PSY 7810
Spring, 2013
Advanced Internship in School Psychology Syllabus

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*Note: PSY 7810 is an online class that you will access through D2L. Be sure to use the D2L site regardless if you are enrolled in the class for 3 or 5 credits. If you have a disability that may require assistance or accommodation, or you have questions related to any accommodations, please contact me as soon as possible. Students may also contact the Office of Disabled Students Services (898-2783) with questions about such services.

*If you are enrolled for 5 credits, include a separate contract for your extra 90 clock hours and plan for a separate evaluation using the MTSU School Psychology FIELD EVALUATION FORM

Course Objectives

The internship is our 1200-hour capstone experience designed so that you have sufficient exposure to real world school psychology under supervision to prepare you as an entry-level practitioner in accordance with our NASP and Tennessee Department of Education approved program. The internship allows you to continue to develop a full range of school-psychology-related skills and to integrate psychological and educational principles previously learned. The internship is entirely field based. Consistent with the program philosophy, the internship includes culturally diverse experiences ethically practiced.

Course D2L website: The course D2L website provides critical resources for this online class.

Instructional Methods

Methods include the activities and discussion board aspect of this class that enables you as a school psychology internship cohort to act as an online community. This is a natural transition from the on-campus community that you have developed as students in classes together for the past two + years. As part of an online class available to students interning anywhere, you must participate in all class discussions and monthly chats.

Online (D2L) chats will be held four times during the semester. Come to the chat prepared to discuss specific cases, course readings, as well as professional issues. It is your responsibility to provide cases and to stimulate discussions. Because your input is critical, class attendance is mandatory. Schedule these dates in ink with your supervisor so that IEP teams do not conflict. Post a minimum of 2 discussion comments each week on our course website throughout each term. Visit the TN Department of Education Special Education site (or your state’s site, if you are out of state on internship) every month and frequently react to changes there. Of course, I hope that you will be actively engaged in the discussions with numerous postings. Consider the following dates and information.

- **Required text:** You are required to read one book per semester. This book may be on any school psychology related topic of your choosing. Students often choose...
books on topics they are interested in learning more about or on topics their supervisors encourage as being important in that district. The chosen book should be divided into three sections, as you will submit three summaries throughout the semester.

- **Send me your selection and rationale for choosing the book by using the D2L dropbox prior to our first meeting for my approval. Use the drop box to complete each assigned book section review. Limit your 3 section reviews to 1 page single-spaced. Cover each of the following 4 points:** Completely identify the book including the ISBN number.
  - 1. Summarize the section read.
  - 2. What is the author’s approach? Is this databased or anecdotal or based on persuasion?
  - 3. What did you learn that is new?
  - 4. Can you recommend the book to classmates?

**Meeting Time:** Friday 1:00-3:00 Central Time (to help our Eastern time zone buddies get home in time)

**Meeting Dates**
- Meeting 1 January 25, 2013 Select your book. Seek approval.
- Meeting 2 February 22, 2013 First third of the book
- Meeting 3 March 8, 2013 Second third of the book
- Meeting 4 April 26, 2013 Finish the book

**Departmental Phone Number:** 615.898.2706 (Fax: 898.5027)

**General requirements for a grade each term**

1. **Attend each chat for the full class scheduled time. Be prepared to actively participate.**
2. **Turn in a weekly log with at least required percentages in each category (1) varying types of assessment linked to intervention for academic, behavioral, and social/emotional issues; (2) consultation; (3) behavior analysis and intervention; (4) counseling; (5) prevention at varying levels; (5) research and program evaluation; (6) supervision; and (7) mentoring. Update your log weekly.**
3. **Turn in each book assignment in the Drop Box prior to the start of the 4 chats as well as all of your paperwork and your supervisor’s evaluations on time.**
4. **Participate in the class discussions a minimum of 8 times between meetings (Hayley interpretation: A minimum of 2 insightful, meaningful, thoughtful posting each week). Because your cohort values your insights, we all urge you to participate more. Head to the TN State Dept site regularly.**
5. **It is required that you have current liability insurance. Ensure that your liability insurance is updated and active. Proof of insurance must be in your internship file that I maintain.**
6. **Provide contact information for yourself and your supervisor(s). Use the forms in the internship packet to provide names, addresses, phone numbers, the best time to call, e-mail addresses, and the best method to make contact. Check to be sure that your supervisor(s) has (have) a maximum of one additional intern.**
7. **Successfully develop, conduct, and document your internship intervention case study each semester using the NASP Case Study Rubric. Faculty will provide formative and summative feedback to help you reach competency and obtain a passing grade. Plan, conduct, and evaluate at least one consultation case by the end of your internship (Note: 2 intervention cases and 1 consultation case). You may use your consultation case as one of your intervention cases as long as you successfully complete all of the evaluations for both the consultation and the intervention. Use the NASP Kara case that I enclosed in the internship**
packet as a model of the intervention approach. Follow the rubrics that we developed for these assignments. Follow the format for case conceptualization and reporting and length of intervention (10 weeks). Turn in a spreadsheet with your narrative and graph. The consultation evaluation forms are included in your Internship Packet as well.

8. In order to provide our faculty with an opportunity to provide formative feedback, turn in an intervention and write up by midterm (March 17, 2013 at 11:59 p.m.) This does not have to be your finished product. Include effect size calculations. The intervention update dropbox and effect size update dropbox will close at 11:59 p.m. You will be given additional time to complete your intervention based on the formative feedback. The rubrics are provided on D2L.

9. Successfully complete all required aspects of your internship listed in this class syllabus, the internship packet, and the D2L website. Complete each on time or be docked a letter grade.

10. Use the dropbox associated with D2L to turn in your assignments. Make your submissions visually appealing. Use about one page per week to document your wide range of activities. Be sure to list your 2-5 hour weekly supervisory sessions and blinded interventions in your log and in your categories for your required categories in your pie chart. Post your submissions prior to the final meeting of the semester for show and tell. Also, include a graphic presentation of your consultation case as well as your intervention / blinded case studies including the data in separate Excel files. We need to aggregate the numbers. Ensure that the total numbers of completed hours are included on your chart submission and in your log. Keep a running tally of hours completed.

11. 1200 hours of internship work should be completed and documented in a time log updated every week.

12. Develop and conduct at least one inservice presentation at your internship site sometime during your internship. Collect written audience feedback regarding your presentation.

13. Attend and document at least 10 hours of professional seminars (see End of Internship Requirements below)

14. Follow NASP ethical standards.

15. Adhere to all MTSU policies regarding professional integrity and academic honesty.

**Midterm Requirements**

**Interns should urge supervisors to submit the Midterm Internship Evaluation form at or before midterm (March 17, 2013). Use our evaluation form. Use the form again by the final chat (April 26, 2013). You will be evaluated 4 times during the entire internship, twice in the fall and twice in the spring.**

**End of first term requirements**

See the first term checklist in your Internship Packet to be sure to meet grading requirements.

**End of internship requirements**

(Note: I described these in your D2L section called “Word documents of internship packet as well as here.) Plan ahead to be sure you are finishing all of these.

At the culmination of your internship, submit (or have your supervisor submit) the following information at or before the last internship meeting in the spring (April 26, 2013). Competence is required for each to obtain a grade.
1. Use the D2L drop box to provide the following artifacts.
   a. Where did you present your thesis?
   b. Did you complete your IRB final report? Provide a copy to me.
   c. Crisis (real or hypothetical using Crisis scoring rubric)
   d. Ethical dilemma (real or hypothetical using Ethical Dilemma scoring rubric)
   e. Sample fancy report from your internship (measured with the scoring rubric).
2. Consultation case including the forms provided in the D2L content section of this course under the section name “Consultation case.” These are named: 1) Intern consultee evaluation, 2) consultant evaluation, and 3) consultation summary.
3. Case Studies Narrative including 1) your self-critique of the case study 2) the raw data and 3) your effect size calculations. Academic case for fall term. Behavior case study for the spring term (measured with the scoring rubric).
4. A pie chart representing the division of your internship activities. This pie chart should clearly indicate the percentage of time spent in each activity including supervision of at least 2 hours each week. (Typically students use Microsoft Excel to construct these charts.)
5. The final of 4 comprehensive Intern Evaluation Forms completed by your supervisor (not necessarily in drop box).
6. Your evaluations of the internship site and supervisor (not necessarily in drop box).
7. Your exit interview (not necessarily in drop box).

Assignments of Grades
Grades for the semester will be based on: 1. Your ethically and professionally fulfilling the internship proposals / contractual agreement. 2. Your ratings on Intern Evaluation Form completed by the internship supervisor 3. Your intervention case studies and your consultation case (measured with the scoring rubric), 4. Your attendance and participation at interns’ meetings, 5. Your participation in class postings, 6. Your timely submission of required documentation. 7. Your completing the class syllabus. As the instructor, I am responsible for assigning your grade. The corresponding percentages are presented here:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intervention Case Study (including your self-rating; (measured with the scoring rubric))</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm Supervisor's Rating</td>
<td>20%</td>
</tr>
<tr>
<td>End-of-Term Supervisor's Rating</td>
<td>40%</td>
</tr>
<tr>
<td>Attendance or Contact at Intern's Meeting (chats) and Appropriate discussion postings</td>
<td>10%</td>
</tr>
<tr>
<td>Appropriate participation in book reviews,</td>
<td>10%</td>
</tr>
<tr>
<td>Internship portfolio dropbox submissions</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grading scale: A= 90%; A- = 85%; B+ = 83%; B=80%; B-=77%; F=<77%; If you are late, grade docked a letter grade.

Name ____________________ and date________ Internship File Contents:

   Contact information:

   - Up-to-date Liability Insurance
   - Internship Contract
• Verification of Internship Eligibility

• TN Dept of Ed Graduate Student Registration

• Supervisor Contact Information
  o Supervisor Resume
  o and License

• Thesis Completion Thesis Presentation (Location: ________________)

• IRB final report

• Praxis Scores including raw scores ______; ______; ______; ______; ______

• Intent to Graduate with M.A.

• M.A. Degree

• Ed.S. Candidacy filed

• Intent to Graduate with Ed.S.

• Completion of Ed.S. Coursework

• Professional Development Hours (at least 10)

• Internship log assist tables completed and updated 4 times

**Fall Requirements:**

• Fall 2012 Academic Intervention Case
  o Narrative of Case (measured with the scoring rubric)
  o Raw Data
  o Effect Size Calculation

• Book Report (Title: ________________)
  o Part 1 (due 10/14)
  o Part 2 (due 11/18)
  o Part 3 (due 12/9)
• Midterm Intern Evaluation (due 10/29) 

• End of Term Intern Evaluation (due 12/9) 

• Fall Electronic Portfolio Check Out 

Spring Requirements:

• Midterm formative Spring 2013 Intervention Case 
  o Narrative of Case (measured with the scoring rubric) 
  o Raw Data 
  o Effect Size Calculation 

• Final (Last chat) Spring 2013 Intervention Case 
  o Narrative of Case (measured with the scoring rubric) 
  o Raw Data 
  o Effect Size Calculation 

• Consultation Case 
  o Consultee Evaluation 
  o Consultant Self-Evaluation 
  o Consultation Summary (measured with the scoring rubric) 

• Book Report (Title:________________________________________) 
  o Part 1 (due ) 
  o Part 2 (due ) 
  o Part 3 (due ) 

• Inservice Presentation 
  Topic:_____________________________________________________
  Location:__________________________________________________
  Audience:__________________________________________________

Ethics project (measured with the scoring rubric) 

Crisis project (measured with the scoring rubric) 

Fancy Internship Report (LD) 

• Spring Electronic Portfolio Check Out 

• Midterm Intern Evaluation (due: March 17) 

• End of Term Intern Evaluation (due: April 26)
• Internship Site Evaluation
• Internship Supervisor Evaluation
• Internship Log of Activities
• Exit Interview
Intern’s Name: _______________________________

End of Internship Checklist

1. _______ Competency check

2. _______ Time log that includes the total number of hours completed

3. _______ Completed consultation case (measured with the scoring rubric)
   a. _______ Summary of Consultation Case (measured with the scoring rubric)
   b. _______ Intern consultee evaluation (Intern consultation evaluation form)
   c. _______ Consultant self-evaluation
   d. _______ Consultation summary (measured with the scoring rubric)

4. _______ Completed Case Study #2 using the NASP Case Study Rubric
   a. _______ Narrative/summary of case study (measured with the scoring rubric)
   b. _______ Raw data
   c. _______ Effect size calculations

5. _______ Completed Pie chart indicating division of responsibilities

6. _______ Final (4th) Intern Evaluation Form completed by supervisor (If you are enrolled in the 5 hour section, include a separate evaluation using the MTSU Field Evaluation form.)

7. _______ Evaluation of internship supervisor

8. _______ Evaluation of internship site

9. _______ Blinded LD case (fancy report; measured with the scoring rubric))

10. _______ Internship diverse experiences checkout sheet (list of hours using log assist)
    a. _______ Assessment
    b. _______ Indirect Services
c. _______ Direct Services

d. _______ Supervision

e. _______ Other

f. _______ Experiences with Diverse Populations

11. _______ Exit Interview

12. _______ Documentation of Thesis presentation

13. _______ Documentation of completion of an inservice presentation

14. _______ Documentation of at least 10 hours of professional seminars or workshops

15. _______ Verification of competence for independent practice

16. _______ Your Praxis score including subtest raw score _______ subtest scores ___ ___

    ___ ___ ___ ___

17. _______ Address where I should send your copy of the licensure letter

18. _______ Address where I should send your supervisor’s thank you note