



The University of Toledo
College of Health and Human Services
Department of Human Services
Specialist Level Program in School Psychology Program
Internship Memorandum of Agreement

The School Psychology Program of the University of Toledo hereby enters into an agreement with [Jacob Littleton](#) (an intern), and [Mid-Ohio ESC](#) (local education unit), pursuant to a school psychology internship. The purpose of this agreement is to set forth the conditions of the internship and to clarify the responsibilities of the parties to this agreement.

Tentative Start date: 8/5/26 (All staff meeting; ESC)
8/17/26 (First all staff; district)

Tentative End date: 5/26/27

Tentative first seminar date: 9/4/26

Intern

1. The intern will have completed all coursework before beginning the internship.
2. In collaboration with the intern supervisor, the intern will develop a training plan during the first week of internship that delineates activities to be completed and projected timelines. The intern will retain a copy of the plan and follow it as specified. The intern will submit a copy of the plan to the University internship coordinator(s).
3. The intern is responsible for notifying the University internship coordinator(s) of any concerns regarding the internship that cannot be resolved in the placement setting.
4. The intern will keep a daily log of activities including recording the number of hours of supervision per week. The supervision hours must average at least 2 hours per week.
5. The intern will keep a log of all cases and code the information in order to protect the privacy of their clients/consultees.
6. The intern will complete and submit the summative portfolio to the faculty at the completion of internship.
7. The intern will independently complete the Internship Competency Evaluation in October, December, February and at the completion of the internship. The intern and supervisor will discuss their individual ratings and any differences. The evaluation will be filled out electronically.
8. The intern will complete an evaluation of the internship at the completion of the experience.
9. The intern will complete an internship experience of no less than 1200 clock hours.
10. The intern will work with psychological services staff, school personnel/staff, students, and families in activities that are consistent with school and district policies and consistent with the internship requirements and training plan.
11. The intern will attend internship seminar, which will be conducted on-campus by the University internship coordinator(s). If the intern is working out of the greater Toledo area, the intern will make arrangements to attend internship seminar remotely.

12. The intern will attend professional conferences including OSPA and the Annual Intern Conference, and, if possible, NASP.

Intern Supervisor

1. The supervisor will provide evidence that they are appropriately credentialed as a school psychologist in Ohio.
2. The supervisor has at least three years of experience as a school psychologist, with at least one of those years in the school setting where the supervision will occur.
3. The supervisor will ensure that no more than two supervisors provide supervision for the intern at any given time.
4. In collaboration with the intern, the supervisor will develop a training plan during the intern's first week of internship. The supervisor will maintain a copy of the plan and monitor its implementation.
5. The supervisor will meet, on average, two hours per week with the intern during school time.
6. The supervisor will provide opportunities for the intern to engage in experiences necessary to attain all competencies. This includes ensuring that the intern independently completes **no more** than 35 independent initial and re-evaluations for special education.
7. The supervisor will complete a formative evaluation of the intern's competencies in October, December, February and a summative evaluation at the end of the internship in May/June. Evaluations will be filled out electronically.
8. The supervisor will ensure that the intern conducts themselves in a manner consistent with the current ethical and legal standards of the profession. A violation of such standards is grounds for termination of the internship experience.
9. The supervisor will discuss monthly with the intern the projected timeline for independent functioning (i.e., independent assignment at one building). Additionally, the intern supervisor will prepare staff at the building where the intern will assume responsibility during the latter months of the school year for all psychological services (i.e., keep staff informed of the timelines).
10. The supervisor will contact the University internship coordinator(s) immediately for the following reasons:
 - A competency area cannot be fulfilled within the placement.
 - The intern is not fulfilling requirements or is at-risk for failure.
 - A conflict arises that jeopardizes the intern's ability to have a quality internship experience.
 - Other questions or concerns arise, and consultation is required with the University coordinator(s).

School District and/or School District Fiscal Agent

1. The district will ensure that training is the primary focus of the internship experience and field facilitators will be given released time to ensure the quality of the internship experience and intern's participation in continuing professional development.
2. The district is committed to providing a diversified learning experience for the intern and opportunities for the intern to attain professional competencies through carefully supervised activities.

3. The district will provide a safe and secure work environment and adequate office space that ensures confidentiality for consultation, counseling and assessment.
4. The district will provide a lockable cabinet or other secure place for keeping confidential information.
5. The district will provide all necessary assessment and intervention materials, including test scoring and report preparation resources comparable to those provided for licensed school psychologists in the district.
6. The district will enable the intern to meet internship and training requirements including attendance at out-of-district meetings or conferences.
7. The district will enter a formal contract with the intern pursuant to compensation, services to be rendered and the time frame of the services.
8. The district will release the intern to attend weekly, on-campus intern seminars conducted by university faculty.
9. The district will provide the intern with adequate release time to attend local, state, and national professional association conferences, as well as the annual Ohio Intern Conference.
10. The district will be committed to continued professional development as related to the responsibilities associated with intern supervision for both the intern and the field facilitator.

University

1. The University will provide the school district and the intern with the following materials prior to the start of the fall semester.
 - a. Ohio Internship in School Psychology Manual
 - b. UToledo SPSY Manual
 - c. Link to Internship Competency Evaluation – Supervisor Form
 - d. Link to Training Plan Form
 - e. Syllabus for fall semester
2. The University coordinator(s) will make scheduled visits during the academic year to be held in October, December, February and May/June with additional visits upon request from the intern or internship supervisor.
3. The University coordinator(s) will assist the intern and the intern supervisor in problem solving when the intern or intern supervisor reports an unresolved issue.
4. The University coordinator(s) in collaboration with the intern supervisor will assign the intern a grade of Satisfactory or Unsatisfactory at the end of each semester for the internship experience.
5. The University coordinator(s) will 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 experience by written amendment upon mutual agreement to such amendments. This agreement shall be effective when executed by all parties.

Brandon J. Wood

By:

Brandon J. Wood

Date:

5/20/26

University Internship Coordinator(s)

Steve Willeke

By:

Steven E. Willeke

Date:

5-19-2026

Internship Supervisor

Jacob Littleton

By:

Jacob Littleton

Date:

5/19/2026

School Psychology Intern

Eric Turlo

By:

Eric B. Turlo

Date:

5/20/26

District Representative