



# SCHOOL PSYCHOLOGY SCHEDULE OF RESPONSIBILITIES

## Guidance for Practicum Students and Interns

### Schedule of Responsibilities

*Practicum Students:* Practicum Students are enrolled in six (6) practicum courses PPS 61010-61060 starting in the 2nd term of classes. Practicum students are required to accrue 450 hours of experience.

*Interns:* Students begin internship after completing all practicum hours, practicum courses and pedagogy classes. There are a total of four (4) internship courses and a requirement of 1200 hours of experience.

PRACTICUM	WORKFLOW	PERFORMANCE EXPECTATIONS
Prior to or during PPS61010	<ol style="list-style-type: none"> <li><b>1. Create a School Psychology Folder in OneDrive</b>              ⇒ Be sure to create two subfolders within this folder:              1) Practicum and 2) Internship</li> <li><b>2. Obtain all of your practicum hourly logs and evaluation forms</b>              ⇒ <a href="#">CSOE Educational Psychology Programs Student Hub</a>              - Download all practicum forms to use</li> <li><b>3. Complete certificate of clearance (Coc)</b>              ⇒ <a href="https://www.ctc.ca.gov/credentials/submit-online">https://www.ctc.ca.gov/credentials/submit-online</a></li> <li><b>4. Locate a district to complete your practicum hours at</b></li> <li><b>5. Request an MOU if one is not yet established with your district</b>              ⇒ <a href="#">MOU Request for CSOE Students</a></li> <li><b>5. As soon as you secure a practicum site, complete the Information Form and save a copy in your OneDrive</b>              ⇒ <a href="#">Information Form for School Psychology Practica Students</a>              - Notify your Practicum Instructor you have secured a position and provide him/her with your supervisor's contact information</li> </ol>	**Activities completed during practicum should always be supervised and monitored closely
PPS61010	<ol style="list-style-type: none"> <li><b>1. Upload your hourly log into Canvas to receive credit for the assignment</b></li> <li><b>2. Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 225 hours</b></li> </ol>	<ul style="list-style-type: none"> <li>-Secure practicum placement</li> <li>-Understand how to complete hourly logs/evaluations</li> <li>-Introduction to cognitive measures (WJCog; Ach &amp; Oral/WISCV)</li> <li>-Understand the roles/responsibilities of SP</li> <li>-Observe SP administer cognitive tests</li> </ul>



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PRACTICUM	WORKFLOW	PERFORMANCE EXPECTATIONS
<p>PPS61020- PPS61030</p>	<p><b>1. When you have reached 225 hours, you need to do the following things:</b></p> <ul style="list-style-type: none"> <li>-Have your supervisor complete a supervisor evaluation form</li> <li>-Upload your completed hourly log AND evaluation form in ONEDRIVE</li> <li>-During weeks 7/8, submit your completed hourly log and evaluation in CANVAS</li> </ul> <p><b>2. If you have NOT reached 225 hours, DO NOT worry. You will need to do the following:</b></p> <ul style="list-style-type: none"> <li>-Upload your hourly log into Canvas to receive credit for the assignment</li> <li>-Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 225 hours</li> </ul> <p><b>3. If by the end of PPS 61030, a site has not been secured, connect with your practicum instructor AND/OR academic advisor. You may need to modify your master plan of schedule to prevent from exhausting all practicum courses</b></p>	<ul style="list-style-type: none"> <li>-Introduction to processing measures (e.g. CTOPP; TAPS; TVPS VMI and WRAML)</li> <li>-Observe SP administer processing tests</li> <li>-Observe IEPs, SSTs, MTSS</li> <li>-Classroom/playground observations</li> <li>-Observe DIS counseling</li> <li>-Observe development of assessment plans</li> </ul>
<p>PPS 61040- PPS 61050</p>	<p>At this stage in practicum, you should be working towards ending the first half of your 450 hours or on your way to the second half of your practicum hours</p> <p><b>1. When you finally reach your first 225 hours, you need to do the following things:</b></p> <ul style="list-style-type: none"> <li>-Have your supervisor complete the online supervisor evaluation form</li> <li>-Upload your completed hourly log (225 hours) AND first evaluation form into ONEDRIVE</li> <li>-During weeks 7/8, submit your completed hourly log and evaluation in CANVAS</li> </ul> <p><b>2. If you still have NOT reached 225 hours, you may need to consider adding an additional day or two to your practicum site. You will still need to do the following:</b></p>	<ul style="list-style-type: none"> <li>-Observe SP administer various cognitive/ processing tests</li> <li>-Classroom observations</li> <li>-Observe IEPs, SSTs, MTSS</li> <li>-Observe DIS counseling/Research DIS counseling activities</li> <li>-Assist with review of records</li> <li>-Assist with student interviews</li> <li>-Assist with classroom observation summaries</li> </ul>



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PRACTICUM	WORKFLOW	PERFORMANCE EXPECTATIONS
<p><b>Continued...  PPS61040/  PPS61050</b></p>	<ul style="list-style-type: none"> <li>-Upload your hourly log into CANVAS to receive credit for the assignment</li> <li>-Upload a word document in CANVAS in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 225 hours</li> </ul> <p><b>3.If you have exceeded 225 hours but have not completed 450 hours, you need to do the following:</b></p> <ul style="list-style-type: none"> <li>-Upload your current hourly log into CANVAS to receive credit for the assignment</li> <li>-Upload the first evaluation into CANVAS that was completed for your first set of 225 hours</li> </ul>	
<p><b>PPS 61060</b></p>	<p>You should be finishing up with the second half of your practicum hours</p> <p><b>1.When you finally reach you the second 225 hours, you need to the do the following things:</b></p> <ul style="list-style-type: none"> <li>-Have your supervisor complete another supervisor evaluation form</li> <li>-Upload your completed hourly log AND evaluation form in ONEDRIVE</li> <li>-During weeks 7/8, submit your completed hourly log and evaluation in CANVAS</li> </ul> <p><b>2.If you have not reached or will not reach the entire 450 hours by the end of PPS 61060, you will be given an IP grade.</b></p> <ul style="list-style-type: none"> <li>-Continue to upload your hourly log into CANVAS to receive credit for the assignment</li> <li>-Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the remaining hours</li> <li>-You will be able to continue accruing your practicum hours</li> </ul>	<ul style="list-style-type: none"> <li>-Introduction to social emotional rating scales</li> <li>-Observe SP administer various cognitive/processing tests/rating scales</li> <li>-Continue with classroom observations/summaries</li> <li>-Observe IEPs, SSTs, MTSS</li> <li>-Observe DIS counseling/Research and assist with DIS counseling activities</li> <li>-Assist with background review</li> <li>-Assist with administration of assessments</li> </ul>



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PRACTICUM	WORKFLOW	PERFORMANCE EXPECTATIONS
In Progress (IP) Grades/ Advanced Clinical Su- pervision	<ul style="list-style-type: none"><li>⇒ An IP grade will be provided to your last practicum course if you are unable to complete the required 450 practicum hours and both supervisor evaluations</li><li>⇒ You will be placed in an Advanced Clinical Supervision (CS) course. Presently, this course is a zero-unit course. The Advanced CS course allows you to officially continue accruing practicum hours while being supervised by a university instructor. If you accrue hours and are NOT placed in this course, hours accrued <u>WILL BECOME INVALID</u>.</li><li>⇒ When you have completed all 450 practicum hours, contact your current Advanced CS instructor so that he/she may verify your hours and evaluations.</li><li>⇒ Ensure you have uploaded your completed hourly logs (reflecting 450 hours) and both evaluations into ONEDRIVE</li><li>⇒ Be sure to invite your practicum Advanced CS instructor into your OneDrive so that he/she has access to verify your work</li></ul>	



# SCHOOL PSYCHOLOGY SCHEDULE OF RESPONSIBILITIES

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INTERNSHIP	WORKFLOW	PERFORMANCE EXPECTATIONS
<p>Prior to the start of or during PPS 71010A</p>	<ol style="list-style-type: none"> <li><b>1. If you haven't already done so, create a School Psychology folder in your OneDrive</b> <ul style="list-style-type: none"> <li>-Create two subfolders within this folder 1) Practicum and 2) Internship</li> <li>-Be sure to share your School Psychology folder with your internship instructor and credential analyst into your OneDrive</li> </ul> </li> <li><b>2. Obtain all of your internship hourly logs and evaluation forms</b> <ul style="list-style-type: none"> <li>⇒ <a href="#">CSOE Educational Psychology Programs Student Hub</a> <ul style="list-style-type: none"> <li>-Download all internship forms/logs to use</li> <li>-Locate a district to complete your internship hours at</li> </ul> </li> </ul> </li> <li><b>3. 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)</b> <ul style="list-style-type: none"> <li>⇒ <a href="#">MOU Request for CSOE Students</a></li> </ul> </li> <li><b>4. If you are in a paid internship or if your district is requesting you to obtain an internship credential, contact the credentials department at <a href="mailto:csoe.credentials@alliant.edu">csoe.credentials@alliant.edu</a></b> <ul style="list-style-type: none"> <li>⇒ Email the following documents credentials: <ol style="list-style-type: none"> <li>1. Copy of your passed CBEST scores OR;</li> <li>2. AB 130 Basic Skills Requirement Waiver</li> <li>2. Copy of your Certificate of Clearance (CoC)</li> <li>3. Letter from your district stating an intent to hire</li> <li>4. University-District Agreement</li> </ol> </li> </ul> </li> <li><b>5. If you need a letter from the university stating you are cleared to begin internship, please contact the credentials department at <a href="mailto:csoe.credentials@alliant.edu">csoe.credentials@alliant.edu</a></b></li> <li><b>6. As soon as you secure an internship site, complete the online Information Form and save a copy in your OneDrive</b> <ul style="list-style-type: none"> <li>⇒ <a href="#">Information Form for School Psychology Interns</a></li> </ul> </li> <li><b>7. As soon as you secure an internship site, complete the university-district agreement form</b> <ul style="list-style-type: none"> <li>-Upload completed document into your ONEDRIVE</li> </ul> </li> </ol>	<p><b>**At this stage, students should have a good understanding of administration of the WISCV; WJCog and processing measures (e.g. TAPS; TVPS; VMI; CTOPP). It is understandable that some districts may not administer the above test measures however, students should be able to develop a set of test batteries to administer for students with suspected disabilities of SLD, OHI and ED.</b></p>



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INTERNSHIP	WORKFLOW	PERFORMANCE EXPECTATIONS
PPS 71010A	<ol style="list-style-type: none"> <li>1. Upload your hourly log into Canvas to receive credit for the assignment</li> <li>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</li> </ol>	<ul style="list-style-type: none"> <li>-Secure an internship</li> <li>-Administration of assessments/scoring (SLD, OHI)</li> <li>-Complete review of records/background summaries</li> <li>-Complete classroom/playground observations and summaries</li> <li>-DIS counseling</li> <li>-Assist with behavioral assessments/interventions</li> </ul>
PPS 71010B	<ol style="list-style-type: none"> <li>1. When you have reached 600 hours, you need to do the following things: <ul style="list-style-type: none"> <li>-Have your supervisor complete the online supervisor evaluation form</li> <li>-Upload your completed hourly log (with signature page) AND evaluation form in ONEDRIVE</li> <li>-During weeks 7/8, submit your <b>signed hourly log(s)</b> and evaluation into CANVAS</li> </ul> </li> <li>2. If you have NOT reached 600 hours, DO NOT worry. You will need to do the following: <ul style="list-style-type: none"> <li>-Upload your hourly log into Canvas to receive credit for the assignment</li> <li>-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</li> </ul> </li> <li>3. <i>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 modifying your master plan of schedule to prevent from exhausting all internship courses.</i></li> </ol>	<ul style="list-style-type: none"> <li>-Administer various assessments (SLD, OHI, ED)</li> <li>-Background review and summaries</li> <li>-Classroom and playground summaries</li> <li>-Complete case studies from beginning to end (1-4 case studies)</li> <li>-Developing assessment plans</li> <li>-Preparing to present at IEP meetings/presenting at IEP meetings</li> <li>-Consulting/collaborating with teachers and staff</li> <li>-Conduct DIS counseling (individual and group)</li> <li>-Assist with behavioral assessments/interventions</li> </ul>
PPS71020A	<p>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</p>	



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INTERNSHIP	WORKFLOW	PERFORMANCE EXPECTATIONS
<p>Continued... PPS71020A</p>	<p><b>1. When you finally reach your first 600 hours, you need to do the following things:</b></p> <ul style="list-style-type: none"> <li>-Have your supervisor complete the online supervisor evaluation form</li> <li>-Upload your completed hourly log (with signature page) AND evaluation form in ONEDRIVE</li> <li>-During weeks 7/8, submit your completed hourly log and evaluation in CANVAS</li> </ul> <p><b>2. 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:</b></p> <ul style="list-style-type: none"> <li>-Upload your hourly log into CANVAS to receive credit for the assignment</li> <li>-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</li> </ul>	<ul style="list-style-type: none"> <li>-Administer various assessments to include SLD, OHI, Aut, and ED</li> <li>-Background review and summaries</li> <li>-Classroom and playground summaries</li> <li>-Complete case studies from beginning to end (1-4 case studies)</li> <li>-Presenting at IEP meetings</li> <li>-Consulting/collaborating with teachers and staff</li> <li>-Conduct DIS counseling (individual and group)</li> <li>-Input assessment data into IEP/district's system</li> <li>-Complete behavioral assessments/implement interventions</li> </ul>
<p>PPS71020B</p>	<p><i>You should be finishing up with the second half of your internship hours</i></p> <p><b>1. When you finally reach the second set of 600 hours, you need to do the following things:</b></p> <ul style="list-style-type: none"> <li>-Have your supervisor complete another supervisor evaluation form</li> <li>-Upload your completed hourly log AND evaluation form in ONEDRIVE</li> <li>-During weeks 7/8, submit your completed hourly log and evaluation in CANVAS</li> <li>-<u>REQUEST AN EXIT INTERVIEW</u></li> </ul> <p><b>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:</b></p>	<ul style="list-style-type: none"> <li>--Administer various assessments to include SLD, OHI, Aut, ED and if available, low incidence disability</li> <li>-Background review and summaries</li> <li>-Classroom and playground summaries</li> <li>-Complete case studies from beginning to end (1-4 case studies)</li> <li>-Presenting at IEP meetings</li> <li>-Consulting/collaborating with teachers and staff</li> <li>-Conduct DIS counseling (individual and group)</li> <li>-Input assessment data into IEP/district's system</li> <li>-Complete behavioral assessments/implement interventions</li> </ul>



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### INTERNSHIP

### WORKFLOW

### PERFORMANCE EXPECTATIONS

-At the end of 71020B, upload your hourly log into CANVAS to receive credit for the assignment  
-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.

### In Progress (IP) Grades/ Advanced Clinical Su- pervision

- ⇒ 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
- ⇒ You will be placed in an Advanced Clinical Supervision (CS) course. Presently, this course is a 1-unit course.
- ⇒ The Advanced CS course allows you to officially continue accruing internship hours while being supervised by a university instructor. If you accrue hours and are NOT placed in this course, hours accrued WILL BECOME INVALID.
- ⇒ When you have completed all 1200 internship hours, contact your current Advanced CS instructor so that he/she may verify your hours and evaluations
- ⇒ Ensure you have uploaded your completed hourly logs (reflecting 1200 hours) and both evaluations into ONEDRIVE
- ⇒ Request a grade change from IP to Credit
- ⇒ Request an EXIT INTERVIEW with your Advanced CS instructor