



SCHOOL PSYCHOLOGY INTERNSHIP PROCESS:

An Overview

PPS 71010A/B – 71020 A/B

Prerequisites for Internship

1. Pass all core classes
2. Received credit for all practicum series classes (PPS 61010 – PPS 61060)
3. Pass comprehensive exam (required for those seeking an internship credential)

Prior to the start of or during PPS 71010A

1. If you haven't already done so, create a School Psychology folder in your OneDrive
 - a. Create two subfolders within this folder 1) Practicum and 2) Internship
2. Obtain all of your internship hourly logs and evaluation forms
 - a. [CSOE Educational Psychology Programs Student Hub](#)
 - b. Download all internship forms/logs to use
3. Locate a district to complete your internship hours at
4. Request an MOU if one is not yet established with your district (this may take some time so you may want to do this ASAP)
 - a. [MOU Request for CSOE Students](#)
5. If you are in a paid internship or if your district is requesting you to obtain an internship credential, contact credential analyst erika.albarran@alliant.edu
 - a. Email the following documents to Erika Albarran
 - i. Copy of your passed CBEST scores
 - ii. Copy of your Certificate of Clearance (CoC)
 - iii. Letter from your district stating an intent to hire
6. If you need a letter from the university stating you are cleared to begin internship, please contact erika.albarran@alliant.edu
7. As soon as you secure an internship site, complete the online Information Form and save a copy in your OneDrive
 - a. [Information Form for School Psychology Interns](#)
8. As soon as you secure an internship site, complete the university-district agreement form
 - a. When the university-district agreement form is signed by the district and student, send to kimmie.reyes@alliant.edu for signature.
 - b. Upload completed document into your ONEDRIVE

PPS 71010 A

1. During weeks 7/8 of 71010A:
 1. Upload your hourly log into Canvas to receive credit for the assignment
 2. Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 600 hours



PPS 71010B

1. When you have reached 600 hours, you need to do the following things:
 - a. Have your supervisor complete the online supervisor evaluation form
 - b. Upload your completed hourly log (with signature page) AND evaluation form in ONEDRIVE
 - c. During weeks 7/8, submit your **signed hourly log(s)** and evaluation into CANVAS
2. If you have NOT reached 600 hours, DO NOT worry. You will need to do the following:
 - a. Upload your hourly log into Canvas to receive credit for the assignment
 - b. Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 600 hours
3. ***If by the end of PPS 71010B***, a site has not been secured, connect with your internship instructor and academic advisor. You may want to consider pausing your internship series until an internship site is secured to prevent from exhausting all internship courses.

PPS 71020A

1. At this stage in internship, you should be working towards ending the first half of the required hours or on your way to the second half of your internship hours
2. When you finally reach your first 600 hours, you need to do the following things:
 - a. Have your supervisor complete the online supervisor evaluation form
 - b. Upload your completed hourly log (with signature page) AND evaluation form in ONEDRIVE
 - c. During weeks 7/8, submit your completed hourly log and evaluation in CANVAS
3. If you still have NOT reached 600 hours, you may need to consider adding an additional day or two to your internship site, if possible. You will still need to do the following:
 - a. Upload your hourly log into CANVAS to receive credit for the assignment
 - b. Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 600 hours

PPS 71020B

1. You should be finishing up with the second half of your internship hours
 - a. When you finally reach the second set of 600 hours, you need to do the following things:
 - b. Have your supervisor complete another supervisor evaluation form
 - c. Upload your completed hourly log AND evaluation form in ONEDRIVE
 - d. During weeks 7/8, submit your completed hourly log and evaluation in CANVAS
2. If you have not reached or will not reach the entire 1200 hours by the end of PPS 71020B, you will be given an IP grade. You will still need to:



- a. At the end of 71020B, upload your hourly log into CANVAS to receive credit for the assignment
- b. At the end of 71020B, upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the remaining hours
- c. You will be able to continue accruing your internship hours

In Progress (IP) Grades

1. An IP grade will be provided to your last internship course if you are unable to complete the required 1200 hours and provide both supervisor evaluations
2. You will be placed in an Advanced Clinical Supervision (ACS) course. Presently, this course is a 1-unit course. The ACS course allows you to legally continue accruing internship hours while being supervised by a university instructor. If you accrue hours and are NOT placed in this course, hours accrued may become invalid.
3. When you have completed all 1200 practicum hours, contact your current Advanced Clinical Supervision instructor so that he/she may verify your hours and evaluations
 - a. Ensure you have uploaded your completed hourly logs (reflecting 1200 hours) and both evaluations into ONEDRIVE
 - b. Request a grade change from IP to Credit
 - c. Request an exit interview