

**CHATHAM UNIVERSITY COUNSELING CENTER-INDEPENDENCE HEALTH PSYCHOLOGY
INTERNSHIP CONSORTIUM
ATTENDANCE POLICY**

The Consortium provides holidays and paid time off (as described in Benefits and Salary) for interns and we encourage you to use that time. Additionally, to meet the requirements of the internship, interns are expected to attend consistently in their internship year. We value your health and well-being and recognize that unexpected events may occur. We also acknowledge that APA and state licensure laws have minimum achievement levels and hours requirements. We support your self-care and request that you maintain consistent attendance without putting yourself at risk. Our work can be challenging and taking care of ourselves is an ethical imperative. We welcome conversations about balancing internship and self-care. It is also important to note that poor attendance may result in an intern not meeting the requirements of the internship and their academic doctoral program.

Fridays are a day dedicated to trainings and group supervision, which are essential elements of the internship experience. Except in an urgent situation, if you need to take a Friday off, please provide both your individual supervisor and the Internship Training Director with your request at least three weeks ahead of time. Taking a Friday off will affect the training experience of your intern colleague as well. If you are ill on a Friday, however, please take that time off to recover. Please note that we also have several Fridays on which we will not be meeting during the 2023 – 2024 training year:

- November 24
- December 22 and 29
- January 5 and 12 will be abbreviated training days in lieu of internship interviews

The Friday of Chatham's spring break will also not be a training day