



General Information about an Out-of-State Internship in School Psychology

Introduction: This information is provided to Ed.S. students who are seeking a School Psychology internship outside of Ohio. The purpose of this document is to provide you with general information that can assist you in determining whether or not a potential site would meet internship requirements, as well as what steps you need to take to arrange for approval of this site for your internship.

Selecting a State for Internship

Students who intend to work in a state other than Ohio following completion of the Ed.S. degree should seriously consider completing an internship in that state. In addition, early notification of program faculty about this intention is encouraged to facilitate the necessary arrangements.

Training Site Characteristics

- Except in unusual situations, your internship site must be a school district or educational cooperative that provides school psychological services to school districts.
- Supervision must be provided by an appropriately trained and credentialed school psychologist with at least 2 years experience, who is on-site and possesses the temperament and interest to mentor the intern.
- The district must provide a comprehensive program of school psychological services (variety of experiences, ages, and disabilities).
- The district must operate a comprehensive special education program and system of pupil personnel services.
- The district must operate intervention assistance teams and include professionals skilled at collaborative problem solving.
- The district personnel must have a good working relationship with representative community agencies permitting experiences in school-community collaboration.
- The internship must afford the intern with a variety of experiences related to major functions, including assessment, consultation, intervention, professional

development, parent training, and evaluation of the effectiveness of the intern's services.

- Consistent with the internship's focus as a training experience, it should allow release time for the intern and his/her supervisor to attend conferences associated with the internship and to promote continuous professional development.
- The internship must provide an appropriate work environment for the intern (e.g., desk, confidential work space, computer access, telephone access).
- The intern supervisor must provide mid-year and year end written evaluations of intern performance using an agreed-upon competency checklist, as well as periodic interactions with faculty from the supervising university training program.

Suggestions for Obtaining an Out-of-State Internship

- Once a general location (state, region of state) is identified, students should make contact with school districts and state and regional professional organizations to identify sites that are accepting applications for interns for the following year. Rely on your own networks to identify likely sites. You might also contact KSU graduates in the region or other professional contacts suggested by your advisor. **Timeline: November-February.**
- If a district is seeking interns for the following year, contact the district to inquire about the interview process and timeline, and whether there are any specific characteristics the district is seeking in an intern (e.g., some districts will employ only interns who are bi-lingual). There may be a specific application procedure, and an interview will almost certainly be required. In general, the earlier you interview, the better your odds will be of locating a good site. **Timeline: November-February.**
- When interviewing for an internship, take your portfolio and be prepared to respond to content questions (e.g., "What would you do in this situation"). Remember that you are also interviewing them, so be sure to inquire about the experiences you can expect. Share the guidelines with them about what kinds of experiences your university training program requires (see previous section) and confirm that the site can deliver these things. Although not always possible or even known at this time, ask about the individual school psychologist who will be your immediate supervisor and inquire if you can meet him/her. Determine what salary and benefits the district is offering, and inquire whether the district has worked with other university training programs previously, as that might be a good starting point for obtaining a local supervising university. **Timeline: November-February.**

- Once an offer has been made that you are seriously considering, inform the KSU faculty member who is supervising Internship, and provide him/her with the name and contact information of the school district, including the name and contact information for the district administrator who has made the offer and the individual who will be your immediate supervisor. At this time, the KSU faculty member generally makes a contact with the district to confirm internship arrangements. Please note that your potential internship site is not finalized until it is approved by the KSU program.

Arranging for University Supervision of Internship

- Once an offer has been made that you are seriously considering, inform the KSU faculty member who is supervising Internship, and provide him/her with the name and contact information of the school district, including the name and contact information for the district administrator who has made the offer and the individual who will be your immediate supervisor. Also inform KSU about whether or not the district has worked previously with another university training program, and, if so, the name of this program, and the name of a faculty contact person, if available.
- The KSU faculty member will make a contact with a NASP-approved program in that state or in close proximity to the proposed internship site to inquire about local supervision of your internship. This process may result in an arrangement in which you register for some internship hours at that university, as well as KSU; participate in that university program's internship seminar instead of or in addition to attending the KSU seminar periodically; and where that university conducts the local supervision, which includes site visits, assistance with state-specific paperwork, and facilitation of mid-year and year-end evaluations using that university's internship evaluation form.
- When all the arrangements have been confirmed, you will be notified in writing by the KSU internship coordinator, generally via e-mail, about the specific arrangements for your internship. These arrangements generally should be in place by **March or April**.