

PSYCHOLOGY 790 C
School Psychology Internship
Fall 2008, Spring 2009, & Summer 2009

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Course Description

This internship is the final component of the three-year training program in school psychology. It is a comprehensive experience through which all students are required to demonstrate, under supervision, their ability to integrate knowledge and skills in providing a broad range of outcome-based psychological services. It affords the student the opportunity to work with diverse client populations, a range of educational, behavioral and social problems, and different types of human service programs using varied intervention methodologies. Please review the JMU School Psychology Internship Guidelines in your program handbook for a detailed description of learning objectives and experiential requirements.

* Please note that you must register for internship hours during the Fall, Spring and Summer terms for a total of 9 hours. You will need three hours of internship for each semester (Fall 2008, Spring 2009, and Summer 2009). You will need two hours of research credit for Fall 2008, two for Spring 2009 and two for Summer 2009. Please check with the departmental secretary for overrides and specific sections. Be aware that if you miss the registration deadline your timely graduation could be at stake. Don't delay your registration process!

Requirements

1. The internship is considered a culminating *training* experience. The program and NASP have set forth various expectations for activities that should be completed during your internship experience. Since you are trained to deliver a wide range of psychological services in the schools, advanced planning is needed between you and your site supervisors to ensure that your training needs are met. Please refer to and use the documents "School Psychology Internship Guidelines: Experiential Area Requirements" and the "School Psychology Field Experience Checklist" as you plan for and document these components of training and applied work. These documents are included in this packet. In addition, the document "School Psychology Internship" provides a thorough overview of the internship experience and can be found in your School Psychology Program Handbook.
2. As a part of the culminating training experiences, you are expected to attend the four intern seminars on the JMU campus. Please see the schedule below for dates and specific activities for each seminar. Out-of-state interns should connect with me to determine attendance expectations for seminars and alternative meeting opportunities. One seminar in the Spring will be devoted to a formal presentation of activities, interventions, issues or research related to the practice of school psychology. This presentation is part of the Department of Graduate Psychology

Professional Symposium held each spring. JMU psychology graduate students, faculty, and supervisors are invited to participate and attend this day-long symposium. Your participation in this event is required, and you will be given more detailed information about this presentation during an earlier seminar.

3. Although you are in very diverse sites in and outside of Virginia, we can all learn from and assist each other with the internship experience. To facilitate collaboration and consultation among all interns, **Blackboard** will be used for this course. This technology will provide a secure forum for a discussion of the various clinical and professional issues you will encounter. The Blackboard address is <http://blackboard.jmu.edu>. You can logon by going to this site and using your JMU username and password. Be sure to check blackboard for reminders of seminar activities and events and to download various forms. Use the discussion link to communicate with myself and the other interns. I will post dialogue “starters” during the year to get conversation going, but I fully anticipate most discussions to be led by you and your classmates. In fact, sometimes as course instructor I may choose to remain “silent” as you consult and assist each other! Appropriate use of discussion boards is expected of all interns during the internship experience. I may check in on you individually if we don’t have postings from you.

4. All internship activities must be recorded in a daily log to be reviewed and signed by your on-site supervisor and to be submitted to the course instructor **each** semester. Please use a spreadsheet (e.g., Excel) that allows for appropriate division and a final computation for each of the various roles/domains of practice you will undertake. Your log must include the following separate domains: (to be totaled for each month and then for year)

- ❖ **Assessment (including report writing)**
- ❖ **Consultation**
- ❖ **Counseling/Direct Intervention**
- ❖ **Meetings (e.g., child study, IEP, eligibility)**
- ❖ **Professional development (e.g., training for yourself)**
- ❖ **Education/training (e.g., offering professional development or education for others in school communities)**
- ❖ **Supervision**
- ❖ **Systems intervention (e.g., assisting with school wide or district wide program, evaluation of programs)**
- ❖ **Systems learning (e.g., visiting specific programs in your school or system, reviewing manuals and policies)**
- ❖ **Research**

You may have more domains depending on your specific internship site and responsibilities. However, your log must include those listed above. Of course, our roles and domains of practice often overlap so deciding where to log an activity may be challenging and is most likely a subjective experience. For example, your role at your site in child study may be very consultative in nature. So that time might be best logged under consultation. For others, the role in child study may be more expert oriented so log that under meetings. I encourage you to make completing your log a *DAILY* activity so you do not get behind with this record keeping. A final copy of your logs must be completed prior to graduation, signed by your site supervisor and approved by the course instructor. You should accumulate 1200 hours for completion of the internship

requirements. I will review your logs during the year for appropriate division of activities and make suggestions for modification as needed.

5. Since your internship is considered a joint training experience between your site and the JMU School Psychology program, I will communicate with you and your supervisor during the year. Your participation in feedback sessions with the on-site supervisor and the course instructor is required each semester. Students at sites within driving distance from JMU will be visited on-site at some point in the year. The second session will be via a phone conference in most circumstances. One on-site session will be held for out-of-state interns when feasible. Phone conferences may be added and/or be substituted for on-site visits under certain circumstances (e.g., geographical distance or inclement weather that precludes travel).
6. The NCSP Exam (National Certification of School Psychologists) **must** be taken during the internship year and a photo copy of your scores submitted to the graduate secretary for program feedback. **Only** the School Psychology subject specialty exam must be taken. This is a PRAXIS II exam so you must register for it in advance. It is highly recommended that you take this exam in the fall when demands at your site may be less than in the spring. Please make sure that you list NASP as a recipient of your scores when you register for this exam. All information about the exam and registration can be found on-line at www.ets.org. Click on "Praxis", and then find information about the Praxis II school psychology exam. Follow the prompts to find a testing center near you. The school psychology exam (coded 10400 at the time of this syllabus) is a 120 item, two hour, paper and pencil examination. We will review for the exam during our fall seminar.
7. Prior to the second intern seminar meeting, you are asked to submit one psychological report completed at your internship site. Please mail or email me this at least one week in advance of our seminar. Remember to remove identifying information. You will be asked to discuss and process this case with your peers during the second intern seminar. Be sure to add (if not already a component) working DSM-IV diagnoses to your report.
8. One intervention (e.g., individual, group counseling, or consultation) summary report completed at your site must be submitted by the end of the internship experience. This report summary must include documentation of intervention effectiveness (i.e., evaluation data). We will spend some time at the third seminar meeting processing these intervention experiences.
9. Please check The Graduate School website for a copy of the "Thesis Manual". There is a section in your program handbook on the research project/thesis which you also should review. You must follow those guidelines for formatting of your written project.
10. Please complete your portfolio during this year, adding your intern evaluation form, intervention/consultation summary, work (i.e., report) samples from your site, symposium presentation handouts and documents, your Ed.S. research abstract, and your updated vita. You may, of course, include other items as you deem appropriate. Bring your updated portfolio to each intern seminar and to

your final research defense meeting for a formal review by two of the core faculty members. The evaluation rubric for the portfolio can be found in the program handbook.

11. Please remember that you are welcome to participate in the May graduation ceremony as long as you are making satisfactory progress with the internship and research project. (You will officially graduate in August but there is no formal ceremony then.) The Application for Graduation form can be found on-line at The Graduate School website under current students/forms. This must be completed by January 23rd if you plan to participate in the May ceremony, which we hope you will!

Grading

Grading for this course is **satisfactory/unsatisfactory**. Evaluation will occur at the end of each semester through the use of the School Psychology Evaluation Form to be completed by the *intern and your on-site supervisor*. This form is posted under course documents on Blackboard and is located in your handbook. To receive a grade of “S”, most skills must be rated as MEETS EXPECTATIONS. In addition, interns must turn in appropriate logs and complete other internship requirements as listed above. On occasion, interns may be asked to participate in a remediation plan if skills and performance at the internship site are determined to be MARGINAL or EMERGING. Remediation plans will be developed by the university supervisor in collaboration with the site supervisor. Once remediation plans are fulfilled, then the university supervisor will assign the appropriate grade for the internship semester.

All interns must adhere to ethical practice and conduct as dictated by the ethical guidelines and standards stated by the National Association of School Psychologists and the American Psychological Association. This syllabus and the School Psychology Program Handbook provide additional expectations and requirements for all interns.

Schedule

Date	Agenda	Materials Needed
Seminar 1 Friday October 3 10:00-3:00	Adjusting to Life as an Intern Review of internship requirements Discussion of sites, policies and procedures Preparation tips for Praxis exam	Come prepared to share the culture, policies, and procedures from your specific site.
Seminar 2 Friday December 5 10:00-3:00	Updates from sites. Peer led processing of assessment cases. Professional Development Topic: Making the most of Supervision	Copies of one evaluation report. Updated Portfolio.
Seminar 3 March 13 10:00-3:00	Share/Brainstorm symposium topics and presentations. Peer led processing of interventions/consultation experiences. Professional Development Topic: Thinking about the job search.	Idea/title for symposium. Updated portfolio (including resume). *Submit written intervention

		summary/report by June 10
Seminar 4 April 24 9:00-4:30	Department of Graduate Psychology Professional Symposium Day	Ready to Present! Invite supervisors and other interested colleagues.

Important Dates

August 25	Semester begins
October 16-17	VPA/VASP Conference in Virginia Beach
December 1	Deadline for submission of assessment report to me
December 10	Deadline for submission of semester activity logs and evaluation to me
January 12	Semester begins
January 23	Application for Graduation due if you want to participate in the May graduation ceremony and have your name listed in the program! (application found on-line at The Graduate School)
February 24-28	NASP Convention in Boston
May 2	Commencement exercises (with permission, you may choose to walk in this ceremony prior to completion of final hours)
June 10	Deadline for submission of intervention report, final activity logs and evaluation to me
June 5	Application for Graduate Degree form due if you did not submit earlier
July 10	Final copies of thesis due to The Graduate School

Important Phone Numbers & Emails

Program Assistant/Secretary (Tara Cullers – cullertl@jmu.edu)	568-6439
Tammy Gilligan (gilligtd@jmu.edu)	568-6564 (w) 540-942-3887 (h) 540-246-6149
Patti Warner (warnerpj@jmu.edu)	568-3358
Debi Kipps Vaughan	
Ashton Trice (tricead@jmu.edu)	568-8189
Department Fax	568-4747
The Graduate School	568-6163
Registrar's Office	568-7954

Important websites

<http://blackboard.jmu.edu>
<http://jmu.edu/grad>