



**SAM HOUSTON STATE UNIVERSITY
COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
DEPARTMENT OF PSYCHOLOGY & PHILOSOPHY**

Internship in Psychology

**PSYC 6371A & B
Fall 2017 & Spring 2018**

Instructor:	Ramona M. Noland, Ph.D., NCSP, LSSP	Time:	Site Visits TBA
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REQUIRED TEXTS:

Jacob, S., Decker, D. M., & Hartshorne, T. S. (2011). *Ethics and law for school psychologists* (6th ed.). Hoboken, NJ: John Wiley & Sons, Inc.

Thomas, A., & Grimes, J. (Eds.). (2008). *Best practices in school psychology V*. Bethesda, MD: NASP.

ADDITIONAL REQUIRED READINGS:

The Acts and Rules of the Texas State Board of Examiners of Psychologists
(May be elicited from <http://www.tsbep.state.tx.us/act-and-rules-of-the-board>)

COURSE OVERVIEW

The **Internship in School Psychology** course is the culminating professional experience in the SHSU School Psychology Program. As such, it is the final two courses in the student's program of study. Students are required to integrate and apply knowledge gained throughout their program of study and to continue to develop and apply professional skills as they promote positive educational and mental health practices within the school setting. Interns will be involved in problem solving at the individual, group, and systemic levels. They will receive supervision in the field from one or more field supervisors who are licensed through the Texas State Board of Examiners of Psychologists (TSBEP) as Licensed Specialists in School Psychology (LSSP) or possess the equivalent license/certification in his/her respective state. Additionally, they will receive university-based (administrative) supervision from the course instructor, who also maintains the LSSP license through the TSBEP.

COURSE OBJECTIVES

The Internship is designed to be comprehensive in nature. All Interns should be given the opportunity to demonstrate, under supervision, their ability to integrate knowledge and skills in providing a broad range of outcome-based school psychological services. The experiences provided to Interns should afford the SHSU student opportunities:

- ❖ To work with diverse client populations
- ❖ To address a range of problems
- ❖ To intervene within a range of instructional grade levels and child developmental levels
- ❖ To work with different types of human service organizations
- ❖ To employ a variety of intervention methodologies

The following goals and objectives will be monitored as part of this course:

❖ **GOAL: Developing specific skills, competencies, and points of view needed by professionals in the field.**

Learning Outcome: Provide students with a systematic approach for learning and ultimately participating in basic school and special education operations.

Learning Outcome: Review ethical and legal issues related to the practice of school psychology.

Learning Outcome: Develop entry level practical skills for the field related to, but not limited to, assessment, behavioral consultation, academic consultation, and counseling.

❖ **GOAL: Acquiring skills in working with others as a member of a team.**

Learning Outcome: Receive supervision from a field supervisor(s) that includes constructive feedback related to professional practice, and opportunities to apply feedback in an effort to improve service delivery.

Learning Outcome: Develop oral and written communication skills enabling students to express their thoughts, findings, and/or questions adequately at the level of a professional entering the field of school psychology.

Learning Outcome: Adequately understand the roles of various professionals within the school setting, and integrate this information in order to be a fully participating team member and leader.

ATTENDANCE POLICY

Because the Internship is a full-time working position, Interns should conform to the requirements and procedures of their respective school districts unless other arrangements have been made with the field supervisor. Students should notify the course instructor if difficulties arise in this area.

EXAMS

There are no traditional exams required for this course. During the Internship year, students must take and pass the PRAXIS exam in School Psychology in fulfillment of their Comprehensive Examination requirement. Passing is also a requirement for students to obtain their state license to practice, as well as the National Certification as a School Psychologist (NCSP) credential.

Additional information on taking the Praxis exam is included in the SSP Program Handbook, the most recent copy of which can be obtained from a link found on the SSP Program webpage.

COURSE REQUIREMENTS

In addition to meeting the specific duties required of the internship site, each student will be required to fulfill other assignments. These assignments will ensure students receive a broadly based and adequate experience in each of the main domains of practice of school psychology and meet the requirements needed to pursue a license after graduation. Other assignments will provide outcome data that will be used for accreditation purposes and help faculty determine areas of focus for future students enrolled in the SSP Program.

Statement of Agreement: A “Statement of Agreement” will be signed by the employing school district, the University, and the Intern. This statement outlines specific duties of each party, and it is to be signed and made available to all parties within 30 days of the initiation of the Internship. The Statement of Agreement should be signed by all parties and ‘in place’ by the start of the fall semester, at the very latest.

Communication: Each Intern, the field supervisor(s), and the University supervisor will participate in a small group consultation meeting at least once per semester in order to evaluate student progress. This is a minimum expectation – additional site visits may be arranged as needed in order to support the Intern within their field site.

The University supervisor and all Interns are expected to maintain adequate (at least bi-weekly) communication throughout the Internship. If everything is running smoothly, this communication can be as simple as a phone call or an email. If the Intern experiences difficulties at the site, more frequent communication is expected. The University supervisor encourages communication with all field supervisors on an as needed basis. The University supervisor will contact all field supervisors via email periodically throughout the duration of the Internship. If possible and desired by the Interns, the entire group of Interns can meet with the University supervisor for group supervision once during the Internship year. This is often best accomplished in the earliest part of the spring semester in order to prepare for the Portfolio submissions.

LOG: All Interns will maintain a LOG of activities and hours completed during the Internship. The LOG form and a Supervision log form have been provided as separate documents. The LOG will assist Interns in documenting the time of their experience in a variety of activities, and it provides evidence of number of hours of supervision, number of hours of direct client contact, and number of total hours spent working as an Intern. The LOG documents you complete are ***extremely important*** – all Interns should maintain recently updated backup electronic copies! Field supervisors are encouraged to apply their electronic signature to the completed pages with the date of review. Interns will keep this document for their records *indefinitely*, and they will turn a completed electronic document in to the University supervisor at the close of the Internship.

Interns are the primary holders of their LOG documentation. They will submit copies of LOG documents to the University instructor/supervisor on a quarterly basis, with a final complete

LOG copy sent at the conclusion of the Internship year. These LOGs will document the cumulative hours for each activity as well as the total number of hours completed to that point. Copies of all Supervision log documents should also be submitted (in electronic format) to the University supervisor in this same manner.

Student Portfolios: Each student will submit a Portfolio demonstrating proficiency in two areas. Each student is *required* by NASP to submit a case report from an Academic Consultation and a Behavioral Consultation. In addition to these provisions, one of the reports submitted **MUST** be one in which the Intern provided *direct* service to a student or students, while the other report may be one in which the Intern provided service only indirectly (e.g., an Academic or Behavioral Consultation for which the intervention was completed by the teacher and monitored by the intern).

- Case report requirements – 2 reports total
 - Academic consultation
 - Behavioral Consultation
 - 1 of the 2 **MUST** be direct service
 - 1 **MAY** be indirect service

Each case **MUST** include specific goals and quantifiable data indicating progress toward each goal. This will include computing and discussing the effect sizes, non-overlapping data points, slope or rate of improvement toward the goal, or other similar data-based analyses used to determine program effectiveness. Case reports should reflect the *best efforts* of each student and serve as a demonstration of one's readiness to graduate from the program. Historically speaking, some of the best cases for these reports are those which have easily quantifiable goals (e.g., increased time-on-task, more correctly read words per minute, etc.).

Each report will be graded using a Faculty Rating Form (FRF) and Procedural Integrity Rubric (PIR). Students are **STRONGLY** encouraged to consult these documents, found in the Program Handbook, to ensure each component is clearly found in their case report. To ensure successful completion of the portfolio, specific deadlines have been provided within this syllabus. Failure to meet these deadlines will be reflected on student's semester grades. Deadlines are listed in the "Important Deadlines" section of this document.

- Submission guidelines – On or **BEFORE** each deadline students will submit the desired information to the University supervisor via email.
- For the PIR, place your name and the completion dates for each item, but leave the rating blank. The ratings will be made by the faculty reviewers.
- Please consult the Program Handbook for additional information.

Internship Plan of Practice (IPOP): The Internship Plan of Practice (IPOP) details the **MINIMUM** practice requirements for the internship. Interns will send the University Supervisor an updated electronic copy of their current IPOP document to indicate their progress in accomplishing these minimum experiential expectations. Students will report the client's first name and last initial, education level (i.e., Elementary, Junior High, etc.), date of birth, school name, and completion date for each case. These cases can include those used for the portfolio submissions. Unless specifically requested, only the case reports for the portfolio submissions will be submitted for faculty review.

Direct Contact Time: Students are expected to have engaged for at least 25% of their Internship hours in direct contact experience. Please note the description of direct contact activities listed in the LOG Activities Description document. *Interns should monitor their acquisition of Direct Client Contact hours closely!*

Meeting Deadlines: Being able to meet prescribed deadlines is a vital part of your future role as an LSSP. Meeting deadlines also ensures faculty members have time to provide quality feedback on reports while enough time remains in the Internship to make the needed changes.

Supervision: By state law, interns should receive ONE hour of individual, face-to-face supervision each week. Students must maintain an average of TWO hours of supervision each week. Students are expected to talk to their site supervisor immediately if they encounter problems obtaining their required supervision. Students must inform the University supervisor in a timely manner if this issue is not able to be resolved quickly. Insufficient supervision of an Intern leaves you and your supervisor in professional risk, and it can be very difficult to try to make up this time if you get behind. *Interns should monitor their acquisition of supervision hours closely!*

SUBMITTING PORTFOLIO REPORT FILES

To make a more streamlined method to submit your files (and thus making happier reviewers!) a standardized file naming format will be used. Examples are provided below:

- Academic Consultation Case
 - Consultation report file name = “(Lastname)_Academic”
 - Example: Noland_Academic
- Behavioral Consultation Case
 - Consultation report file name = “(Lastname)_Behavior”
 - Example: Noland_Behavior
- PIR & FRF
 - All of the cases will be reviewed within a single excel file. Interns need to submit the Word PIR documents with the dates of completion. The University supervisor will prepare the Excel file for faculty review.

GRADING PLAN

The Internship course is not a typical course when it comes to the assignment of grades. All students are expected to demonstrate professional proficiency or remediation of skills must be implemented. All students must satisfactorily complete the minimum requirements of this course in order to pass the course, and if the student cannot meet these minimum requirements, then they fail the course. Failing the Internship course would result in expulsion from the School Psychology Program. Therefore, students will only be assigned semester grades of A, B, and F. The following description outlines how these three grades will be assigned:

Grades will be obtained in 5 areas (Portfolio Submission, Internship Plan of Practice, Direct Client Contact Time, Meeting Deadlines, Supervision Time).

Portfolio Submission Grade (Spring Semester Only): The grade for the Portfolio submission is computed by using the total percentage from the Faculty Rating Form (FRF) plus 15 points if the cutoff score from the Procedural Integrity Rubric (PIR) is obtained. In cases where $PIR + FRF > 100$, a score of 100 will be given.

- PIR cutoff scores indicate the minimum score which must be obtained for a passing score on the PIR. For example, students may pass if they obtain a score of 2 “Completed Satisfactorily,” with only one score of 1 “Needs Improvement.” Meeting the cutoff score on the PIR will result in 15 points toward the total grade for the case. ZERO points will be given if the cutoff score is not met.
- A total of 100 points can be earned for each case, resulting in a maximum of 400 points possible for the Student Portfolio (four cases).

Scoring for individual cases will be as follows.

Total Score FRF% + PIR= Total	Letter Grade	Points Earned for Case
95 & above	A	100
93-94	B	85
92 and below	C	70

Internship Plan of Practice (IPOP; Spring Semester Only): Grades for the IPOP will be assigned based on the number of tasks completed. The IPOP is worth 100 points toward the Spring Semester grade. Points will be awarded as follows:

Tasks Completed	Letter Grade	Points Earned
39	A	100
35-38	B	85
32-34	C	70
31 or below	F	50

Direct Contact Time: Grades for direct contact time will be given based on percentage of total internship hours (1,200 minimum) that was in direct contact with clients. Direct Contact time is worth 100 points toward the Fall and Spring Semester grades. Grades will be given as follows:

Percentage of Total Hours	Letter Grade	Points Earned
25 or higher	A	100
20-24	B	85
19 or below	C	70

Meeting Deadlines: Students may earn up to 100 points toward the Fall and Spring semester grades for meeting the designated timelines. Each student begins with 100 points, with a 5 point deduction for being late. Five additional points will be deducted for each week the assignment is not completed past this deadline.

Supervision: Students will earn 100 points toward the Fall and Spring semester grades for obtaining their required supervision hours (i.e., one hour individual, face-to-face weekly & a two hour weekly average). Failure to meet this requirement will result in a score of 0 in this area.

Fall Semester Grades: Listed below is a breakdown of the points possible for the Fall Semester grade.

Area	Total		
Direct Client Contact Time			100
Meeting Deadlines			100
Supervision Time			100*
Supervisor Evaluation			50*
	Grand Total		350

*Must be completed to obtain a passing grade

Spring Semester Grades: Listed below is a breakdown of the points possible for the Spring Semester grade.

Area	Number	Points Each	Total
Portfolio Cases (FRF & PIR)	2	100	200
Internship Plan of Practice			100
Direct Client Contact Time			100
Meeting Deadlines			100
Supervision Time			100*
Supervisor Evaluation			50*

	Grand Total		650
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*Must be completed to obtain a passing grade

ACADEMIC DISHONESTY

The university expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Students may access a copy of the University's Academic Dishonesty policy from the following link:

<http://www.shsu.edu/dotAsset/728eec25-f780-4dcf-932c-03d68cade002.pdf>

STUDENTS WITH DISABILITIES

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Disabled Services Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until you register with the ADA office and there are *no retroactive* accommodations. You may access the following link for more information:

<http://www.shsu.edu/dotAsset/9edd8433-cad5-40d1-b4bf-6a91b08f90e4.pdf>

OBSERVANCE OF RELIGIOUS/HOLY DAYS

SHSU maintains a specific policy related to student and faculty observance of religious and/or holy days. If this policy may apply to you this semester, please access the policy at the following link and then please talk with me about possible arrangements to accommodate any absence from class you may have:

<http://www.shsu.edu/dotAsset/0953c7d0-7c04-4b29-a3fc-3bf0738e87d8.pdf>

UNIVERSITY CODE OF CONDUCT

SHSU maintains a specific policy regarding student comportment both on campus and in the classroom. Students may access this policy from the following link:

<https://netreg.shsu.edu/mirror/codeofconduct.html>

For more information, please visit: <http://www.shsu.edu/syllabus/>

TIME REQUIREMENT

All Interns must work full-time for one academic year or part-time for two consecutive academic years. A *minimum of 1200 clock hours* must be accrued during the Internship, and this total must be achieved prior to the conclusion of the spring semester in order for a student to graduate in May. If the requirement of 1200 clock hours cannot be met prior to the last day of finals for the spring semester, the student will be given an incomplete grade and be required to enroll in 1 graduate credit hour of PSYC 6371: Internship in Psychology during the Summer term.

Assuming they have met the required number of clock hours at the conclusion of the Summer term, the student will be able to graduate in August.

Please Note: Interns *must* enroll in PSYC 6371 each semester they are working as an Intern for a school district (as required by TSBEP). Any student who is not enrolled in the course would not be considered an Intern by TSBEP and must cease provision of psychological services until the enrollment issue is resolved. If you have any concerns with course enrollment, please contact your University supervisor immediately! A *minimum of 6 graduate credit hours* for Internship are required to fulfill the Internship course requirement for the SSP Program.

PROFESSIONALISM

Interns must conform to the specific expectations of their employing school district with regard to dress, attendance, punctuality, and the overall content and quality of interactions and assignments. Many such things determine professionalism, which in turn signals your readiness to complete the internship experience and function as a professional practitioner of school psychology. Supervisors will inform students immediately of concerns, and students will need to make every effort to comply with requests for changes in behavior. A lack of professionalism is, indeed, grounds for failure to complete the degree program.

SUPERVISION

An important part of your internship training is participation in supervision sessions. Your ability to receive supervision and to make any necessary adjustments to your professional practice through supervision is extremely important in your training. Your readiness to advance in your internship and ultimately to independent practice will be determined, in part, by your response to supervision.

Internship Timeline and Deadlines

September	5th	Initial bi-weekly contact from Interns to University supervisor Absolute deadline for Statements of Agreement to be signed by all parties and a copy returned to SHSU
September	18th	Bi-weekly contact from Interns to University supervisor
October	2nd	Bi-weekly contact from Interns to University supervisor
October	16th	Submit IPOP form, LOG and supervision log documents - Submit the first name and last initial of students being considered as potential case submissions along with the date of parental consent for the work to be completed. - One potential case should be identified for each of the three case areas (i.e., academic, behavioral, and counseling).
October	30th	Bi-weekly contact from Interns to University supervisor

November 2 – 4 TASP Conference

November 13th Bi-weekly contact from Interns to University supervisor (unless I saw you at TASP)

Submit initial case reports (at least one case, preferably two) for Portfolio for University Supervisor Feedback. Have as much of the report done as you can to indicate your progress on the case. This review will examine feasibility of using the case for the purposes of the Portfolio evaluation.

November 27th Bi-weekly contact from Interns to University supervisor
Receive feedback for updates/revisions to potential Portfolio reports
*Supervisors will receive the mid-year Evaluation documents

December 6th Submit updated IPOP form, LOG document, & Supervision Record for final Fall semester grading

Enjoy the Winter Break!!

January 17th Bi-weekly contact from Interns to University supervisor

January 29th Submit updated Portfolio reports (2) for University supervisor review

- Submit updates/revisions of case reports; cases should be nearing completion if not complete.
- Ensure data is collected for computation of data-based analysis of effect or impact of the intervention program (e.g., PND, effect size, R^2 , etc.). *Provide this calculated information in your report.*
- Drafts of reports should include data tables, charts, and/or graphs!

February 12th Bi-weekly contact from Interns to University supervisor
Receive feedback for updates/revisions for Portfolio reports

February 26th Bi-weekly contact from Interns to University supervisor
Submit updated IPOP form, LOG and supervision log documents (*Note: At this time you should be able to calculate out and confirm you will hit 1200 hours by finals week.*)

SHSU Spring Break (3/12 – 3/16)

March 23rd Submit Portfolios for Final Faculty review

- Submit completed case reports according to the expectations listed both in this syllabus and the Program Handbook.

April 2nd Bi-weekly contact from Interns to University supervisor

Begin TSBEP application process ***All paperwork must be submitted to the Board prior to your graduation!***

	16 th	Bi-weekly contact from Interns to University supervisor
April	30 th	Final Bi-weekly contact from Interns to University supervisor <i>*Supervisors will receive the end-of-year Evaluation documents</i> Submit <i>final</i> IPOP form, hours LOG & Supervision log <i>*NOTE: You must be able to show you have accrued 1200 hours prior to the graduation date of May 10th – 12th</i>
May	9 th	<i>*End-of-year evaluation documents are due back to University supervisor</i>
May	10, 11, or 12	GRADUATION!!* <i>*We will not know the date and time until mid-spring.</i>

*****Turn in FINAL copies of LOGs & Supervision Record when your Internship has concluded.*****

*Disclaimer: Although these deadlines are requirements for this course, these are not intended to infer/replace any university deadlines for graduation. It is each student's responsibility to check and keep track of these deadlines. It is your graduation not ours. No one can/should care more about making sure you meet these deadlines than you!