

## **Guidelines for Proposing School Psychology Doctoral Internship Placement at Current Work Site**

A student who is currently employed as school psychologist in the Clark County School District may apply for permission to complete all or a substantial portion of the 1800 hour doctoral internship at the current work site(s) by preparing a written statement addressing each of the following items:

1. Provide a detailed description of activities required in your assignment as a CCSD school psychologist, including an approximate number of hours spent with various functions and an appropriate estimate of the relative percentage of time that has been afforded to each function.
2. Provide a detailed description of the proposed internship. Estimate the hours per week per function and estimate the relative percentage of time that will be afforded to each function if the doctoral internship proposal is approved. A doctoral intern may spend time in research activity, including evaluating the outcomes of services delivered and the effectiveness of the intern's own training. This time shall not exceed 25% of the internship. A doctoral intern must spend at least 25% of his or her time in direct (face-to-face) psychological services to clients/students/patients. Include the proposed dates of initiation and completion for the proposed internship.
3. Provide a statement acknowledging that you understand and accept the requirement that you will: a) conduct a minimum of two therapy and/or behavior modification projects using a single-case study design and submit written reports involving these projects, b) submit a minimum of two psychological reports per semester, c) prepare two review papers involving school psychology related books or tests, and d) maintain a daily log of activities performed throughout the internship.
4. Explain how the proposed and current activities differ. Be sure to provide a clear description of the differences in terms of the actual activities that are currently being provided relative to the proposed activities.
5. Provide the name, a photocopy of the state psychologist license, and vitae of the proposed internship field supervisor. The field supervisor must be a licensed psychologist and an employee of the Clark County School District. He or she may have other intern supervision responsibilities but must limit doctoral supervision to no more than two doctoral interns per year.
6. It is expected that the intern will receive at least two hours per week of individual supervision with at least one of those hours provided by the psychologist identified in #5 above. Provide a letter from your proposed internship field supervisor stating that he or she is prepared to provide this supervision and that he or she will be available for site visits from the faculty member assigned as instructor of the doctoral internship course, that he or she will receive telephone calls from the faculty member assigned as instructor of the doctoral internship course, and that he or she will complete rating sheets in a

timely manner that reflect the performance of the intern.

7. Provide a statement acknowledging that you understand and accept a requirement that in addition to the individual supervision, you will be required to participate in other scheduled learning activities, such as case conferences, seminars, and/or observation of service delivery by others.
8. Provide a statement acknowledging that you understand and accept a requirement to complete a minimum of 50 hours of in-service training during the internship. In-service training may occur at national, state, or local conferences or at the actual internship site, and a minimum of 10 hours shall consist of APA-approved training programs.
9. Provide evidence at the time of registration for the internship (in the form of a photocopied contract) that you have obtained professional liability insurance for the internship period. This insurance must provide \$500,000 worth of coverage or more. For the purpose of the internship proposal, students must state that "A copy of my professional liability insurance for the designated internship period will be provided prior to registration. This insurance will provide \$500,000 worth of coverage or more.
10. State that in all instances you will abide by the ethical standards of the American Psychological Association and the laws of the State of Nevada.

The information above should be gathered into a single packet and submitted to the Coordinator of the School Psychology Doctoral Program for approval prior to the initiation of the internship.