

Graduate School of Education and Psychology

TOURO COLLEGE

SCHOOL PSYCHOLOGY PROGRAM

Supervisor's Internship Information Packet

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Site Intern Supervisor Manual

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THE INTERNSHIP EXPERIENCE

Dear Intern Onsite Supervisor:

This is a letter to introduce our intern student and to share with you information about the Touro College internship experience. The internship is required by the New York State Education Department to fulfill requirements for students to meet certification requirements. It is recommended that students enrolled in the internship take out liability insurance which may be purchased at a reasonable cost from the National Association of School Psychologists (NASP).

Following the completion of most of student coursework, students are ready for an internship. The internship may be part or full-time and be for a minimum of 600 hours. The internship must have the signed pre-approval of the Director of the Program and/or the intern supervisor. The internship must include supervision by a certified school psychologist or by an appropriately pre-approved credentialed psychologist, or one who has been designated by an employing agency as a supervisor responsible for school psychological services in the agency, with weekly direct supervisory contact, both formal and informal of at least 2 hours a week (pro-rated to the number of days that the intern is in the district). The setting may be an educational facility or a clinic or agency type setting and one in which the intern will have professional contact with children between the ages of 3 and 21. Some interns are allowed to work at more than one site, to meet all their internship requirements.

The function of the internship is to provide an apprenticeship experience. The intern needs to be provided with a full variety of roles and functions in which a school psychologist must be competent. It is an important part of the training and affords opportunities to apply the theoretical and practical training received in the coursework, to everyday school and / or childhood situations. The experience should include the following:

1. orientation to the educational and/ or agency, clinic process.
2. information gathering, assessment, diagnosis and report writing
3. direct counseling (including counseling and behavior management) and
4. indirect intervention (including consultation).
5. Consultation with parents, teachers, administrators, the school nurse ,other school personnel and outside parties involved with the child's welfare
6. staff development training

Interns are required to maintain a Daily Log documenting all activities and experiences related to school psychology duties performed. The suggested format for the Daily Log is available in this document. Supervisors are to sign interns' daily logs to verify students' work and hours.

In addition to the Daily Log, a Situation Journal must be prepared. Each situation stated in the Journal should be an expansion of an activity recorded in the Daily Log. Interns must fully describe thirty (30) situations.

All interns need to be released to attend required internship seminars at Touro to review and discuss their experiences with their fellow interns and faculty internship supervisor. All documented illness and other urgent matters that make attendance impossible must be discussed with the college supervisor. The college's faculty supervisor will visit the internship site once each term for the purpose of reviewing the intern's performance. Students and supervisors should arrange for visits at times that are convenient for their on-site supervisor, and the college supervisor. Onsite supervisors will be asked to complete an evaluation of the intern.

Relevant and important documents are attached and should be read and discussed:

1. The Role of the School Psychologist Intern in the Examination of Children with Handicapping Conditions
2. NYASP Position Statement: Supervision of School Psychology Interns
3. Internship Evaluation form (Supervisor copy)
4. Internship Evaluation form (Intern copy)

If a formal contract is needed by the internship site, an example of one is provided in this handbook. and evaluation forms to be used for the internship are included.

Sincerely,

Dr. Reuben Castagno
Director, School Psychology Program

Touro College School Psychology Internship Contract

(Can be modified as needed.)

To Whom It May Concern:

_____ has met the eligibility requirements to begin his/her school psychology internship.

1. We require that our intern, _____, receive two hours of weekly supervision by a certified school psychologist or an approved licensed psychologist. This supervision is based on a full week schedule. The supervision can be pro-rated for a part-time internship. Supervision can have both a direct one-on-one component, as well as informal interactions. His/her internship should be a minimum of 600 or maximum of 1200 in-house hours. Time spent at home in preparation and for out-of school report-writing is not to be included as part of the internship experience.
2. It is essential to note that the intern must be assigned to a school that has a school psychologist working on the days the intern will be in the building.
3. We also expect that our intern will be provided with an appropriate work environment and materials to allow performance of the expected services.

Internship experiences should include the following competency areas:

1. Assessment, diagnosis and report-writing;
2. Consultation;
3. Counseling;
4. Intervention strategies;
5. Professional development.

_____ is also required to keep a daily log which is to be signed on a weekly basis, and prepare a situational journal of thirty school psychology experiences. Finally, near the end of his/her internship, the internship site supervisor is required to submit to the college an evaluation of the student.

We realize that some internship sites can not always meet all of the requirements. We therefore, on occasion, allow interns to utilize 2 sites to fulfill all requirements. This determination will be made by the college's internship coordinator.

Please indicate which requirements can and cannot be met at your site.

	<u>Can</u>	<u>Cannot</u>
1. Two hours per week of both one-on-one and indirect supervision (full-time internship), by certified school psychologist /approved psychologist	_____	_____
a. Internship skill areas;	_____	_____
b. Assessment, diagnosis and report writing	_____	_____
c. Consultation	_____	_____
d. Counseling	_____	_____
e. Intervention strategies	_____	_____
f. Professional staff development	_____	_____
g. Appropriate work environment and evaluative materials	_____	_____

Dr. Eve Winer (ewiner@aol.com), or Dr.
Reuben Castagno (drcastagno@gmail.com)

Signature, Internship Site Supervisor

Title

Date

Date

Name of supervisor

Supervisor email address

Agency

Address

Address line 2

Internship site phone number

**Touro College
Internship Profile
Fall 2009**

The Following information must be submitted to Dr.Winer (ewiner@aol.com) and Dr.Imas (mimas@touro.edu). Your immediate submission of this information is essential. Your site and supervisor must be preapproved.

Name of Intern _____

E-mail address _____

Telephone # _____

Internship Site _____

Address _____

City State, Zip _____

Telephone # _____

Name of Supervisor _____

Age of Population _____

When is the site closed (Pres. Week Easter, Passover, etc.) give dates if possible _____

Any other Touro students at this site? Who? _____

Days you are at the internship _____

Hours

Date started _____

Date you expect to finish

Directions to the site from Queens

Internship (Psy 750 & 751)

A minimum of 600 hours is required. We encourage you to do a full year 1200 hour internship, however it is not required. You do need a 1200 hour internship for N.J. certification and as one requirement to sit for the National Certification of School Psychologists (NCSP) exam. (There may be other requirements as well – contact NASP). In addition many states require 600 of the 1200 hours to be in a public school setting.

Praxis Exam

Many states (not New York or New Jersey) require the Praxis II - School Psychology exam.

ADDITIONAL INTERNSHIP INFORMATION

1. Internship Hours Per Day

A maximum of 7 hours may be credited per day. A half-hour must be credited for lunch on a full day.

2. Work Done at Home

Work done at home may not be used as part of your internship experience.

3. Logs and 30 Situational Journals

Need to be checked by March 1st to determine that they are being filled out correctly.

All logs and journals (30) must be signed by supervisor to verify the time and experiences.

4. Site Information

We need, immediately, all requested site info.

5. Liability insurance

For your protection and ours, we need you to take out professional liability insurance. We recommend you become a student member of NASP, and take out insurance through them. Go to www.nasponline.org for information.

6. Culminating Project

For those students taking Psy 751 – Internship II – the culminating project is a requirement. Please read the internship manual. (see page 11 of this manual.)

INTERNSHIP SITE VISITATION

For a student to earn credit for their internship experience, the site and supervisor have to be approved and visited by either Dr. Winer or Dr. Castagno. This is crucial as in the past some internship experiences were ended due to the supervisor not being qualified and/or the site not being acceptable.

In order to arrange a visit, it is necessary to provide us with the relevant information asked for on the Internship Profile Sheet which you can find in your internship handbook or on the school psychology website. In addition we need signed copies of your contract.

We recommend that you meet with your site supervisor(s) and work out a few dates that both you and your supervisor can meet with Dr. Winer. Afterwards contact Dr. Winer, with this information, and she will contact you to finalize the date and time. You may want to contact Dr. Winer beforehand to find out her dates of availability.

At the time of the meeting Dr. Winer will meet together with you and your supervisor.

Dates and times should be during the regular school day and are done Monday through Friday.

Interns, on the day of visitation, should have their logs and journals available.

Send your contracts to Dr. Imas

Site Profile sheets should be sent to Dr. Winer (ewiner@aol.com) and Dr. Castagno (drcastagno@gmail.com)

**Phone Info: Dr. Winer 718-961-1740
Dr. Castagno 212-463-0400 ext 5552**

School Psychology Program Fax Number 212-627-7960.

5) Judgment

Does the intern use good judgment in responding to students across a range of contexts and situations?

1 2 3 4 5

6) Rapport

Does the intern develop positive relationships with students? Does he or she relate in positive and appropriate ways to parents, administrators, teachers, and other school staff?

1 2 3 4 5

7) Verbal Skills

Does the intern speak clearly and audibly? Is language usage grammatical and appropriate?

1 2 3 4 5

8) Written Work

Are the intern's reports integrated and well-written? Is correct grammar and spelling consistently used?

1 2 3 4 5

9) Organization and Preparation

Is the intern well-organized and well-prepared in regard to material that he or she is called on to administer?

1 2 3 4 5

10) Management of Evaluation Environment

Does the intern maintain a positive and relaxing environment? does he or she demonstrate child management skills?

1 2 3 4 5

11) Professional Knowledge

Does the intern appear to be acquainted with literature, materials and methods pertinent to the work they are doing? Does he or she understand school expectations and guidelines regarding the role of the school?

1 2 3 4 5

12) Use of Supervision

Does the intern accept constructive criticism? Does he or she appear to be motivated to learn and grow as a teacher?

1 2 3 4 5

Additional comments (Optional) please comment on the nature and quality of the intern's professional work, level of cooperation, and work ethic.

School Psychologist Signature _____

Date _____

Internship Evaluation Form
(Student Copy)

Student Name:

Supervisor Name:

Internship Site:

Date of Evaluation

Please comment in as much detail as you wish on the following: (attach pages if needed)

My duties/activities as an intern included the following:

Specific opportunities that occurred during my internship included:

The nature (time, scheduling, content...) of my supervision included the following:

My clients during the internship were:

Staff development opportunities included:

The strengths of this internship were:

This experience could have been improved in the following way:

I made the greatest progress with

I still need some development regarding:

(signed) _____

signed _____

NYASP Position Statement

SUPERVISION OF

SCHOOL PSYCHOLOGY INTERNS

The New York Association of School Psychologists supports an appropriate standard for supervision for all interns in New York State. Two documents specific to New York State are a 1984 memo from Gerald L. Freebome, Deputy Commissioner for Elementary, Secondary and Continuing Education, and a 1987 memo from Vincent C. Gazutta; Director, Division of Teacher Education and Certification. In particular, page 3 of Gazzetta's memo specifies:

Collegiate

Each preparatory program must ensure that an appropriately qualified and experienced staff member is assigned responsibility for the on-site supervision of the school psychologist intern. The program proposal should identify the minimum number of visits to be provided by the sponsoring higher education institution at the time of employment of the intern and the extent and nature of the on-site visits to be conducted by the collegiate supervisor. The proposal should also identify the criteria the collegiate supervisor will use to evaluate the intern. It should identify the competencies the intern is expected to possess at the time he/she embarks on the internship experience and the number of hours of internship experience the intern is expected to complete.

District

Each district employing a school psychologist intern must assign a staff member who is a permanently certified /New York City licensed and qualified school psychologist to supervise the intern. The assignment and oversight of specific activities to the school psychologist intern by the supervising school psychologist must at all times be in conformance with State statute and the Commissioner's Regulations. The district school psychologist responsible for supervising the intern's activities is the legal school psychologist of record.

NYASP endorses all Standards for Internship Experiences of the National Association of School Psychologists. In particular, standards 6.7, 6.8 and 6.9 below, pertain:

6.7 The internship experience shall occur under conditions of appropriate supervision. Field-based internship supervisors shall hold a vital credential as a school psychologist for that portion of the internship that is in a school setting. That portion of the internship which appropriately may be in a non-school setting shall require supervision by an appropriately credentialed psychologist.

6.8 Field-based internship supervisors shall be responsible for no more than two interns at any given time. University internship supervisors shall be responsible for no more than twelve interns at any given time.

6.9 Field-based internship supervisors shall provide at least two hours per week of direct supervision of each intern. University internship supervisors shall maintain an on-going relationship with field-based internship supervisors and shall provide at least one field-based contact per semester with each intern.

Finally, NYASP recommends field-based supervisors should supervise interns voluntarily and have a minimum of three (3) years of experience as a school psychologist.

THE STATE OF LEARNING

THE BICENTENNIAL OF THE BOARD OF REGENTS AND THE UNIVERSITY OF THE STATE OF NEW YORK

DEPUTY COMMISSIONER FOR ELEMENTARY, SECONDARY AND CONTINUING EDUCATION
THE NEW YORK STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

September, 1984

TO: District Superintendents
Superintendents of Public and Nonpublic Schools
Pupil Personnel Service Directors
Special Education Directors
School Psychologists
Committee on the Handicapped Chairpersons

FROM: Gerald F. Freeborne

SUBJECT: The Role of the School Psychologist Intern in the
Examination of Children with Handicapping Conditions

In order for the school psychology intern to assist the school psychologist in conducting the evaluation of handicapped children, the following criteria must be met:

1. The building level school psychologist designated to be the supervising school psychologist has ultimate responsibility for the details of the individual evaluation process, and for the concluding report.
2. The supervising school psychologist must observe and interact with the student being evaluated for a sufficient amount of time to reach an independent conclusion concerning the student's performance which shall be the basis of the report of the evaluation.
3. The supervising school psychologist must determine the nature and degree of the intern's assistance, including whether or not the intern is solely present with the student for a portion of such assistance. This determination will be based on observations by the supervising school psychologist of the intern's satisfactory administration and interpretation of the tests and techniques to be used in determining the needs of students referred for, or determined to be in need of special education.
4. The supervising school psychologist shall indicate in the report of the evaluation the nature of the intern's assistance.

cc: School Associations