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School Psychology Internship Requirements

CSUS school psychology students ...

1. Are expected to take primary responsibility for finding an acceptable internship placement.
2. Do not begin interviewing for an internship position until after they have confirmed with their advisor that they are ready to begin this process.
(NOTE: Typically students begin to interview for internship positions in the spring semester of their second year, or during their 4th semester of course work. However, this does not mean that students cannot engage in informal conversations with school districts at any time during their training about the POSSIBILITY of an internship placement.)
3. Are released to their internship after successful completion of ALL course work, obtaining a passing Praxis score, obtaining satisfactory Early Fieldwork evaluations, AND have received the approval of the school psychology faculty.
(NOTE: Students will typically be allowed to interview for an internship placement before they are formally released to their internship, which takes place only after grades are posted for all course work.)
4. Are expected to complete their internship in a placement that is no more than 50 miles from the CSUS campus.
5. Are required to find an internship that meets the CSUS School Psychology Program's expectations for breadth.
(NOTE: This means that the internship plan must clearly indicate that, after taking into account Early Fieldwork placements, the intern has the potential to complete at least 200 hours in 3 of the 4 school settings authorized by their credential, i.e., preschool, elementary, middle school, high school.
6. Are required to immediately let the Fieldwork/Internship Coordinator know that they have been offered and internship so that the Coordinator can verify that an Internship Agreement exists between the prospective internship placement site and CSUS.
7. Are required to ensure that an Internship Expectations Form has been signed by at least one of the school psychologists that will be providing direct supervision at the internship placement site. This form is available at <http://www.csus.edu/indiv/b/brocks/> .
8. Are required to submit the completed Practicum Hours Documentation Form to the CSUS Fieldwork/Internship Coordinator before they accept an internship placement offer from a school district. It is this form, which is available at <http://www.csus.edu/indiv/b/brocks/>, that documents the internship placement has been approved by the School Psychology Program. **It is only after this form is signed by the Fieldwork/Internship and School Psychology Program**

Coordinators that internship hours worked, will count toward the 1,200 hours required for credentialing. (NOTE: It is recommended that all internships be approved by the CSUS school psychology faculty before an internship contract is signed. Approval is typically based upon the above listed items 5, 6, and 7).

9. Are required to submit their Internship Hours Log (signed by their district supervisor), including specification of how many hours are spent in each of the four school psychology settings, to their CSUS field supervisor on a monthly basis. This form is available at <http://www.csus.edu/indiv/b/brocks/> .
10. Are required to enroll in the Internship Seminar and expected to attend **all** seminar meetings.
11. Are required to turn-in Internship Evaluation Forms at the end of the fall and spring semesters. (NOTE: The fall semester evaluation form is a considered a formative evaluation. The spring semester form is summative. By the end of the internship all areas on this form **MUST** be evaluated and the rating must be at a 3, which reflects “standard performance,” or higher before the school psychology credential can be issued.)
12. Understand that the CSUS school psychology faculty sign off on school psychology credential applications based upon meeting the following standards:
 - a. Successful completion of **all** credential related coursework.
 - b. Successful participation in the Internship Seminar.
 - c. Completion of the final Internship Evaluation (signed by the a field-based supervisor, **ALL** areas are rated, and the ratings are 3 or higher)
 - d. Internship Logs indicate 1200 internship hours have been completed.
 - e. Internship Logs indicate that 200 hours of fieldwork/internship have been completed in 3 of the 4 school settings authorized by the credential (these hours may include Early Fieldwork hours).

CSUS School Psychology Student

CSUS Fieldwork/Internship Coordinator

Date

Date