

APPENDIX A
Cleveland State University
Supervised Experience in School Psychology
Internship Plan and Assessment Protocol

Name	Signature
University Supervisor/s:	Patrick Frato
District/Agency Administrator:	MOESC/JENNIFER CRUM
Intern Direct Supervisor:	JOANNA GREENWALT
Intern:	Lizbeth Figueroa

This *Internship Plan and Assessment Protocol* provides an outline of competencies to be attained by the intern by the end of the internship year, including a timeline for experiences intended to facilitate competency attainment. It includes the competencies appearing in the *Standards for Graduate Preparation of School Psychologists* (2010) of the National Association of School Psychologists. This protocol, including the *Performance-Based Assessment of Intern Competencies* – should be used by all parties to facilitate discussion during evaluation conferences.

This plan constitutes an agreement among parties (intern, university supervisor/s, district administrator, and the intern's direct supervisor) to cooperate in the internship experience, and to comply with guidelines of the Ohio Inter-University Council for School Psychology, and pertinent laws and regulations of the Ohio Department of Education. All parties to this agreement are committed to an internship experience that is comprehensive across the age range of students served, across high and low incidence disability conditions, and that consists of a range of school psychological services.

Conditions for Supervision

The university supervisor will conduct on-site observations and discussion with the intern supervisor and intern at least once per academic term. The purpose of these visits is to review activities and plans for ongoing/future activities, to assess progress toward the attainment of professional competencies, and to address questions or concerns, if any. Additional site visits will occur as deemed necessary by the intern, intern supervisor, and/or university supervisor. The university supervisor will conduct periodic seminars held on-campus for purposes of supervision, instruction, and evaluation of progress. A schedule of these on-campus seminars (and other calendar commitments) will be provided to the intern and to the intern supervisor at the beginning of the academic year.

Intern supervisors will provide individual, face-to-face supervision to the intern for at least 2 hours per week throughout the internship year, with additional time provided as needs arise. At least once each academic term, the intern supervisor will assess progress toward the attainment of objectives and complete a written evaluation of the intern's performance. The intern will

receive feedback from both the intern supervisor and university supervisor during or upon the conclusion of an evaluation event.

The intern will maintain a log of internship activities reflecting progress toward the attainment of objectives and competencies; it will be made available for evaluation purposes and during site visits by the university supervisor. The intern will serve a minimum total of 1,400 total clock hours across all internship training sites. The intern will attend scheduled seminars held on-campus for purposes of supervision, instruction, and evaluation of process. The intern will complete and submit documentation of internship activities as prescribed by the university supervisor(s).

Interns will complete a written evaluation of the intern experience at the conclusion of the internship year. The final evaluation will include an assessment of the nature and scope of experiences provided by the local education agency (placement site), the quality of field supervision, outcomes for the intern, completeness of the intern's preparation for the internship experience, and the suitability of the placement site for future internship placements.

Should problems arise during the course of the internship, it is the responsibility of the university supervisor(s), intern supervisor, and intern to communicate about such problems, and to cooperate in efforts to resolve such problems. In such instances, it is the responsibility of the university supervisor(s) to initiate and lead a "best practices" problem-solving intervention. The process will be conducted in a manner consistent with the policy and procedure for responding to student problems and impairments, outlined in the *Cleveland State University School Psychology Program Handbook*.

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 EDUCATIONAL SERVICE CENTER (the local education agency), 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 Inter University 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 Internship Handbook. The supervisor keeps a copy of the Internship Plan and Performance-Based Assessment 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 engage 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 Agency/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 provide supervision and 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: Petrak Fint
CSU School Psychology Internship Coordinator

Date: 08/31/2021

By: Jennifer Cro
Local Education Unit/School District Supervisor

Date: 8.31.21