



## **EXTERNSHIP MANUAL 2024-2025**

The MECCA Group, LLC  
**Mental-health Education Careers Consulting Assessments**  
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**The MECCA Group, LLC**  
**Externship Manual**  
**Information and Application Guidelines**

*Revised November 2022*

**MISSION STATEMENT**

The MECCA Group, LLC helps foster the social-emotional, behavioral, and academic success of all youth. We are committed to provide a continuum of high quality and comprehensive services to meet the needs of each individual we serve. To this end, The MECCA Group provides a multidisciplinary, comprehensive evaluation and treatment approach to assist students with becoming academically and socially successful. The MECCA Group, LLC has a unique package that includes psychological, occupational, speech-language therapy, and evaluation, as well as vocational and compensatory services. Further, we are a group of multilingual, licensed professionals who are experienced working in the school environment as part of an effective team, working on behalf of the student.

**PARTNERS**

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## **STUDENT THERAPISTS (EXTERNS)**

The student therapists (Externs) are graduate students in local university programs. Externs provide services under the supervision of licensed and qualified clinicians selected by The MECCA Group, LLC (hereafter referred to as MECCA) partners, to fulfill these supervisory and teaching functions. **The externship has two tracks: a) An Assessment Track that is open to all levels of doctoral students; and b) An Intermediate/Advanced Track, that combines therapy and assessment, and is only open to applicants who, at the time of application, have completed (or are in the process of completing) at least one assessment placement, one therapy placement, or a placement that combines both disciplines.** Please also note that the MECCA Advanced Track is best suited for students who are preparing to apply for internship within a year; however, other qualified candidates may be considered.

This manual has been prepared to answer questions concerning the clinical training program at MECCA, and the specific responsibilities of all providers within the practice. In order to ensure that the program operates as efficiently and effectively as possible, both in the services offered to clients, and in the training of clinical personnel, we strongly urge that this manual be read thoroughly by all individuals who are interested in applying for a position.

**NOTE:** Partners of The MECCA Group, LLC reserve the right to revise or change these policies and procedures at their discretion.

### **CONTACT INFORMATION**

The MECCA Group, LLC  
1001 Connecticut Avenue, NW, Suite 1235  
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## **GENERAL DESCRIPTION AND TRAINING MODEL**

The Clinical Training Program at MECCA is designed to achieve an integration of academic and professional training. The goal of the program is to develop competent and creative clinical professionals that are capable of successfully integrating education, research, and clinical training into their work in the professional setting. This training program places a strong emphasis on therapy and assessment so that students can identify and work toward their own specialized clinical goals, while at the same time attaining the general knowledge and skill competencies required of clinical psychologists in the field. An effort is made to create a learning environment that capitalizes on students' inherent motivation to learn and develop in a setting in which students and supervisors work closely together.

### **Program Objectives:**

- Guide the student in self-assessment and motivation to lifelong learning.
- To provide innovative and exciting educational programs that meet the needs of our students and the public, and to allow the student to explore and develop in areas that broaden their core clinical experience.

### **Training Goals:**

#### **Training Goal 1**

Students will be trained at the entry level to diagnose, assess, and utilize therapeutic, evidence-based interventions for diverse populations.

#### **Training Goal 2**

Students will attain the ethically-based professional skills in clinical practice needed for professional competency, including the ability to address human diversity in a multicultural society.

#### **Training Goal 3**

Students will develop skills in critical thinking and problem-solving through increased use of independent and interactive learning experiences.

#### **Training Goal 4**

Students will strive to appreciate and understand the ethical, social, and economic factors affecting clients and the profession.

### **Training Goal 5**

Students will acquire the skills and dedication for life-long self-education and self-care in order to maintain professional excellence.

### **Training Goal 6**

Students will look towards competency and eventual mastery of therapeutic techniques, interventions, and application of theoretical orientation.

### **Training Goal 7**

Students will learn to select appropriate assessment batteries, and to analyze and interpret data into a comprehensive report to make appropriate recommendations.

## **Training Program:**

### **Didactic Training**

Didactics consist of training related to clinical issues, assessment, psychopathology, and the principles of psychotherapy and behavior change, and are provided throughout the school year. Trainings are mandatory, and will be held during the school year on the second Thursday of each month at 6:30pm, or the second Friday of each month at 12pm.

### **Clinical Training**

Externs participating in the **Intermediate/Advanced Track** are required to complete 16-20 hours per week. Clinical services include but are not limited to: Clinical Interviewing, Individual Therapy, Group Therapy, Case Presentation, Diagnostic Assessment, Test Administration, Report Writing, and Consultation. The typical caseload consists of approximately 10-12 clients in a school or community-based setting. There may be additional opportunities to provide services in the office setting, working with a variety of clients. Therapy services are generally the primary focus during the first semester of the academic year. In the second semester, Externs will be provided an opportunity to complete psychological assessments in a variety of DC-area schools. They will be assigned cases and required to select appropriate testing batteries for each individual student. This clinical experience will provide Externs with experience in clinical interviewing, diagnostic assessment, administering and interpreting testing protocols, and professional report writing.

Externs participating in the **Assessment Track** are required to complete one to two assessment batteries per week. Services include but are not limited to: Clinical Interviewing, Test Selection, Test Administration, Report Writing, and Consultation. Externs will be provided an opportunity to complete psychological assessments in a variety of DC-area schools, as well as within a private practice setting. Externs will be assigned cases and required to select appropriate testing batteries for each individual student. This clinical experience will provide Externs with

experience in clinical interviewing, diagnostic assessment, administering and interpreting testing protocols, and professional report writing.

### **Supervision**

Individual Supervision is provided for one hour weekly. The purpose of individual supervision for the Intermediate/Advanced Track is to discuss and work through clinical/therapeutic and professional issues/questions/concerns in an effort to promote understanding and efficiency as the therapist moves towards competency. The purpose of individual supervision for the Assessment Track is to evaluate the Extern's proficiency with interviewing, test selection, test administration, conceptualization, and report writing. Externs are expected to use supervision time to update the supervisor on administrative and/or clinical issues and progress with their clients and reports, and bring questions for understanding and/or clarification.

Group Supervision is provided for 1.5-2 hours weekly. The purpose of group supervision is to elaborate on therapeutic, assessment, and/or professional issues that Externs may be facing in their externship setting, and they are expected to use the time to collaborate with their peers for purposes of problem solving and building competency as therapists, and cohesion as an Extern group.

### **Extern Evaluation**

Externs will be evaluated based upon the knowledge and skill level they demonstrate throughout the school year. Evaluations (for The Extern's doctoral program, an internal evaluation for MECCA, and a site-specific evaluation with the site to which the Extern is assigned), will be completed twice per academic year, with a copy being provided to the Extern's academic program.

It should be noted that MECCA will maintain communication with the Director of Clinical Training of the Extern's doctoral program during the training year. In addition, consideration will be made for remediation for any students who are not meeting the expectations of the Externship at the mid-year point of the training year, and this process will be done in collaboration with the Extern's doctoral program.

## **ETHICS**

All Externs are expected to abide by their professional ethics boards and standards. Any violations may result in immediate contract termination and/or dismissal from MECCA.

## **ADMISSION REQUIREMENTS**

### **Admission Procedures**

The Clinical Training Program at The MECCA Group, LLC, seeks to attract highly qualified applicants who want assessment experience (for the Assessment Track, which is open to any level of student) or have completed at least two doctoral-level externships/practica (for the Intermediate/Advanced Track, which is primarily open to intermediate and advanced students). Candidates must have strong credentials, good time management and organizational skills, and

demonstrate a motivation to learn and excel in the field of psychology. The application process consists of submitting the following:

Interested parties, please submit the following documents to the Training Department at [training@themeccagroupllc.com](mailto:training@themeccagroupllc.com) by **February 2, 2024**:

1. Cover Letter
2. Curriculum Vita
3. Writing Sample (Assessment Track: psychoeducational or comprehensive psychological report; Intermediate/Advanced Track: preferably a psychoeducational or psychological report, or a therapy case conceptualization)
4. Three letters of recommendation
5. Transcripts (official or unofficial)

***Please note: The MECCA Group LLC makes every effort to align with the Consortium Match date with regard to offers for externship placement, but this is not guaranteed.***

**If you have any questions, please do not hesitate to contact the Training Department at [training@themeccagroupllc.com](mailto:training@themeccagroupllc.com)**