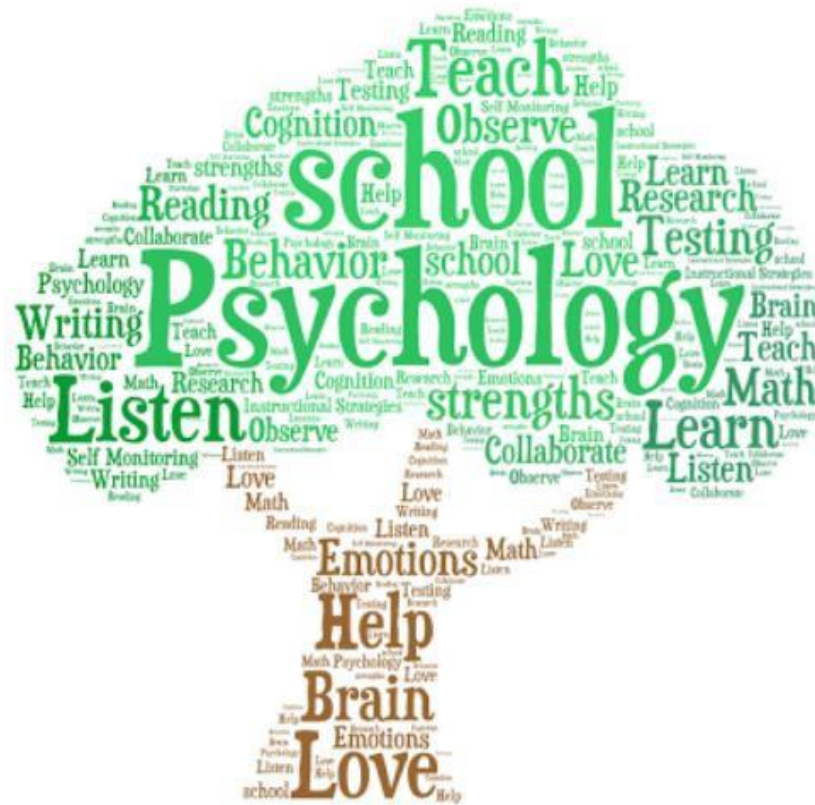


School Psychology Program Practicum Information



CSOE Program Staff

Dr. Evangeline Akridge – Systems Wide Program
Director

- vangie.akridge@alliant.com

Dr. Kimmie Reyes – Clinical Practice Coordinator

- kimmie.reyes@alliant.edu

Dr. Donald Wofford – Core Faculty

- dwofford@alliant.edu

Dr. Steve Fisher – Core Faculty

- sfisher@alliant.edu

Ms. Erika Albarran – Credential Analyst
(School Psychology Programs)

- erika.albarran@alliant.edu

Mr. James Bailey – Accountability & Compliance
Officer (MOUs)

- james.bailey@alliant.edu

Ms. Jessica Levitt – Student Advisor

- jessica.levitt@alliant.edu

Agenda

- What is Practica?
- CCTC and University Requirements
- What can I do to get started?
 - Review Student Hub
 - Securing a School Site
 - Certificate of Clearance
 - CBEST
 - Memorandum of Understanding
- Reviewing Practicum Forms
 - Information Form
 - Evaluations
 - Logs
- Differentiating Canvas and OneDrive Uploads
- Communicating via Alliant email address
- Using OneDrive
- Questions/Comments/Concerns

What is Practica?

Goal:

- Understand the role of the School Psychologist while working with exceptional and non-exceptional students in an on-site experience where cross-cultural opportunities exist
- Activities may include:
 - Shadowing/interviewing/observing psychologists; observations of children and meetings; and interviewing of counselors, teachers, and parents. In addition, candidates should be taking the opportunity to visit various community sites children's court, regional center, and at various alternative school sites if possible.
 - School psychology candidates are also expected to interview a cross-cultural families (often during the assessment component of their training), interview key school staff, engage in pre-counseling services (*if possible*), interview staff regarding violence / crisis intervention/prevention programs, Assist and/or observe various psycho-educational assessments, Positive Behavior Plans, and/or the school-wide discipline policy (if there is one in place) and participate or observe in program or classroom development issues.
 - Any of the activities listed above can be documented via the Hourly Log Form. Students can accrue other hours during their practicum experience by attending district-wide workshops or in-service presentations -- as well as state-wide or national-level activities (*e.g., the CASP or NASP Convention*).

CCTC and University Requirements

- A minimum of 450 clock hours of practicum is required according to the following standards and guidelines:
 - 1. A minimum of three hundred (300) clock hours in a preschool to grade 12 school setting providing direct and indirect pupil services.
 - 2. Up to 150 hours of experience may be offered through on-campus agencies (for example, child study center, psychology clinic, relevant educational research or evaluation activities), or community agencies (for example, private schools, community mental health centers).
- Qualified, PPS credentialed School Psychologist
 - At minimum 2 years full time experience as a school psychologist
 - Complete evaluation forms
 - Sign hourly logs
- Receive credit for all six (6) practicum classes (PPS 6101-6106)
- Total units needed to graduate and exit program (60 for MA/78 for EdS)

What can I do to get started?



- Locate all SPdocuments in the Student Hub
- Secure a school site to complete practicum hours
- Get started with your certificate of clearance
- Check you have a passed CBEST or have secured the Basic Skills Requirement
- Memorandum of Understanding (MOU) in place
- Submit Electronic Information Form

CSOE Educational Psychology Programs Student Hub

Link: [CSOE Educational Psychology Programs Student Hub](#)

The screenshot shows a SharePoint page for the CSOE Educational Psychology Programs Student Hub. At the top, there is a blue navigation bar with the SharePoint logo and a search box labeled "Search this site". Below the navigation bar, there is a horizontal menu with links to "Student Hub", "Student Portal", "Student Affairs", "Student Finance", "Academics", "University Departments", "I-MERIT", "Alliant Ed Foundation", and "COVID-19 Info".

The main content area features a header with the CSOE logo and the text "CSOE Educational Psychology Programs Home". To the right of the header is a "Follow" button. Below the header, there is a left-hand navigation pane with links to "CSOE Student Home", "CSOE Educational Psycho...", "CSOE Ed Psych Student D...", and "Recycle bin".

The main content area contains a welcome message: "Welcome School Psychology and School Counseling Candidates to the Student Hub!! Here you will find access to your program documents, news updates, quick announcements and more!".

Below the welcome message, there are two columns of program links. The left column is titled "CSOE MA-PPS/EdS Programs" and contains four blue buttons with white text and a right-pointing arrow: "MA School Psychology", "MA School Counseling", "EdS School Counseling", and "EdS School Psychology". The right column is titled "CSOE PSYD Programs" and contains two blue buttons with white text and a right-pointing arrow: "PSYD School Psychology" and "PSYD School Counseling".

At the bottom of the page, there is a section titled "MOU Requests" with a blue button labeled "Active MOUs and Request Link".

CSEO Educational Psychology Programs Student Hub

1.

CSOE Ed Psych Student Hub Documents > MA School Psychology

Name
Program Year Start Aug2019-Jan2020
Program Year Start Aug2020-Jan2021
Program Year Start Aug2021-Jan2022

2.

CSOE Ed Psych Student Hub Documents > MA School Psychology > Program Year Start Aug2021-Jan2022

Name
Internship
Practicum
MPS for MAE School Psychology with PPS August 2021 (2021-2022).pdf
MPS for MAE School Psychology with PPS January 2022 (2021-2022).pdf

3.

SharePoint Search this library

Student Hub Student Portal Student Affairs Student Finance Academics University Departments I-MER

CSOE Educational Psychology Programs Home

CSOE Student Home

CSOE Educational Psycho...

CSOE Ed Psych Student Documents > MA School Psychology > Practicum

Name
Practica 1 School Psychologist Candidate Hourly Log 6101-6103.pdf
Practica 2 School Psychologist Candidate Hourly Log 6104-6106.pdf
Practica Site Supervisor Information Packet 9.24.2020.pdf
SCHOOL PSYCHOLOGY INFORMATION FORM LINK_Practica Students 9.22.2020.pdf
Site Supervisor Evaluation Link for Practicum Students 10.8.2020.pdf
SP PRACTICUM PROCESS OVERVIEW 10.1.2020.pdf

Securing a School Site

- Experience at various levels
 - How many hours do you need to complete each week?
 - 8-10 hours
 - Depending when you start practicum
 - Complete hours in conjunction with practicum courses

Certificate of Clearance (CoC)

Practicum activity #1

- <https://www.ctc.ca.gov/credentials/submit-online>

Assessment Requirements

Option 1: California Basic Educational Skills Test (CBEST)

- Must pass all 3 sections
 - Reading
 - Writing
 - Math

Registration Link:

<https://www.ctcexams.nesinc.com/App/SignInForm.aspx?ReturnUrl=/App/Register/IdentityConfirmation.aspx>

Option 2: Basic Skills Requirement

Praxis II Exam #5402

Pass with a 147 or higher

Registration Link:

<https://www.ets.org/portal/site/iserpraxis/menuitem.1b7fdbe6788d618e6c41265a7beb1509>

Memorandum of Understanding (MOU) in place

Link: [MOU Request for CSOE Students](#)

- Agreement between district and university
- Do NOT start unless an MOU agreement is in place
- You may contact James Bailey regarding the status of your MOU. **DO NOT** contact James with questions regarding your practicum experience, internship experience or MOUs.
- It is the student's responsibility to obtain information of the person in charge of MOUs for the district of intent
- MOU list in Student Hub

Accountability and Compliance Officer:

James Bailey | James.bailey@alliant.edu



CSOE Educational Psychology Programs Home

Information Technology
Facilities

★ Following [Share](#)

Published 6/4/2021 [Edit](#) [↗](#)

CSOE Student Home

+ New [Page details](#) [Analytics](#)

CSOE Educational Psych...

Recycle bin

[Edit](#)

Welcome School Psychology and School Counseling Candidates to the Student Hub!!

Here you will find access to your program documents, news updates, quick announcements and more!

CSOE MA-PPS/EdS Programs

[▶ MA School Psychology](#)

[▶ MA School Counseling](#)

[▶ EdS School Counseling](#)

[▶ EdS School Psychology](#)

PSYD Educational Psychology

[▶ School Psychology Track](#)

[▶ School Counseling Track](#)

Quick Links

- Finance Petition
- Active MOUs and Request Link
- Register for CBEST
- Register for Praxis
- Praxis School Psychology 5402: Study Guide Information
- Praxis School Counseling 5421: Study Guide Information
- CTC Certificate of Clearance Application Information

Announcements

+ Add [▼](#)

LITTLE LAKE CITY SCHOOL DISTRICT

LITTLE LAKE CITY SCHOOL DISTRICT: School Psychology Internship

[See all](#)

REVIEWING PRACTICUM DOCUMENTS

Practica Forms

1. Information Form (complete online)
2. Hourly Logs (PPS 6101-6103 & PPS 6104-6106)
 1. Completed in any order
 2. Not all activities required but encouraged
3. Site Supervisor Evaluation Forms (2) – Online Form

Practicum Information Form

completed **online**:

[Information Form for School Psychology
Practica Students](#)

Save as pdf and upload into
your OneDrive!!

PRACTICUM INFORMATION FORM FOR SCHOOL PSYCHOLOGY CANDIDATES

ONCE COMPLETED BE SURE TO UPLOAD THIS FORM TO YOUR ONEDRIVE FOLDER
(PLEASE TYPE FORM)

-
1. YOUR NAME / (Practicum Student):
 2. YOUR EMAIL ADDRESS:
 3. YOUR CELL PHONE NUMBER:
 4. PRACTICUM SITE(s):
 5. DISTRICT where you will be completing your practicum:
 6. DISTRICT OFFICE ADDRESS(es):
 7. SCHOOL OFFICE PHONE NUMBER(s):
 8. NAME OF CONTACT(s) / "SITE SUPERVISOR(s)" (i.e., the person who is actually supervising you during your practicum, i.e., your "liaison" with the district):
 9. PHONE NUMBER OF YOUR "CONTACT/LIAISON" / SITE SUPERVISOR:
 10. EMAIL ADDRESS OF YOUR "CONTACT/LIAISON" / SITE SUPERVISOR:
-
11. "ANTICIPATED" PRACTICUM START DATE:

Practicum Log Samples

Practicum Log 1

<p>51. Interview School Psychologist or School Counselor re: dealing with Crisis Intervention practices/ policies within the school or school district</p> <p>52. Practicum Supervision (ie Discussions and Assignments for PPS 6101, PPS 6102 ad PPS 6103)</p>	<p>23. Program Planning and Evaluation</p>	<p>Domain 10: Legal, Ethical, and Professional Practice</p>	<p># of hrs</p> <p>52. (10) / _____</p>	<p>Initials/signature</p> <p>52. _____</p>
---	--	---	---	--

Other: On-site Practicum work, Presentations, e.g., CASP / NASP / Local School District Inservices/Workshops, etc (75-100 hours):

_____ Date(s) _____ Supervisor's Signature _____

_____ Date(s) _____ Supervisor's Signature _____

_____ Date(s) _____ Supervisor's Signature _____

_____ Date(s) _____ Supervisor's Signature _____

_____ Date(s) _____ Supervisor's Signature _____

TOTAL NUMBER OF HOURS FOR THIS DOCUMENT ("PRACTICA 1") _____

(For this document ("Practica 1"): Provide evidence of no less than 225 hours --which required by CCTC; However, 300 hours is recommended by Alliant International University California School of Education)

Student Signature _____ Printed Name _____ Date _____

Supervisor's Signature _____ Printed Name _____ Date _____

** NOTE: "Suggested or approximate hours" does NOT mean students cannot document more (or less) hours than this. It only serves as a "guide" as to how many hours it might typically take in order to complete this particular activity.*

Practicum Log 2

<p>20. Review issues related to Psychopharmacology (per DSM 5)</p> <p>21. Visit Behavior Mental Health Facility (inpatient) and investigate/report on 5150 procedures</p> <p>22. Review/Report on District/Workshop Trainings (can be academic-related or behavior-related)</p> <p>23. Practicum Supervision (Discussions and Assignments for PPS 6104, PPS 6105 and PPS 6106)</p>	<p>21. Wellness Promotion, Crisis Intervention and Counseling</p> <p>22. Individual Evaluation and Assessment</p> <p>23. Program Planning and Evaluation</p>	<p>Domain 6: Preventive and Responsive Services</p> <p>Domain 8: Diversity in Development and Learning</p> <p>Domain 10: Legal, Ethical, and Professional Practice</p> <p>Domain 9: Research and Program Evaluation</p> <p>Domain 10: Legal, Ethical, and Professional Practice</p>	<p>20. (5) / _____</p> <p>21. (10) / _____</p> <p>22. (10) / _____</p> <p>23. (10) / _____</p>	<p>20. _____</p> <p>21. _____</p> <p>22. _____</p> <p>23. _____</p>
--	--	---	--	---

Other: On-site Practicum work, Presentations, e.g., CASP / NASP / Local School District Inservices/Workshops, etc (75-100 hours):

_____ Date(s) _____ (Supervisor's) Signature _____

_____ Date(s) _____ (Supervisor's) Signature _____

_____ Date(s) _____ (Supervisor's) Signature _____

Number of Hours for this Document ("Practica 2"): _____

(For this document ("Practica 2"): Provide evidence of no less than 225 hours (which required by CCTC); However, 300 hours is recommended by Alliant International University California School of Education)

Total Number of Hours Completed for Practicum _____

Supervisor's Signature _____ Printed Name _____ Date _____

Student Signature _____ Printed Name _____ Date _____

** NOTE: "Suggested or approximate hours" does NOT mean students cannot document more (or less) hours than this. It only serves as a "guide" as to how many hours it might typically take in order to complete this particular activity.*

Site Supervisor and Self Evaluation Forms

Link: [Site Supervisor Evaluation for Practicum Students](#)

- Download evaluation form before sending
- For class assignments, complete at the end of every term
- For OneDrive upload, your supervisor should complete it once you reach 225 hours and when you reach your last 225 hours
 - Be sure to save these documents in your OneDrive

Differentiating Canvas and OneDrive Uploads

CANVAS UPLOADS

Assignments

- Students must receive credit for PPS 6101-6106 courses
 - Hourly logs (6101-6106)
 - Upload during weeks 7/8 of each term
 - Evaluation Forms (PPS 6101-6106)
 - Upload during weeks 7/8 of each term
 - Note: Evaluation Forms should be completed when the student reaches approximately 225 hours AND when the student reaches 450 hours
 - Evaluation submissions may be repeated for course assignment credit (e.g. in PPS 6103)
- **If the student does not have any hours or an evaluation to submit, the student MUST submit a word document in replace of the assignment indicating his/her status and progress

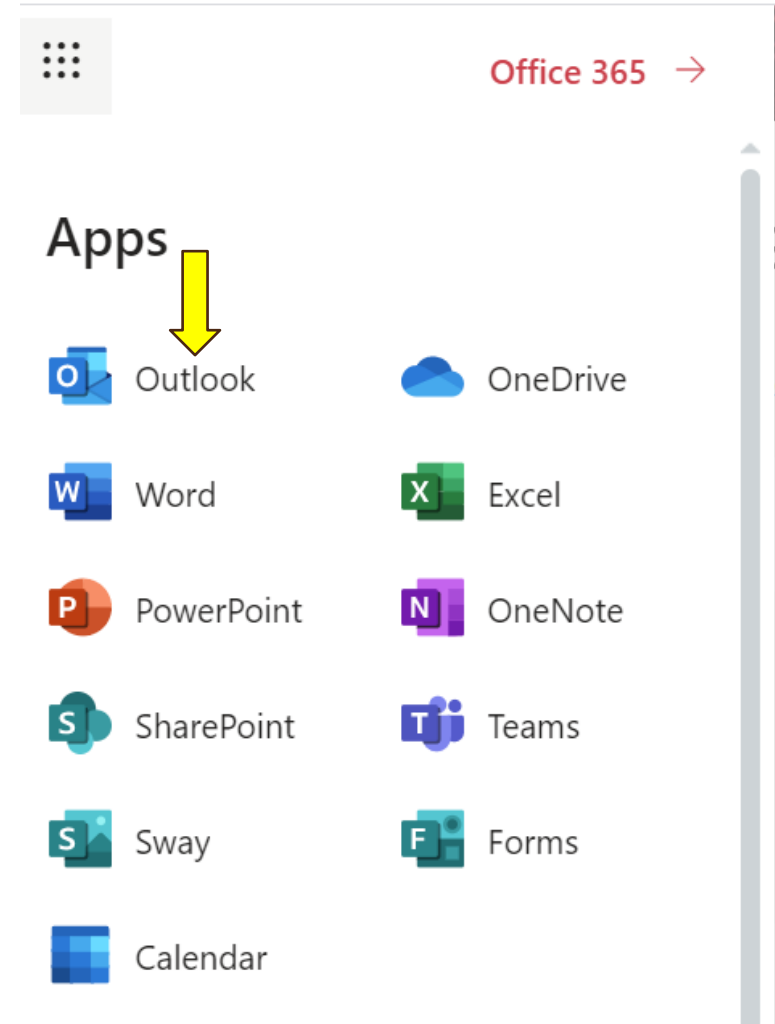
ONEDRIVE UPLOADS

University Files

- Final Copies Only!!
 - Hourly Logs: There are 2 hourly log forms (required 450 hours)
 - Self and Supervisor Evaluations: Upload two signed and completed evaluation forms (225 hours and at 450 hours)
- Other documents to upload:
 - Information Form
 - Certificate of Clearance
 - CBEST or Basic Skills Requirement Document

Alliant Email Address

- Use it!!!
- Communicating important information
- Canvas emails vs Alliant emails
- Hyperlinks and OneDrive



Using OneDrive



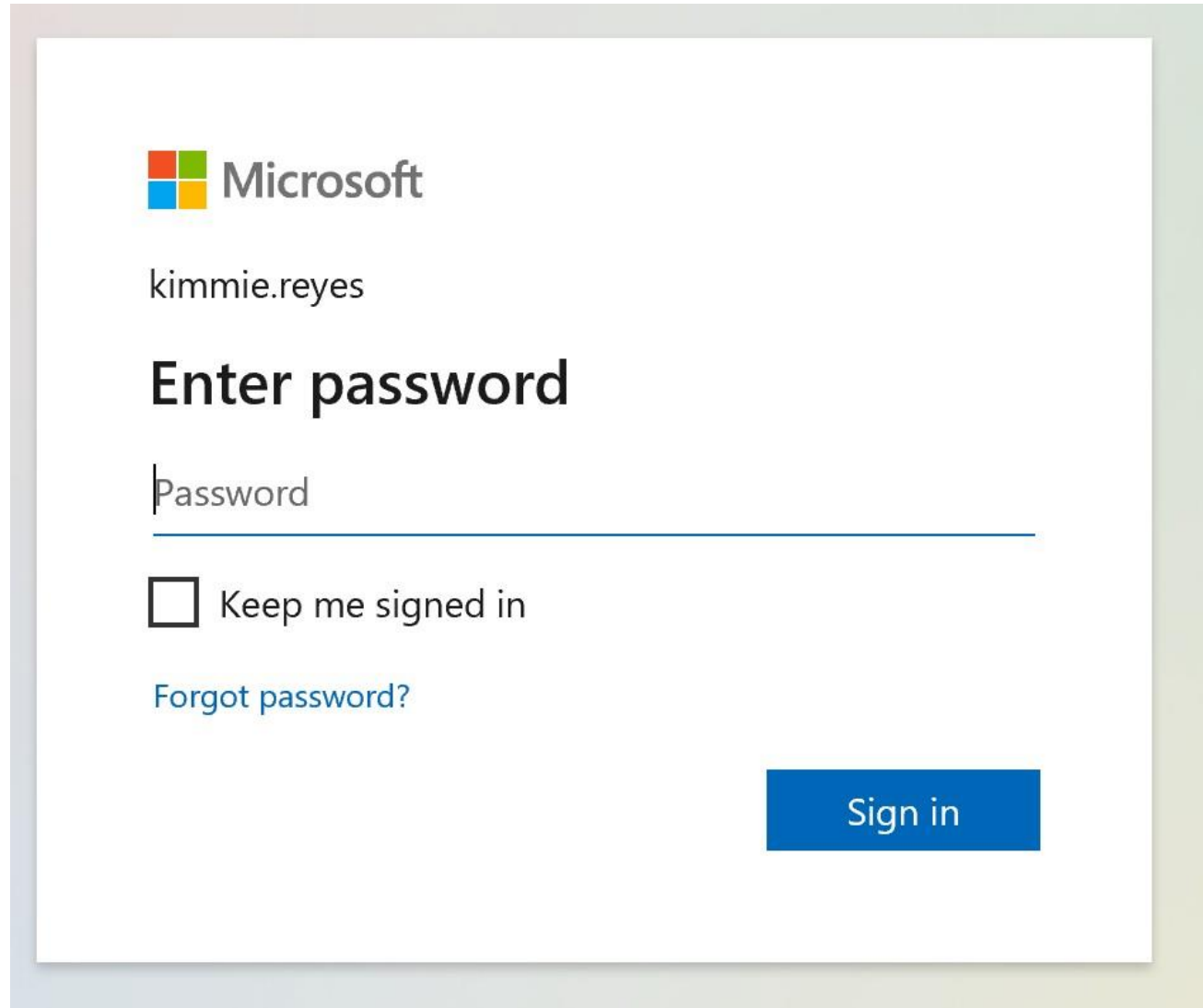
Why are you using OneDrive?


- Used to create your "School Psychology Program folder"
- Creates a place to store all important documents
 - Documents pertaining to practicum and internship (e.g. evaluation forms, hourly logs, CoC, test results, etc...)
- Easily shareable and accessible for faculty

Website used for OneDrive

 www.office.com

- Use Alliant's username and password
- Gives you complete access to Office 365

A screenshot of a Microsoft login page. At the top left is the Microsoft logo (four colored squares: red, green, blue, yellow) followed by the word "Microsoft" in a grey sans-serif font. Below the logo, the username "kimmie.reyes" is displayed in a grey font. Underneath the username is the heading "Enter password" in a bold black font. Below the heading is a password input field with the placeholder text "Password" and a vertical cursor on the left. A horizontal blue line is positioned below the input field. Below the input field is a checkbox with the text "Keep me signed in" to its right. Below the checkbox is a blue link that says "Forgot password?". At the bottom right of the form is a blue rectangular button with the white text "Sign in".

 Microsoft

kimmie.reyes

Enter password

Password

Keep me signed in

[Forgot password?](#)

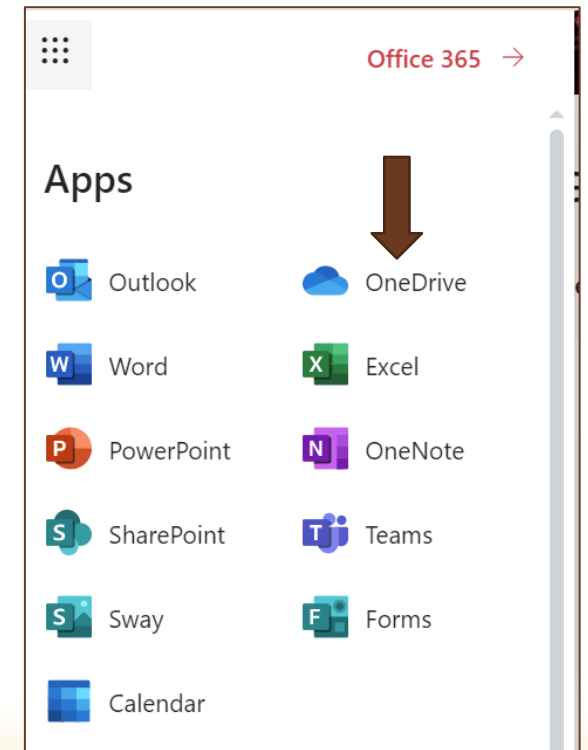
[Sign in](#)

Accessing your applications in Office365

1. Click here

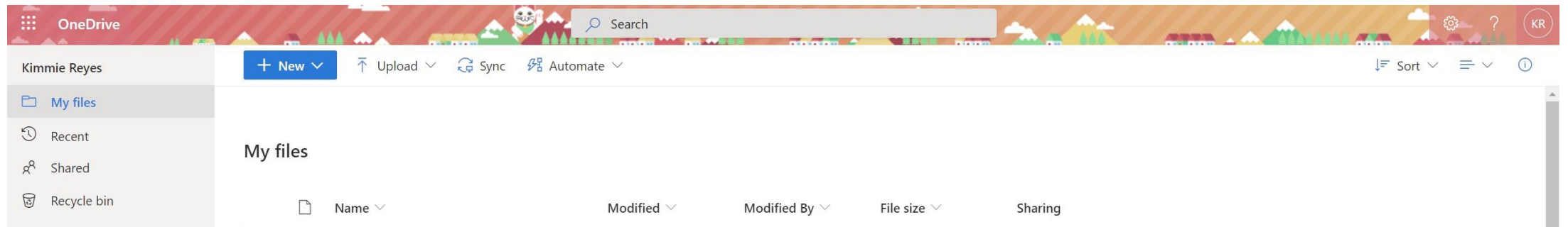


- 2. **OneDrive:** Location where you will store all of your documents to share
- 3. **Outlook:** Alliant email access



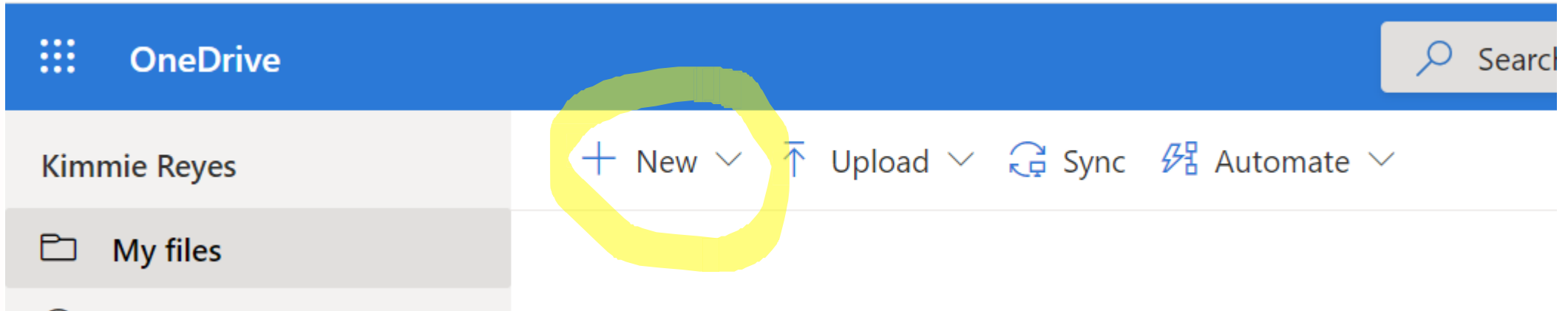
“My File”

- This is the place where you will create your "**School Psychology Program**" folder and store your personal files, subfolders, documents, etc.

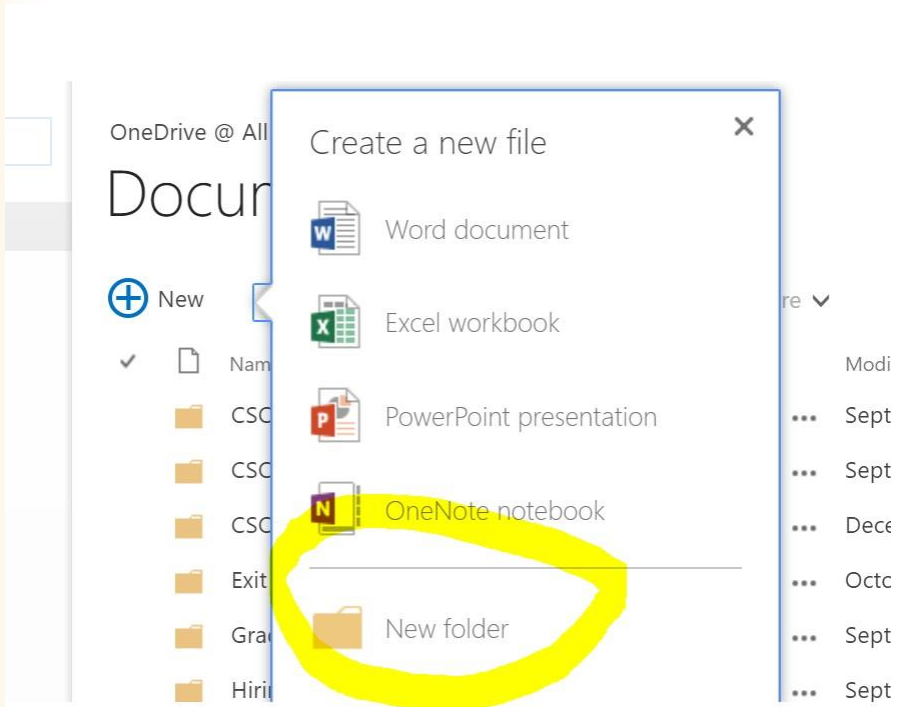


Creating your "School Psychology Program" folder
in your OneDrive

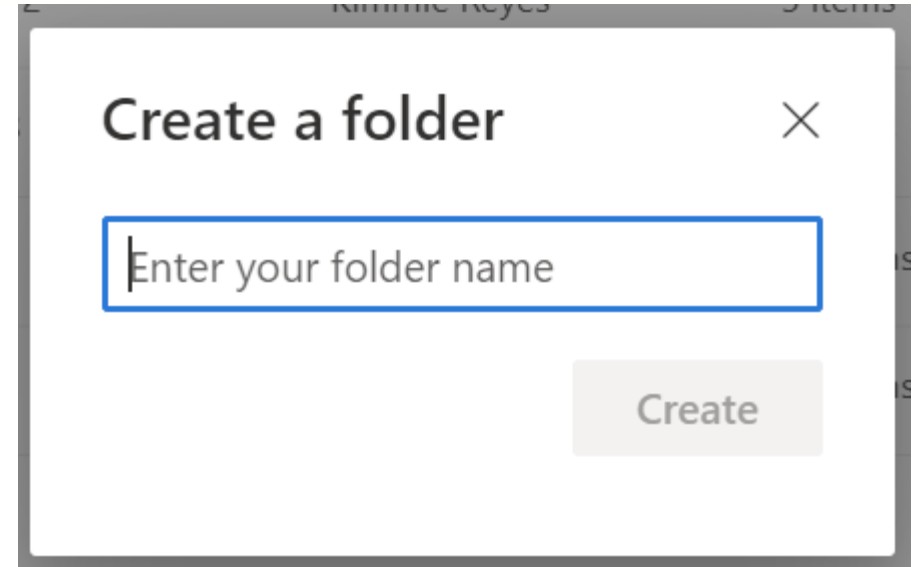
1. Select “New” to create a folder in your documents



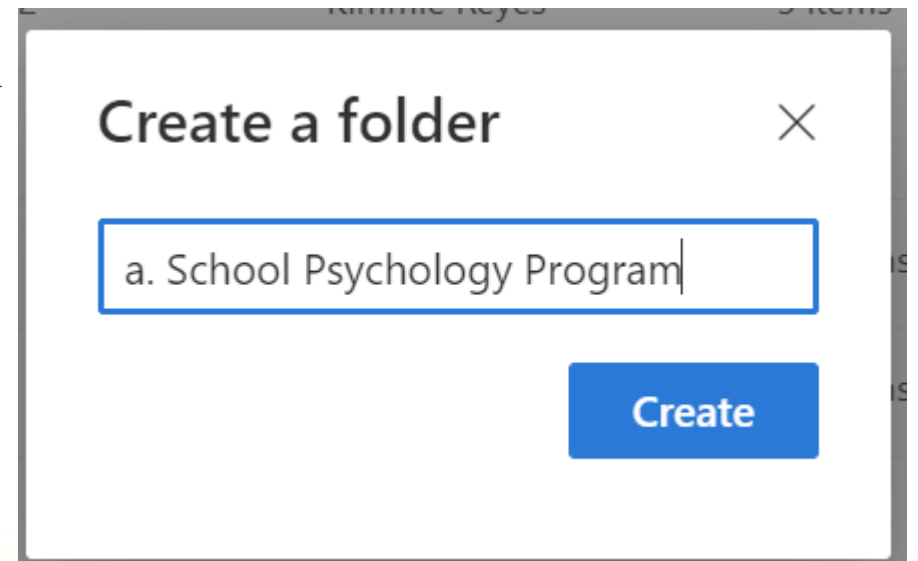
2. Select “New folder”

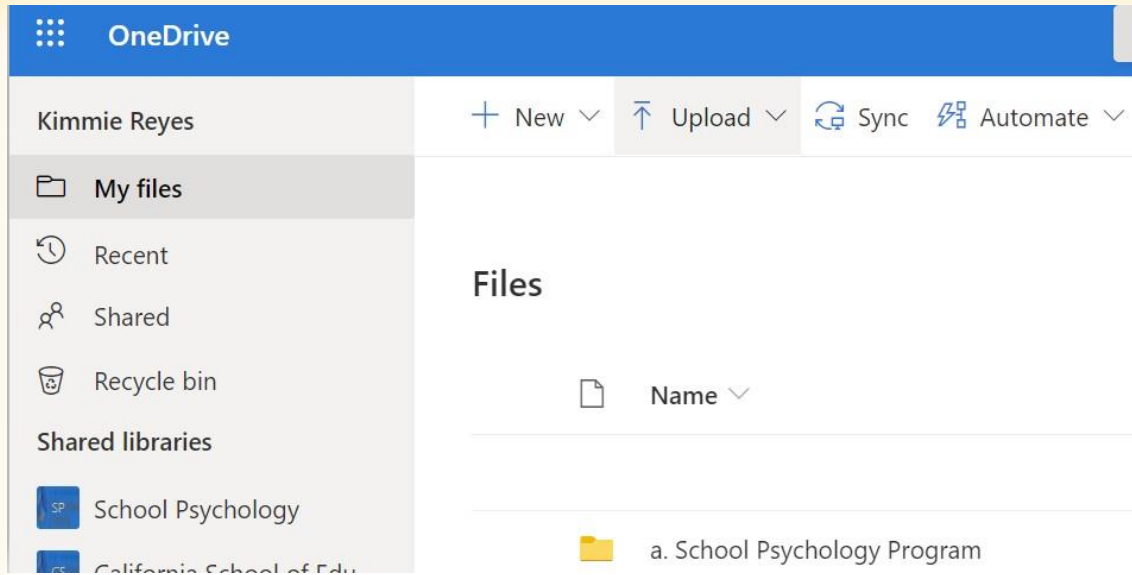


3. Create Folder



4. Type in “School Psychology Program”

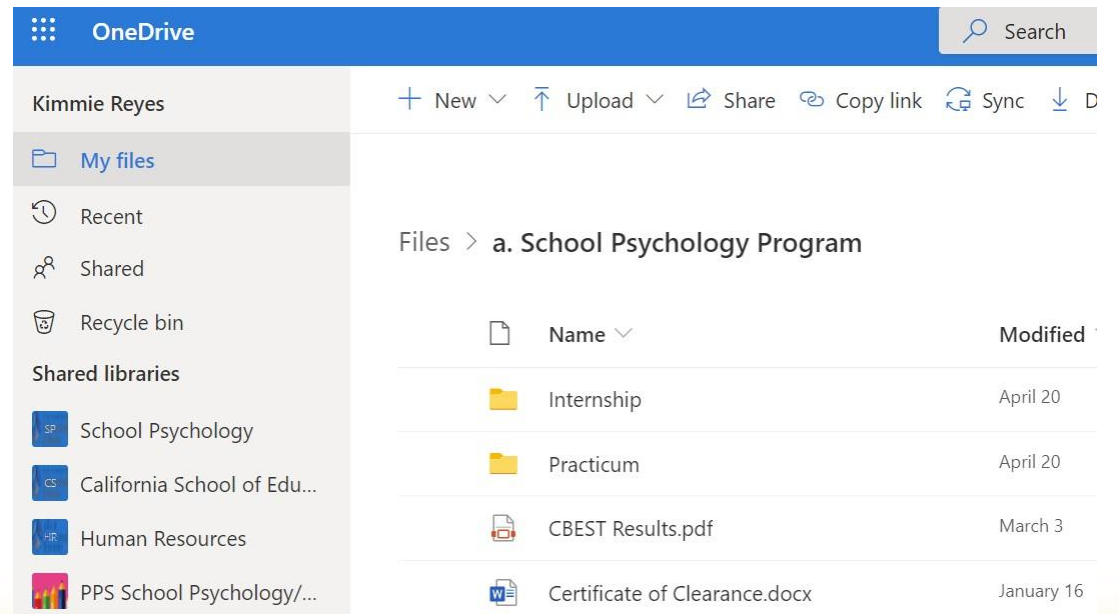




Step 1: You should have your primary folder labeled “School Psychology Program”

Step 2. Create **two subfolders** within your primary “School Psychology Program” folder AND insert relevant documents

- **Subfolder 1: Internship**
- **Subfolder 2: Practicum**



What you should have
inside your subfolder:
“PRACTICUM FOLDER”

The screenshot shows the OneDrive web interface for user Kimmie Reyes. The left sidebar contains navigation options: My files, Recent, Shared, Recycle bin, and Quick Access. The main area displays the breadcrumb path: My files > a. School Psychology Program > **Practicum**. Below the breadcrumb is a table of files:

Name	Modified
Completed Hour Log 6101-6103.pdf	October 28, 2020
Completed Hour Log 6104-6106.pdf	October 28, 2020
K. Reyes_INFORMATION FORM_ABC SD.pdf	October 5, 2020
Site Supervisor Evaluation at 225 hrs.pdf	October 28, 2020
Site Supervisor Evaluation at 450 hrs.pdf	October 28, 2020
Student Evaluation at 225 hrs.pdf	October 28, 2020
Student Evaluation at 450 hrs.pdf	October 28, 2020

Sharing your School Psychology Folder
(Share primary folder – not subfolders!!)

Sharing your School Psychology Folder

MUST:

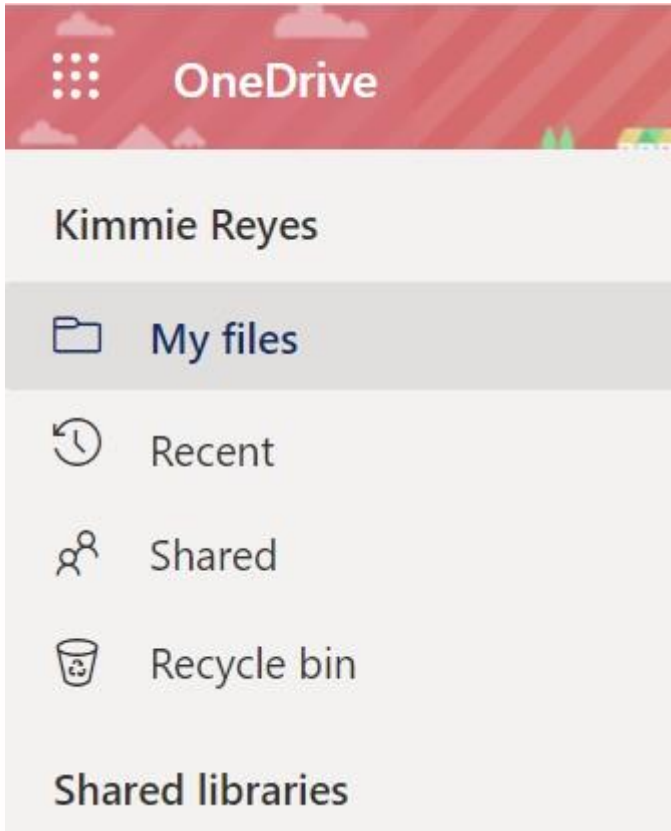
- Dr. Kimmie Reyes (kimmie.reyes@alliant.edu)
- Ms. Jessica Levitt (jessica.levitt@alliant.edu)
- Credential Analyst (erika.albarran@alliant.edu)

Additional:

- Course Instructor
- Internship Instructor

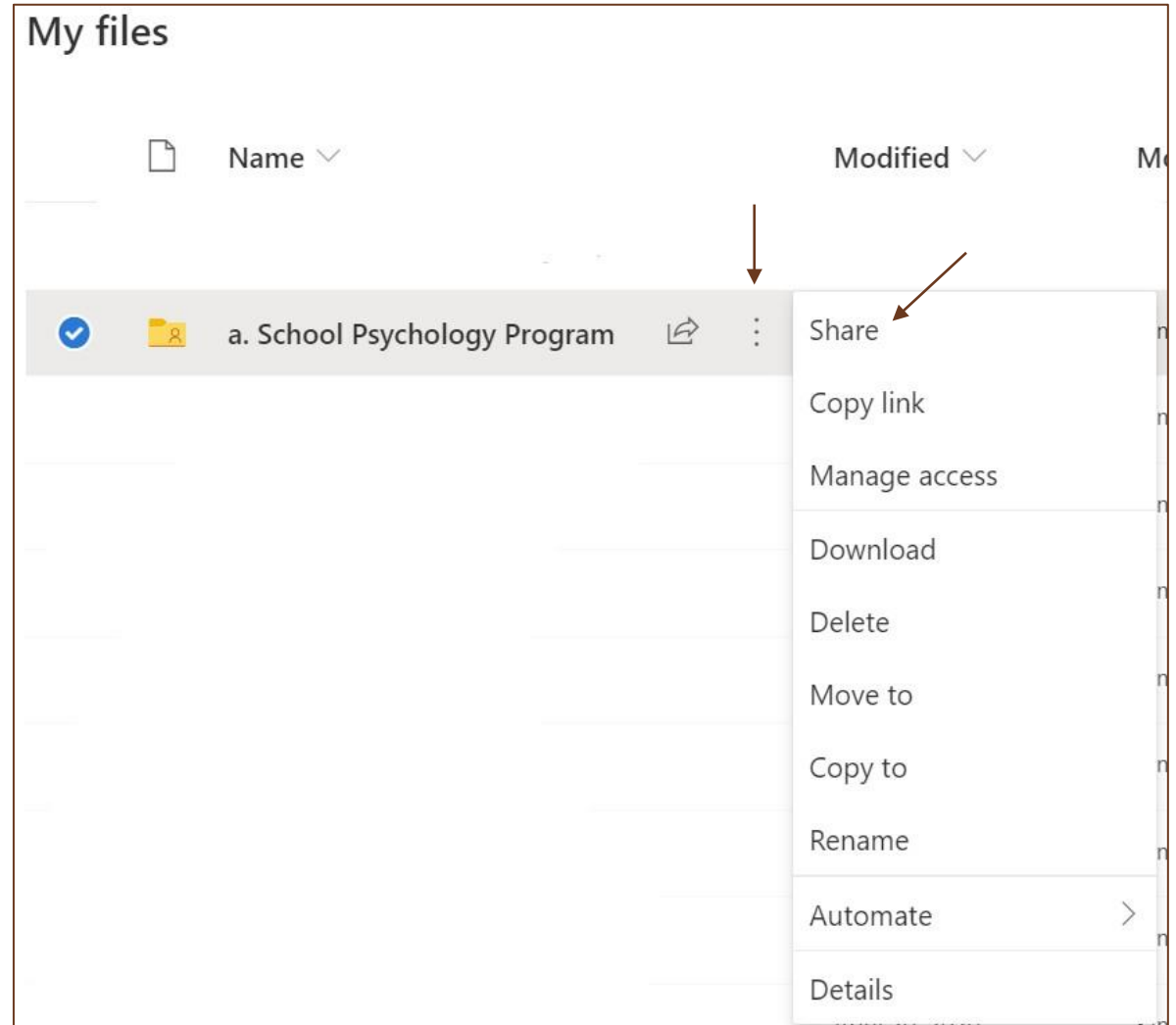
Sharing your School Psychology Folder

1. Go to “MyFiles”

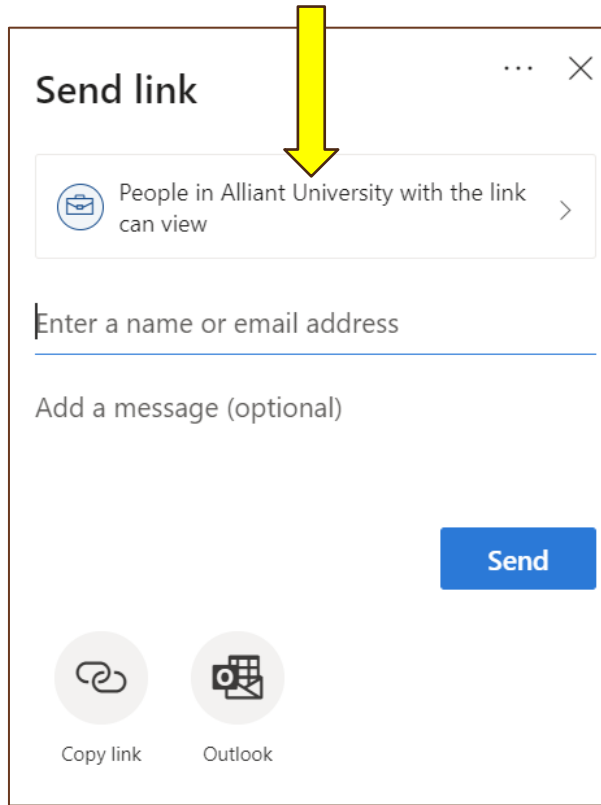


2. Click on 3 dots to the right of the folder

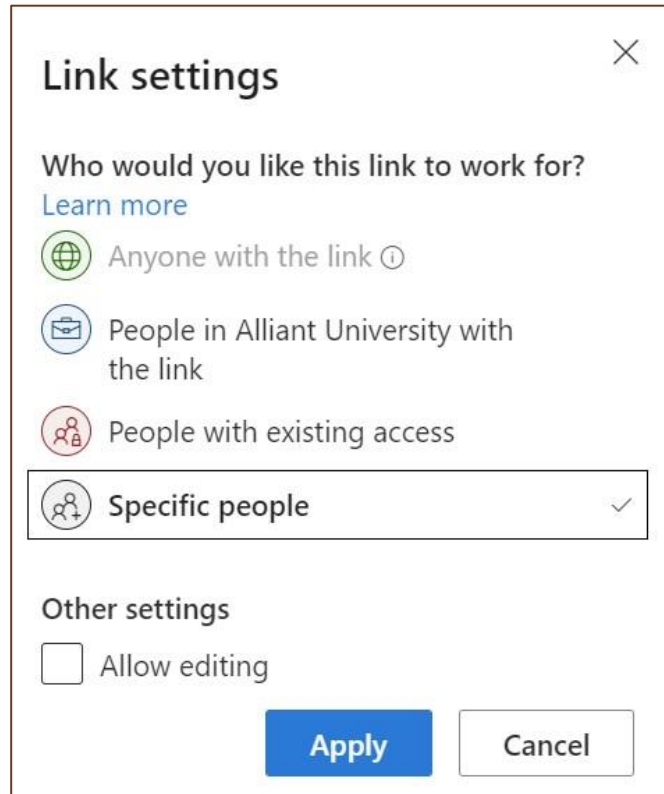
3. Click on “Share”



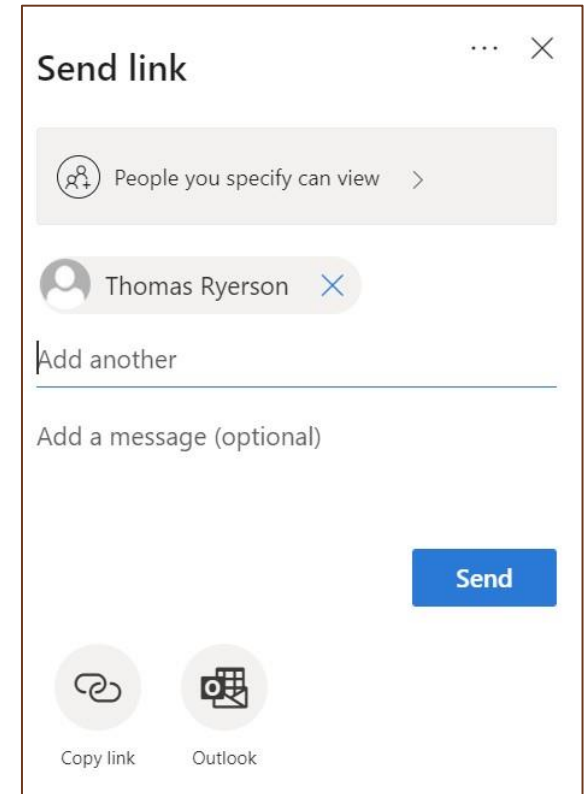
1. Change the send link setting (Click here)



- 1. Choose "Specific People"**
- 2. Click Apply**

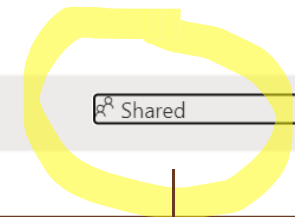
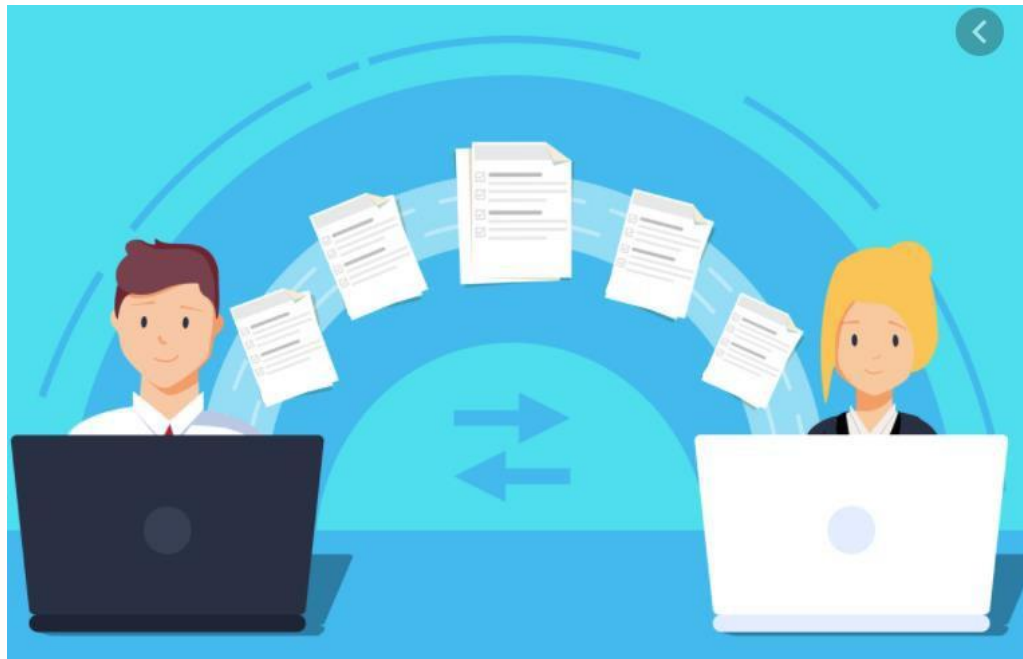


- 1. Type in the names of people you want to share your file with**
- 2. Click send**



How to know if you are sharing?

✓ a. School Psychology Program 🔗 ⋮ August 12 Kimmy Reyes 5 items 👤 Shared



Manage Access

🔗 Links giving access ⓘ 🔗 Share

📧 <https://alliantintluni-m...> Copy ⋮
People in Alliant University with the link can view

👤 <https://alliantintluni-m...> Copy ⋮
People you specify can view

This link works for ^

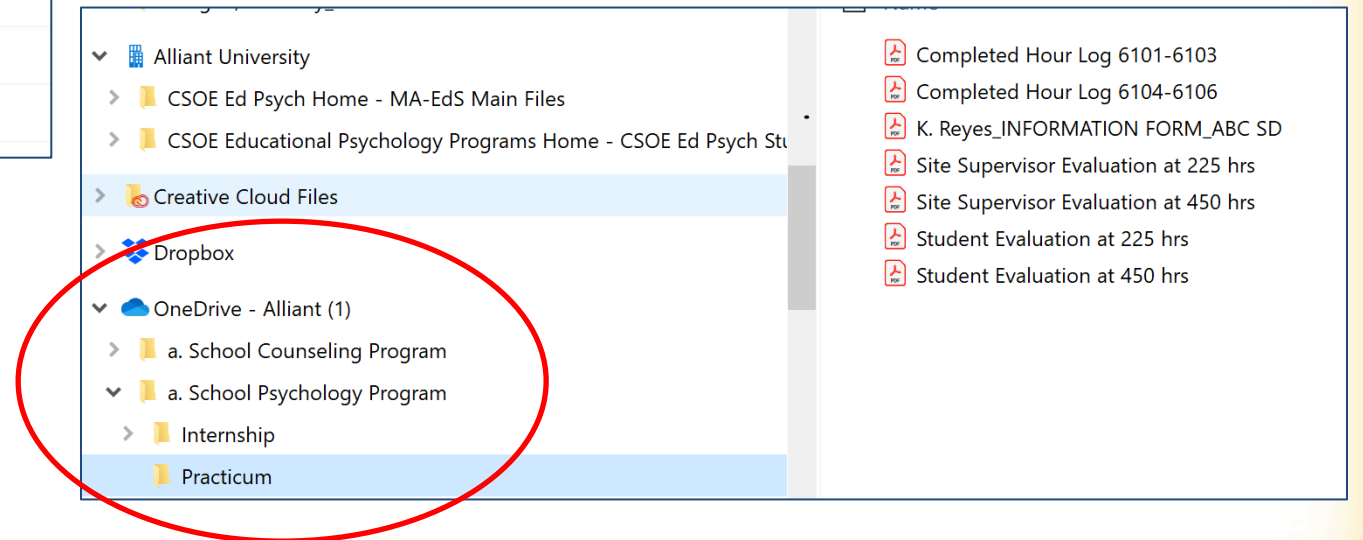
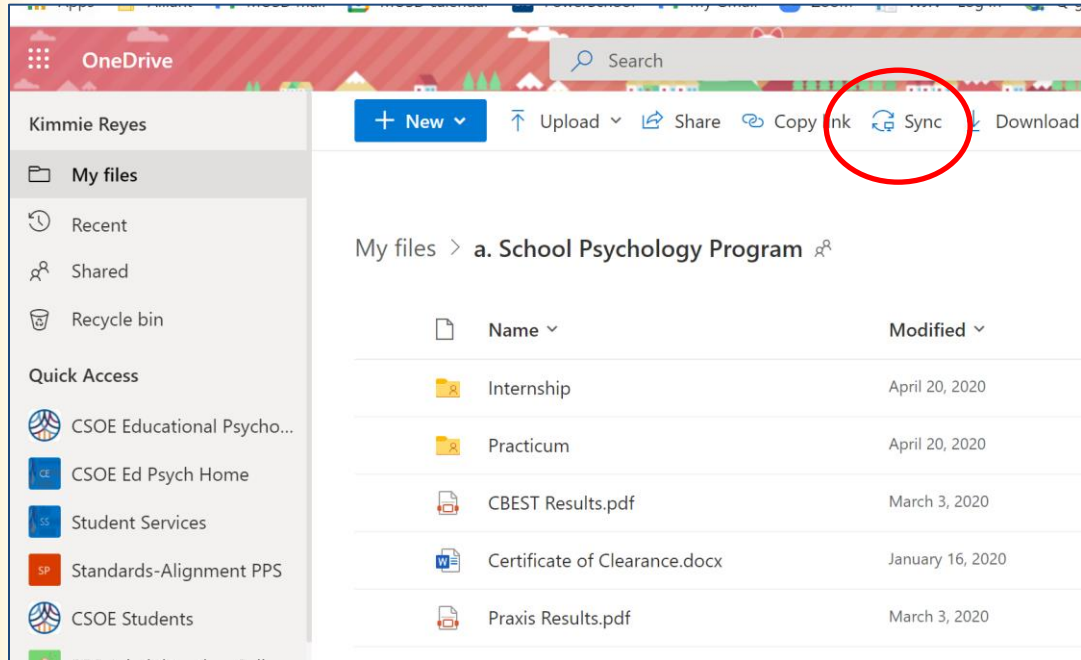
👤 Thomas Ryerson ×
Lecturer & Program Coo...

👤 Direct access ⓘ +

👤 Kimmy Reyes Owner
Clinical Practice Coordinator



Optional: Syncing your SP folder to your computer



QUESTIONS?

COMMENTS?

CONCERNS?