

**Cleveland State University
School Psychology Program**

MEMORANDUM OF AGREEMENT FOR INTERNSHIP

The School Psychology Program of Cleveland State University hereby enters into an agreement with Mid-Ohio ESC (the local education unit), setting forth the conditions of the internship and the responsibilities of the parties to this agreement.

Intern Responsibilities

1. The intern has completed all program coursework.
2. The intern possesses and is familiar with the content of the Cleveland State University School Psychology Program Handbook, and has reviewed and signed the Internship Plan and Evaluation Protocol.
3. Under the direction of the internship supervisor, the intern will develop a general plan for the completion of activities outlined in the Internship Plan and Evaluation Protocol during the first week of employment. The intern accepts responsibility to initiate and document internship-related activities and experiences.
4. The intern is responsible for notifying the university supervisor of any concerns regarding the internship that cannot be resolved in the placement setting.
5. The intern maintains a daily log of activities and a record of the number of hours of supervision per week. The supervision hours must average 2 hours per week.
6. The intern appropriately completes portfolio requirements and submits the portfolio to the university supervisor before the conclusion of internship. (Note: specific requirements for the content of the portfolio are described in the School Psychology Program Handbook.)
7. The intern registers for and attends required professional development programs, including the Fall and Spring Conferences of the Ohio School Psychologists Association, and other programs, as specified by the university and local education unit. The intern holds current membership in the Ohio School Psychologists Association and the National Association of School Psychologists.
9. The intern works with the psychological services staff, school personnel, students and families in activities that are consistent with school and district policies and with internship requirements. The intern completes assigned duties and furnishes required documentation to the local education unit. The intern attends meetings and other programs required by the local education unit.
10. The intern attends required on-campus seminars conducted by university faculty.

Supervisor Responsibilities

1. The supervisor must be an appropriately credentialed school psychologist in the state in which the training experience is offered, and **must be approved as a supervisor by a university that holds membership in the Ohio InterUniversity Council for School Psychology.**
2. The supervisor must have two years' full-time experience as a school psychologist, with one of those years in the school setting in which the supervision will occur.
3. **When the intern reports to more than one supervisor (e.g., in several different buildings served by the intern), one supervisor is designated as the lead supervisor with authority over the intern's activities.** The lead supervisor is responsible to coordinate the activities and responsibilities of the intern, to communicate with secondary supervisors to ensure that the intern is receiving appropriate experiences, and to make determinations regarding the schedule of the intern's activities.
4. The supervisor possesses and is familiar with the content of the Cleveland State University Handbook for Field Facilitators. The supervisor keeps a copy of the Internship Plan and Evaluation Protocol, and monitors the intern's activities to ensure timely completion of prescribed activities.
5. The supervisor meets, on average, at two hours during the week with the intern during the school day to review and discuss internship-related activities.
6. The supervisor has the responsibility of expeditiously notifying the university supervisor of any concerns about the intern's performance that cannot be resolved in the placement setting.
7. The supervisor participates in and contributes to periodic written evaluations of the intern's performance, in collaboration with the university internship supervisor.
8. **The supervisors engages in appropriate professional development activities to ensure a "best practice" orientation to the provision of School Psychological services. The supervisor is committed to the planning and delivery of evidence-based interventions.** The supervisor holds membership in at least one state or national professional association related to School Psychology.

Local Education Unit/School District Responsibilities

1. The school district provides adequate, well-lighted office space that ensures confidentiality for consultation and assessment activities conducted by the intern. The district also will provide a lockable cabinet or other secure place for keeping confidential information, as well as all necessary assessment and intervention materials, including test scoring and report preparation resources, comparable to those provided for certified/licensed school psychologists in the district.
2. The school district serving as fiscal agent (for Cuyahoga County, the Educational Service Center) enters into an agreement with the intern that provides salary and benefits consistent with policies established by the local Board of Education.

3. The school district allows for intern and supervisor attendance at required state and/or university seminars and meetings, including the Fall and Spring Conferences of the Ohio School Psychologists Association.
4. **The school district assures that the training experience afforded the intern has training as the primary focus**, and that supervisors are given released time to ensure the quality of the internship experience. The school district allows ample time for the intern to develop prescribed competencies in a developmentally appropriate sequence.

University Responsibilities

1. The University provides the intern, the supervisor, and the local education unit/school district (as appropriate) with copies of the Cleveland State University School Psychology Program Handbook, the CSU Handbook for Field Facilitators, and the Internship Plan and Evaluation Protocol, as appropriate for each party.
2. The University faculty supervisor makes periodic site visits to the intern and supervisor during the academic year. Visits will be scheduled on a routine basis with additional visits conducted upon request of the intern or supervisor.
3. The University faculty supervisor assists the intern and the supervisor in problem solving when the intern or the field supervisor reports an unresolved issue, using the written procedure described in the above-referenced CSU handbooks.
4. The University faculty supervisor assigns grades for internship-related coursework, including the supervised experience.
5. University faculty conduct on-campus intern seminars.

It is understood and agreed that the parties to this arrangement may revise or modify this agreement or the written plan for the internship through mutual agreement, as reflected in a written memorandum signed by each party.

This agreement shall be effective when executed by all parties.

By: _____
Superintendent

Date: _____

By: _____
Local Education Unit/School District Supervisor

Date: _____