



## LETTER OF AGREEMENT SCHOOL PSYCHOLOGY INTERNSHIP

Western Kentucky University's School Psychology program is pleased that you have agreed to be a partner in our effort to develop and train school psychologists. A critical aspect of that effort is the establishment of collaborative arrangements with field placements where both a richness of experience and quality of supervision are available. We are convinced that the intern placement creates a situation that is of benefit to all concerned; while the intern is clearly a learner, she is also a significant contributor.

There are several standards for internship experiences in school psychology that must be followed for the internship experience to be acceptable to WKU's two accrediting and credentialing organizations: the National Association of School Psychologists (NASP) and the Council for the Accreditation of Educator Preparation (CAEP). In addition, the internship is the culminating educational experience for the Specialist in Education degree (Ed.S.) in School Psychology and as such the primary objective should be the professional development of the student. This document serves as the agreement between Western Kentucky University, the school psychology intern, and the designated Local Education Agency (LEA), and it delineates the responsibilities of each party.

### RESPONSIBILITIES OF THE UNIVERSITY

1. Provide a designated faculty member credentialed in school psychology to coordinate with the designee of the LEA.
2. Verify that the internship site is knowledgeable of the internship requirements and that the supervising school psychologist holds school psychology certification and/or licensure and three years experience post internship.
3. Complete periodic evaluation of the intern's performance at the internship site.
4. Monitor the intern's activities, logs, and supervision for educational appropriateness.
5. Maintain periodic contact with the designee of the LEA and the intern during the internship duration.
6. Provide the primary supervisor with a copy of the *School Psychology Internship Handbook*.
7. Monitor and approve the intern's Professional Development Plan.
8. Schedule and facilitate internship seminar meetings (3 per semester).
9. Conduct site visit(s) to the internship site (distance permitting).
10. Assign grades for the internship course (Psy 592) after consultation with the supervising school psychologist.

### RESPONSIBILITIES OF THE INTERN

1. Provide internship site with the certificate of eligibility for Provisional School Psychology certification if LEA is in Kentucky.
2. Secure professional liability insurance at own expense and carry the insurance during the term of the internship in the amount of no less than \$1 million per occurrence and \$3 million annual aggregate. A copy of the evidence of insurance will be provided to the university internship supervisor and, upon request, to the LEA.

3. Conform to administrative policies, standards and practices of the LEA and to the legal and ethical standards of the profession.
4. Identify herself to the public as a "School Psychology Intern."
5. Participate actively in the supervision process with the LEA and University supervisors.
6. Notify LEA of illness, accident or any other situation that does not allow the intern to fulfill his/her obligations. The University supervisor should be notified in the event of an extended absence(s).
7. Integrate internship course requirements into the internship experience in collaboration with the supervising school psychologist at the LEA and the University internship supervisor.
8. Notify the University of any change(s) in the internship, internship supervision, schedule and/or responsibilities.
9. Provide University internship supervisor with performance evaluations completed by the primary supervising school psychologist and internship logs according to schedule provided. This written evaluation is required prior to posting a grade for the internship course.
10. Develop a Professional Development Plan consistent with the program competencies, internship activities and outcomes in collaboration with the primary supervising school psychologist and the University internship supervisor.
11. Complete a portfolio documenting program outcomes as stipulated in the *School Psychology Internship Handbook*.

#### RESPONSIBILITIES OF THE INTERNSHIP SITE (LEA)

1. Commitment to the internship as a training program and collaboration with the university internship supervisor and intern to fulfill the training requirements.
2. Provide opportunities for the intern to develop a broad and diverse role, including development of professional competence across professional practice domains (e.g., data-based decision making, consultation, interventions, preventive and responsive services, research and program evaluation).
3. Provide opportunities for the intern to develop professional competencies with a broad range of diverse populations, programs, and services.
4. Provide a comprehensive orientation to the LEA administrative policies, standards, practices, programs, and services in the region/community.
5. Assure intern will participate in monthly University meetings as part of their contracted days. Most meetings will be held via electronic means but at least one meeting per semester will be held in person at WKU (if allowable under virus restrictions and if the site is within reasonable driving distance).
6. Designate one school psychologist with at least three (3) years experience post internship in school psychology to serve as the primary supervisor. If the supervisor is already employed by the district, the university strongly encourages the supervisor be provided with release time or work load adjustments for the supervision responsibilities.
7. Agree that the assignment of the internship primary supervisor is subject to approval of the University.
8. Agree that primary supervisor schedules and provides a minimum of two (2) hours each week in direct, face-to-face consultation with the intern. Additional time will likely be necessary to review and co-sign the intern's reports and paperwork.
9. Assure that the intern will be treated by the district as part of the professional staff; provides salary and benefits as specified in the district contract; provides reimbursement for expenses consistent with policies pertaining to LEA school psychologists; provides a supportive work environment, adequate supplies, counseling and testing materials, and access to computer, internet, and e-mail; and provides release time to attend professional development workshops or professional association meetings.

10. May notify in writing to the University, the desire to terminate or cancel any intern whose performance is unsatisfactory, whose personal characteristics prevent productive relationships at the internship site, or whose health status is a detriment to her successful completion of the internship. Prior to cancellation or termination, the internship site and the University internship supervisor will consult about the proposed action.
11. Assure that the workload of the intern will not exceed seventy-five (75) percent of what a credentialed school psychologist would work and that no more than seventy-five percent of their time to traditional psychoeducational evaluations.

### ADDITIONAL REQUIREMENTS

The internship will consist of not less than one thousand, two hundred (1,200) hours. The intern will spend approximately forty hours per week for a full school year with the normal school-related holidays off. If documented and approved by the on-site primary supervisor, the intern can be involved in and count other professional activities, such as report writing and reading relevant professional material, on evenings, weekends, or on days when school is canceled in the LEA.

*Endorsement of this Letter of Agreement signifies your agreement with the standards and guidelines delineated within the Letter.*

Name of Intern: Grant Godbey

Name of School District (LEA): Boone County Schools

Name of Primary Supervisor: Tara White

Highest Degree and Certification of Primary Supervisor: Ed.S. School Psychology

Length of Internship Placement: 1,200 hours (minimum)

Dates of Internship Placement: From 8/2020 to 6/2021

LEA Administrative Representative

Tara White

Primary Supervisor

Date

8/20/2020

Date

Intern

Date

University Internship Supervisor

Date