@va.gov</a></td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Dan</td>
<td>MUSC NCVC</td>
<td>792-2945</td>
<td>792-3388</td>
<td><a href="mailto:smithdw@musc.edu">smithdw@musc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Josh</td>
<td>MUSC CDAP</td>
<td>792-5759</td>
<td>792-5582</td>
<td><a href="mailto:smijos@musc.edu">smijos@musc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Swieciicki</td>
<td>Carole</td>
<td>LCC</td>
<td>723-3600</td>
<td>720-7106</td>
<td><a href="mailto:cswieciicki@dnlcc.org">cswieciicki@dnlcc.org</a></td>
<td></td>
</tr>
<tr>
<td>Szafranski</td>
<td>Derek</td>
<td>DVA-PC/CBT</td>
<td>269-420-6539</td>
<td></td>
<td><a href="mailto:Derek.szafranski@va.gov">Derek.szafranski@va.gov</a></td>
<td></td>
</tr>
<tr>
<td>Toll</td>
<td>Ben</td>
<td>MUSC-HCC</td>
<td>876-1132</td>
<td>876-1126</td>
<td><a href="mailto:toll@musc.edu">toll@musc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Tuerk</td>
<td>Peter</td>
<td>DVA-PCT</td>
<td>789-6188</td>
<td></td>
<td><a href="mailto:Tuerk@musc.edu">Tuerk@musc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Turner</td>
<td>Travis</td>
<td>DVA-Neuro</td>
<td>789-5192</td>
<td></td>
<td><a href="mailto:turnertr@musc.edu">turnertr@musc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Uhde</td>
<td>Tom</td>
<td>MUSC-Psych</td>
<td>792-0028</td>
<td></td>
<td><a href="mailto:uhdepsyv@musc.edu">uhdepsyv@musc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Van Kirk</td>
<td>Kathryn</td>
<td>DVA-Neuro</td>
<td>789-6743</td>
<td></td>
<td><a href="mailto:Kathryn.kniele@va.gov">Kathryn.kniele@va.gov</a></td>
<td></td>
</tr>
<tr>
<td>Wagner</td>
<td>Mark</td>
<td>MUSC-Neurology</td>
<td>792-3221</td>
<td>792-9142</td>
<td><a href="mailto:wagnermt@musc.edu">wagnermt@musc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Wangelin</td>
<td>Bethany</td>
<td>DVA-PCT</td>
<td>789-5868</td>
<td></td>
<td><a href="mailto:Wangelin@musc.edu">Wangelin@musc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Wedin</td>
<td>Sharlene</td>
<td>MUSC-Beh Med</td>
<td>792-9110</td>
<td></td>
<td><a href="mailto:wedin@musc.edu">wedin@musc.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
LEAVE POLICY ATTESTATION

This signature confirms that I have read and understand all the Vacation/Leave Request information provided above.

________________________________________       ____________
Signature                                      Date