

# **Stephen F. Austin State University**

**The University of Texas System**

**James I. Perkins College of Education**

**Department of Allied Health Studies**



## **Master's in School Psychology**

Program Approved by the  
National Association of School Psychologists  
Texas Higher Education Coordinating Board

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## **Student Handbook**

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## General Information about the Program

Stephen F. Austin State University (SFA) is a regional university located in Nacogdoches, TX, a thriving historic community nestled in the beautiful Piney Woods of East Texas, only 132 miles from Houston and 165 miles from Dallas. With a student population of approximately 12,000, SFA has a strong reputation for excellence. Located within the SFA Perkins College of Education (PCOE) Department of Allied Health Studies, the School Psychology Program is one of the first NASP-approved programs to offer distance education.

**Facilities.** The Human Services and Telecommunication Building's (HSTC) network infrastructure accommodates gigabit Ethernet to the desktop for high-speed networking. It contains Interactive Television classrooms with H.323 protocol and H.320 backward compatibility. There is a digital video editing facility with the ability to stream media feeds for interactive Internet-distributed multimedia content. All classrooms have Ethernet connectivity for student use as well as multimedia presentation capability, Internet access, document cameras, and sophisticated built-in computer systems. In addition, the building and campus offer wireless connection capability for students.

Many resources also are available in the PCOE, including a TV studio, Macintosh computer lab, Zoom classrooms, and an audiovisual materials lab. State-of-the-art technology is available to students and faculty through the Center for Professional Development and Technology.

In addition to the above facilities and resources, the HSTC also contains a School Psychology Assessment Center, Human Neuroscience Laboratory, Counseling Clinic, the Stanley Speech and Hearing Clinic, and the Cole Audiology Laboratory. The *Journal of Human Services: Training, Research and Practice* with a national and international representation on the Editorial Board serves as a local opportunity for faculty and students' scholarship. The departmental website is <https://www.sfasu.edu/humanservices>, which provides an overview of all opportunities available. These settings have state-of-the-art equipment for training students in applied practice and research. Both the Counseling Clinic and Speech and Hearing Clinic have recording capabilities in all the clinic rooms, conference rooms, and student work areas.

The Master's in School Psychology Program provides graduate study in the field of school psychology and operates consistently within the PCOE vision and mission:

“The mission of the Perkins College of Education is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development in an interconnected global society.”

Consistent with the Perkins College of Education, the Master's in School Psychology Program faculty members strive to provide a program consistent with our beliefs. We believe in academic excellence, critical reflective thinking, lifelong learning, collaboration and shared decision making, openness to new ideas, integrity, responsibility, ethical behavior, and service that enriches the community and the professional field.

## Overview of the School Psychology Program

The Master's in School Psychology Program was authorized by the Texas Higher Education Coordinating Board (THECB) in 2000 and approved by the National Association of School Psychologists (NASP) in 2006, 2013 (full approval), 2018 (approval with conditions), and 2020 (full approval). The Master's program is dedicated to producing ethical, responsible, and competent school psychologists. The mission is to train students to apply scientific knowledge and method in the assessment and treatment of learning, educational, behavioral, and psychosocial problems, in general, and special education populations in public schools. Our program emphasizes critical thinking, communication, personal responsibility, social responsibility, empirical and quantitative skills, and teamwork. The curriculum and training are aligned with the 2020 NASP Professional Standards. Modality of instruction is primarily synchronous, either in-person or via video conferencing.

### Goals and Objectives

The Master's in School Psychology Program embraces a practitioner-scientist model of training in which practice, research, and theory are considered integrated components.

**Practitioner:** The practitioner is expected to demonstrate a high level of expertise in the professional practice of school psychology. This expertise includes the areas of consultation, assessment, and intervention.

**Scientist:** The scientist is expected to understand and advance basic knowledge in school psychology. Students are educated to be skilled consumers of research as well as researchers capable of examining relevant problems, both empirical and applied.

The emphasis is on developing applied knowledge in research methods, human growth and development, learning principles, psychopathology, and biological bases of behavior necessary for functioning in the public schools. These goals and the manner in which they are operationalized are consistent with the SFA mission, which states that the University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work, and service. These goals also reflect the mission of the PCOE, which is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development.

School psychology students are expected to develop high levels of interpersonal and collaborative skills and apply cultural competence and sensitivity to differences as they fulfill their professional, legal, ethical, and social roles in education and society. Our school psychology students apply technology in their practice and use data-based decisions in individual and systems-based service delivery to enhance student development in academic, cognitive, mental health, social, and other life skills and competencies.

The Master's in School Psychology Program incorporates the Texas state requirements for licensure as a School Psychologist and the national training standards for certification as a National Certified School Psychologist (NCSP). The School Psychology program requires 63

semester hours, which includes an internship. The program is fully approved by the National Association of School Psychologists until 2026.

The School Psychology Program Faculty (SPPF) is the governing body. It is chaired by the program coordinator. All decisions regarding school psychology student admission, evaluation, retention, and instructional/curricular issues are made by faculty consensus based on accrediting board standards and local policies and practices.

Through coursework and practical experiences, our school psychology candidates will provide evidence of meeting the following program outcomes:

1. **Practical Knowledge:** The candidate will demonstrate a comprehensive knowledge of theory, practice, research, and assessment.
2. **Content Knowledge:** The candidate will demonstrate basic knowledge of the school psychology profession, specifically: assessment and treatment, prevention and intervention, applied psychological foundations, applied educational foundations, research and scholarly writing, and ethical and legal considerations.
3. **Behavior Assessment:** The candidate will identify and operationally define current problem areas, strengths, and needs through assessment, and measure the results of decisions based on those evaluations.
4. **Pedagogical and Professional Knowledge, Skills, and Dispositions:** The candidate will demonstrate knowledge, skills, and professional work characteristics/dispositions and effectively apply them in practice.
5. **Application of Principles and Procedures:** The candidate will demonstrate effective application of knowledge, skills, and dispositions in practice.

### Professional Standards

The School Psychology Program is firmly based on professionally recognized core areas of psychology, education, and professional practice as recommended by the National Association of School Psychologists (NASP). The faculty of the School Psychology Program in the Department of Allied Health Studies at SFA offers its students individualized guidance and supervision. Ethical practice is modeled, expected, and enforced. Ethics and professional practice standards are discussed across classes and applied in practica and internship. The standards can be accessed at [www.nasponline.org](http://www.nasponline.org).

The School Psychology curriculum addresses each of the Domains of Professional Practices as outlined in The Professional Standards of the National Association of School Psychologists (2020). Evaluations associated with each course assess student knowledge and skills to ensure that students attain competencies in professional skills needed to deliver effective services for children in schools.

The matrix below demonstrates how each course required in the School Psychology program addresses the NASP Practice Model 2020.

### Practices That Permeate All Aspects of Service Delivery

- **Domain 1: Data-Based Decision Making**

School psychologists have knowledge of varied models and methods of assessment and data collection for identifying strengths and needs, developing effective services and programs, and measuring progress and outcomes.

As part of a systematic and comprehensive process of effective decision making and problem solving that permeates all aspects of service delivery, school psychologists demonstrate skills to use psychological and educational assessment, data collection strategies, and technology resources and apply results to design, implement, and evaluate response to services and programs.

Thus, school psychologists must be able to use assessment strategies to gather information and define current problem areas, strengths, and needs for individuals, groups, and systems.

- a. SPSY 5301: Behavior Assessment
- b. SPSY 5302: School Based Applied Behavior Analysis
- c. SPSY 5303: Individual Case Consultation
- d. SPSY 5308: Counseling Foundations for School Psychologists
- e. SPSY 5309: Group Counseling for School Psychologists
- f. SPSY 5311: Psychoeducational Assessment
- g. SPSY 5312: Individual Intelligence Testing
- h. SPSY 5316: Advanced Assessment
- a. SPSY 5331: Research Methods
- b. SPSY 5342: Ethics in School Psychology
- i. SPSY 5347: Instructional Techniques for Students with Diverse Needs
- j. SPSY 5351: School Psychology Practicum
- k. SPSY 5352: School Psychology Internship

- **Domain 2: Consultation and Collaboration**

School psychologists have knowledge of varied models and strategies of consultation, collaboration, and communication applicable to individuals, families, groups, and systems and methods to promote effective implementation of services.

As part of a systematic and comprehensive process of effective decision-making and problem solving that permeates all aspects of service delivery, school psychologists demonstrate skills to consult, collaborate, and communicate with others during design, implementation, and evaluation of services and programs.

Thus, school psychologists must have the ability to listen well, participate in discussions, convey information, and work together at an individual, group, and systems level.

- a. SPSY 5301: Behavior Assessment
- c. SPSY 5303: Individual Case Consultation
- d. SPSY 5342: Ethics in School Psychology

- b. SPSY 5351: School Psychology Practicum
- c. SPSY 5352: School Psychology Internship

**Direct and Indirect Services for Children, Families, and Schools**  
*Student-Level Services*

- **Domain 3: Academic Interventions and Instructional Supports**

School psychologists have knowledge of biological, cultural, and social influences on academic skills; human learning, cognitive, and developmental processes; and evidence-based curricula and instructional strategies.

School psychologists, in collaboration with others, demonstrate skills to use assessment and data-collection methods and to implement and evaluate services that support cognitive and academic skills.

Based on this domain, it is apparent that school psychologists must be able to develop challenging but achievable cognitive and academic goals for all students, provide information about ways in which students can achieve these goals, and monitor student progress toward these goals.

- a. SPSY 5303: Individual Case Consultation
- b. SPSY 5311: Psychoeducational Assessment
- e. SPSY 5315: Academic Assessment and Intervention
- f. SPSY 5342: Ethics in School Psychology
- c. SPSY 5344: Advanced Human Growth and Development
- d. SPSY 5347: Instructional Techniques for Students with Diverse Needs
- e. SPSY 5351: School Psychology Practicum
- f. SPSY 5352: School Psychology Internship

- **Domain 4: Mental and Behavioral Health Services and Interventions**

School psychologists have knowledge of biological, cultural, developmental, and social influences on behavior and mental health, behavioral and emotional impacts on learning and life skills, and evidence-based strategies to promote social-emotional functioning and mental health.

School psychologists, in collaboration with others, demonstrate skills to use assessment and data-collection methods and to implement and evaluate services that support socialization, learning, and mental health.

Thus, school psychologists must be able to develop challenging but achievable, affective, or adaptive goals for all students; provide information about ways in which students can achieve these goals; and monitor student progress toward these goals.

- a. SPSY 5301: Behavior Assessment
- b. SPSY 5302: School Based Applied Behavior Analysis
- c. SPSY 5308: Counseling Foundations for School Psychologists

- d. SPSY 5309: Group Counseling for School Psychologists
- g. SPSY 5316: Advanced Assessment
- h. SPSY 5342: Ethics in School Psychology
- e. SPSY 5344: Advanced Human Growth and Development
- f. SPSY 5348: Psychology of Exceptional Learners
- g. SPSY 5351: School Psychology Practicum
- h. SPSY 5352: School Psychology Internship

### *Systems-Level Services*

- **Domain 5: School-Wide Practices to Promote Learning**

School psychologists have knowledge of school and systems structure, organization, and theory; general and special education; technology resources; and evidence-based school practices that promote learning and mental health.

School psychologists, in collaboration with others, demonstrate skills to develop and implement practices and strategies to create and maintain effective and supportive learning environments for children and others.

Based on this domain, school psychologists must be aware of, appreciate, and work with individuals and groups with a variety of strengths and needs from a variety of racial, cultural, ethnic, and linguistic backgrounds.

- a. SPSY 5310: Equitable Practices for Diverse Student Populations
- b. SPSY 5342: Ethics in School Psychology
- c. SPSY 5345: Systems and Interventions in School Psychology
- d. SPSY 5347: Instructional Techniques for Students with Diverse Needs
- e. SPSY 5348: Psychology of Exceptional Learners
- f. SPSY 5351: School Psychology Practicum
- g. SPSY 5352: School Psychology Internship

- **Domain 6: Services to Promote Safe and Supportive Schools**

School psychologists have knowledge of principles and research related to resilience and risk factors in learning and mental health, services in schools and communities to support multi-tiered prevention, and evidence-based strategies for effective crisis response.

School psychologists, in collaboration with others, demonstrate skills to promote services that enhance learning, mental health, safety, and physical well-being through protective and adaptive factors and to implement effective crisis preparation, response, and recovery.

Thus, school psychologists must have the ability to understand the school as a system and work with individuals and groups to facilitate structure and policies that create and maintain schools as safe, caring, and inviting places for members of the community.

- a. SPSY 5302 School Based Behavior Analysis
- b. SPSY 5308: Counseling Foundations for School Psychologists

- i. SPSY 5341: School Psychology
- j. SPSY 5342: Ethics in School Psychology
- c. SPSY 5345: Systems and Interventions in School Psychology
- d. SPSY 5348: Psychology of Exceptional Learners
- e. SPSY 5351: School Psychology Practicum
- f. SPSY 5352: School Psychology Internship

- **Domain 7: Family, School, and Community Collaboration**

School psychologists have knowledge of principles and research related to family systems, strengths, needs, and culture; evidence-based strategies to support family influences on children’s learning and mental health; and strategies to develop collaboration between families and schools.

School psychologists, in collaboration with others, demonstrate skills to design, implement, and evaluate services that respond to culture and context and facilitate family and school partnerships/interactions with community agencies for enhancement of academic and social-behavioral outcomes for children.

Based on the above domain, it follows that school psychologists must have knowledge of child development and psychopathology in order to develop and implement prevention and intervention programs for students with a wide range of needs and disorders.

- a. SPSY 5310: Equitable Practices for Diverse Student Populations
- b. SPSY 5341: School Psychology
- c. SPSY 5342: Ethics in School Psychology
- d. SPSY 5344: Advanced Human Growth and Development
- e. SPSY 5351: School Psychology Practicum
- f. SPSY 5452: School Psychology Internship

### **Foundations of School Psychological Service Delivery**

- **Domain 8: Equitable Practices for Diverse Student Populations**

School psychologists have knowledge of individual differences, abilities, disabilities, and other diverse student characteristics; principles and research related to diversity factors for children, families, and schools, including factors related to culture, context, and individual and role differences; and evidence-based strategies to enhance services and address potential influences related to diversity.

School psychologists demonstrate skills to provide professional services that promote effective functioning for individuals, families, and schools with diverse characteristics, cultures, backgrounds, and across multiple contexts, with recognition that an understanding and respect for diversity in development and learning and advocacy for social justice are foundations of all aspects of service delivery.

Thus, school psychologists must have knowledge of various influences that affect student wellness, learning, and achievement, and must be able to form partnerships between parents, educators, and the community.

- a. SPSY 5308: Counseling Foundations for School Psychologists
- b. SPSY 5309: Group Counseling for School Psychologists
- c. SPSY 5310: Equitable Practices for Diverse Student Populations
- d. SPSY 5342: Ethics in School Psychology
- e. SPSY 5344: Advanced Human Growth and Development
- f. SPSY 5347: Instructional Techniques for Students with Diverse Needs
- g. SPSY 5351: School Psychology Practicum
- h. SPSY 5352: School Psychology Internship

- **Domain 9: Research and Evidence-Based Practice**

School psychologists have knowledge of research design, statistics, measurement, varied data collection and analysis techniques, and program evaluation sufficient for understanding research and interpreting data in applied settings.

School psychologists demonstrate skills to evaluate and apply research as a foundation for service delivery and, in collaboration with others, use various techniques and technology resources for data collection, measurement, analysis, and program evaluation to support effective practices at the individual, group, and/or systems levels.

It follows that school psychologists evaluate research, translate research into practice, and understand research design and statistics in sufficient depth to plan and conduct investigations and program evaluations for improvement of services.

- a. SPSY 5301: Behavior Assessment
- b. SPSY 5302: School Based Applied Behavior Analysis
- c. SPSY 5303: Individual Case Consultation
- d. SPSY 5311: Psychoeducational Assessment
- e. SPSY 5312: Individual Intelligence Testing
- f. SPSY 5315: Academic Assessment and Intervention
- g. SPSY 5316: Advanced Assessment
- h. SPSY 5331: Research Methods
- i. SPSY 5342: Ethics in School Psychology
- j. SPSY 5344: Advanced Human Growth and Development
- k. SPSY 5351: School Psychology Practicum
- l. SPSY 5352: School Psychology Internship

- **Domain 10: Legal, Ethical, and Professional Practice**

School psychologists have knowledge of the history and foundations of school psychology; multiple service models and methods; ethical, legal, and professional standards; and other factors related to professional identity and effective practice as school psychologists.

School psychologists demonstrate skills to provide services consistent with ethical, legal, and professional standards; engage in responsive ethical and professional decision-making; collaborate with other professionals; and apply professional work characteristics needed for effective practice as school psychologists, including respect for human diversity and social justice, communication skills, effective interpersonal skills, responsibility, adaptability, initiative, dependability, and technology skills.

- a. SPSY 5310: Equitable Practices for Diverse Student Populations
- b. SPSY 5341: School Psychology
- c. SPSY 5342: Ethics in School Psychology
- d. SPSY 5351: School Psychology Practicum
- e. SPSY 5352: School Psychology Internship

### **Student Demographics**

The 2024-2025 student body included 32 Master's students. Thirty-one were female (96.7%) and one was male (3.3%). Racial/Ethnic diversity within the class included White (56.7%), Hispanic (20%), Black or African American (6.7%), and Other (16.7%) students.

### **Completion Requirements**

Master's students are required to take a minimum of 63 semester hours, including the full-time academic year internship. Students that follow the course sequence complete the program in three years (see sequence below).

Continuous registration is required for all students until degree completion. Students that fail to enroll for any one semester in the course sequence are considered on inactive status regardless of reason and must re-apply to the School Psychology Program for admission. Reapplication does not guarantee admission.

Any student-requested deviation from the official course sequence, mandatory on-campus events, and/or degree plan must be approved by the SPPF in writing. Students must first bring proposed changes to their advisor, who will then bring the proposal to the SPPF for a final decision. Changes made without SPPF written approval will result in delays in program completion and a loss of good standing in the program. Loss of good standing could result in being placed on probation; delayed approval for practicum and internship; and/or dismissal from the program.

<b>Full-Time Enrollment Sequence</b>		
<b>Year 1</b>		
Fall	Spring	Summer
SPSY 5344: Advanced Human Growth & Development	SPSY 5312: Individual Intelligence Testing	SPSY 5347: Instructional Techniques for Students with Diverse Needs
SPSY 5311: Psycho-educational Assessment	SPSY 5315: Academic Assessment and Intervention	SPSY 5342: Ethics in School Psychology
SPSY 5302: School Based Applied Behavior Analysis	SPSY 5341: School Psychology	
SPSY 5331: Research Methods	SPSY 5308: Counseling Foundations for School Psychologists	
<b>Year 2</b>		
Fall	Spring	Summer
SPSY 5351: School Psychology Practicum	SPSY 5303: Individual Case Consultation	SPSY 5348: Psychology of Exceptional Learners
SPSY 5301: Behavior Assessment	SPSY 5351: School Psychology Practicum	SPSY 5345: Systems and Interventions in School Psychology
SPSY 5316: Advanced Assessment	SPSY 5309: Group Counseling for School Psychologists	SPSY 5310: Equitable Practices for Diverse Student Populations
		Praxis Examination
<b>Year 3</b>		
Fall	Spring	Summer
SPSY 5352: School Psychology Internship	SPSY 5352: School Psychology Internship	

The School Psychology program is very rigorous and requires full-time enrollment to complete in 3 years. While employment may be maintained in Year 1, **full-time employment is not possible in Year 2**. During the second year, a minimum of 20 hours per week of Practicum in the schools are required for each semester. In addition, many course requirements must be completed in the schools during the day. **Employment is not allowed in Year 3 as the internship is full time.**

### **Independent Study**

Normally, independent study courses are not approved if the outline of the study is very close to that of a course already being taught. If this is the case, the student will take the course during the time it occurs in their course sequence.

Students who are interested in an independent or individual study course are to discuss the matter with their advisor. The student will then submit an independent study form and a draft of a course syllabus for instructor review and approval. If approved, the instructor will then

forward the form and/or the approved course syllabus to the unit head for consideration. The unit head will review the submission. If the unit head, college dean, and provost approve, enrollment in the course will be allowed.

## Faculty

The program faculty members are state licensed and/or nationally certified as psychologists or school psychologists or have expertise in a related content area.

## Financial Support

Students in the School Psychology Program have the following options for financial support:

- **Professional Activities.** Students who participate in professional activities, such as state, regional, or national conference presentations, may apply for reimbursement of travel expenses from the Perkins College of Education. The form is available at <https://www.sfasu.edu/coe/about/faculty-resources>. Students presenting research may also apply for travel support from the Office of Research and Graduate Studies (ORGS) at <https://www.sfasu.edu/academics/orgs/about/forms-documents>.
- **Graduate Assistantships.** Graduate assistantships and their availability can be found at <https://careers.sfasu.edu/>. Students in the School Psychology program may apply for assistantships with the Office of Research and Graduate Studies of SFA. Graduate assistantships are typically restricted to 20-hours/week. The minimum course load for a graduate assistant is 9 semester hours. A reduction in this minimum load requires special permission from the Dean of Research and Graduate Studies.
- **Federal Work Study.** Students may take advantage of the Federal Work Study Program, in which students are awarded money as part of their financial aid package that they can earn through an on-campus job. In order to qualify for the program, you must demonstrate financial need (see <https://www.sfasu.edu/admissions-and-aid/financial-aid/types-of-aid/work-study>) maintain satisfactory performance in your studies, and meet varied time and work load requirements in departments and divisions across the campus. Both the Financial Aid Office and the Student Employment Center can provide additional information about the program.
- **TEA Small and Rural Schools Network Grant.** Students may apply for funding through the Small & Rural Schools Network website at <https://www.smallandruralschools.org/domain/38>. To be eligible, applicants must currently work in a school district that is considered small and/or rural in Texas. This program provides reimbursement for tuition, books, and other associated costs with being a graduate student.

## Licensure and Certification

The Master's (MA) in School Psychology program at SFA prepares students for licensure by the Texas State Board of Examiners of Psychologists (TSBEP) as a Licensed School

Psychologist. The program also prepares students for certification as a Nationally Certified School Psychologist (NCSP).

**Licensure as School Psychologist (SP)** requires meeting the TSBEP Rules and Statutes, which includes: a MA degree in School Psychology, passing the National School Psychology Examination (PRAXIS Series), and passing the Texas State Jurisprudence Examination.

TSBEP Rules and Statutes are updated frequently and can be found on the Texas Behavioral Health Executive Council (BHEC) website. It is the responsibility of the student to remain informed of these changes. TSBEP has set rigid deadlines and guidelines, and students should review licensing information carefully in order to be well-prepared for the licensure process. The most up-to-date information on licensing can be found on the BHEC website at <https://www.bhec.texas.gov/> or you may contact TSBEP at:

Texas Behavioral Health Executive Council  
1801 Congress Ave., Ste 7.300  
Austin, TX 78701  
512-305-7700

**Certification as a Nationally Certified School Psychologist (NCSP)** – The National Association of School Psychologists (NASP) awards the Nationally Certified School Psychologist (NCSP) credential. Students are expected to apply for and receive the NCSP. All students are required to take and pass the PRAXIS Series Examination prior to internship. To obtain certification as an NCSP, you must have your credentials reviewed by the NCSP Board (administered by NASP). Application information may be found at: <https://www.nasponline.org/> or obtained from:

National Association of School Psychologists  
4340 East West Highway, Suite 402  
Bethesda, MD 20814  
301-657-0270

## **Application and Admission to the School Psychology Program**

Information regarding the application process can be found on the program website: <http://www.sfasu.edu/humanservices/97.asp> or accessed directly on the SFA Office of Research and Graduate Studies at <https://www.sfasu.edu/apply>. The University requires a \$50 application fee. Applicants to the program must demonstrate completion of a bachelor's degree from a regionally accredited institution of higher learning. Admission is based on personal characteristics beyond cumulative GPA, such as applicants' professional interests/goals, work history, and personal suitability in the emphasis area for which they have applied. This information will be reviewed and assessed in conjunction with related application materials. Applicants are considered for admission based on three letters of recommendation, an essay, curriculum vita or resume, and an interview by the program faculty. Preference is given to individuals residing in Texas. To be admitted to the program, the applicant must be admitted by the university *and* by the program.

## Students with Disabilities

In a broad sense, any impairment of one or several of life's major physical activities, such as seeing, hearing, walking, etc., constitutes a physical disability. The severity of such conditions may vary greatly, but all students with physical disabilities have equal access to the educational and extracurricular programs of the university by right and by law.

SFA does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities, or in its hiring or employment practices. This notice is provided as required by Title II of the *Americans with Disabilities Act* (ADA) of 1990 and is available in large print, on audiotape, and in Braille.

SFA is a leader in the state of Texas in providing outstanding access to higher education for students with disabilities. The university takes great pride in this achievement. More than 85% barrier free, the university gives students with physical disabilities access to university facilities through handicapped parking, curb cuts, ramps, wide doors, Braille signs, and lowered elevator buttons and telephones. The university works closely with the Texas Department of Assistive and Rehabilitative Services.

Reasonable accommodations for students with physical disabilities include but are not limited to: allowing the taping and transcribing of lectures and classes; providing barrier-free meeting places for classes; allowing readers for blind students and signers for the deaf. A Braille machine, transcribers, and voice-capable computers are available through the Steen Library and the Computer Center. In addition, some personal computers have been modified for use by students with disabilities and are linked to the mainframe.

To request information or submit inquiries or complaints, contact the Office of Disability Services <http://www.sfasu.edu/disabilityservices/>

P.O. Box 6130, SFA Station  
Nacogdoches, Texas, 75962-6130  
Phone: 936.468.3004-Voice/TDD  
Fax: 936.468.1368

Individuals needing auxiliary aids are invited to make their needs and preferences known to the ADA compliance coordinator. Upon admission, if you are a graduate student with a disability, it is your responsibility to contact Disability Services to determine the type(s) of assistance that should be provided.

## Zoom Admission

Applicants may apply to be admitted to the Master's in School Psychology Program and attend

courses via Zoom video conferencing. Students wishing to attend via Zoom must meet all admissions requirements and be approved by the SPPF\*. The following criteria, in addition to all program and course requirements, must be met:

- Students must attend courses in real-time, with face-to-face video conferencing via Zoom and have their camera on for the duration of the course. Furthermore, their entire face must be visible during the entire course.
- Some courses and meetings may be required on campus. Students will be notified near the beginning of each semester of the dates they will be required to be on the Nacogdoches campus. Failure to attend on-campus events without prior approval can result in failure of the course and dismissal from the program.
- Some courses require assessment materials. For these courses, Students will be responsible for maintaining and returning materials in the assessment kit that is assigned to them. The assessment kit contains assessment manipulatives and two Ipads.
- Students will be responsible for all course assignments and program requirements, including practica and internship.
- In the event of a technology issue of the instructor's/university's fault, the instructor will work with the student to ensure appropriate instruction is provided. If a technology issue of the student's fault occurs, the course policy for class absences will be followed, according to the syllabus.
- Students must adhere to the Distance Education Policy (see Appendix C).

\*Students not pre-approved by the SPPF to attend courses via Zoom may not do so.

### **Clear Admission**

An applicant to the School Psychology Program must have an overall grade point average of 2.75 on a 4.0 scale to be eligible for clear admission.

## **Degree Requirements**

### **Grade Standards**

Grades of A, B, and C will allow students to receive graduate credit representing 4, 3, and 2 quality points, respectively. If a student receives a C in any class, they will be placed on academic probation and will be required to repeat the course in which the C was earned during the next semester the course is offered and make at least a B. If a student makes a second C, in any course, they will be dismissed from the program. If a student makes any grade lower than a C, they will be dismissed from the program.

In addition, a grade point average (GPA) of 3.25 must be maintained at all times. A student whose cumulative GPA is less than this is placed on academic probation. In the next semester or

summer term in attendance, the student must achieve a cumulative 3.25 GPA average. If the cumulative 3.25 is not met, the student is ineligible to continue graduate studies at SFA for one year and must officially reapply to the program to complete the degree after the suspension period, if accepted back into the program. These rules apply to all 5000 level courses.

**Withheld:** A grade of Withheld is given to a student who shows good cause for not completing the work by the end of the semester. The grade of Withheld is appropriate only in the case of unavoidable circumstances wherein a student cannot complete all the coursework by the end of the semester/term. Examples of unavoidable circumstances include documented illness which prevents a student from attending classes and completing work, military service, or other emergencies deemed appropriate by the instructor. A grade of Withheld should not be requested nor given for lack of completion of work because of procrastination or dissatisfaction with the grade earned.

A student who is entitled to receive a grade of Withheld must develop a written contract with the instructor of the course. The student and the instructor shall make specific written arrangements for removing the grade of Withheld. The instructor will also specify that, if the work is not completed by the assigned time, a grade of F will replace the Withheld on the student's transcript. If the student completes the required work by the assigned completion date, the instructor will submit the new grade to the Office of the Registrar. In most instances, work to be completed should be finished within the first several weeks following the end of the semester/term. The maximum time allowed to finish the course work is one calendar year, after which the grade automatically turns to an F.

## Advisors

Program plans are distributed and advisors assigned following admission notification and prior to beginning coursework. Faculty assigned as advisors are positioned to serve as mentors in students' professional development and consultants as unanticipated issues arise during enrollment. After the first year in the program, students may change the advisor assignment by submission of the completed Request to Change Advisor form. The student must inform the initially assigned advisor and the prospective advisor and secure each of their signatures on the Request to Change Advisor form. Students are strongly encouraged to become familiar with all faculty to guide decision-making about advisor selection. The current advisement load and faculty availability will be considered in final assignments. All decisions relevant to a student's progress in the program, degree plans, and satisfactory completion of graduation requirements are the function of the collective SPPF. A single faculty member may not make a unilateral decision regarding a student's status or progress to degree completion in the program.

## Registration

Permits for registration are provided by the student's faculty advisor based on the student's program of study received at the time of admission. Registration is completed online in the SFA Banner system:

<https://sfacas.sfasu.edu/cas/login?service=https%3A%2F%2Fmysfa.sfasu.edu%2Fc%2Fportal%2Flogin>

The open dates for registration can be found at <https://www.sfasu.edu/registrar/>. Registration should be completed during open registration. Failure to enroll during that period may result in course cancellation.

### **Plan of Study**

The plan of study is developed prior to admission into the School Psychology Program and must be approved by program faculty and sent to the Dean of Research and Graduate Studies. A copy of the approved plan of study is forwarded to the student, and a copy will be maintained at the program level.

### **Time Limitations**

The Office of Research and Graduate Studies requires that all graduate coursework towards the School Psychology Master's degree be completed within 6 years, regardless of full-time or part-time enrollment.

### **Transfer of Credits**

A graduate student may transfer a maximum of 12 semester hours. To transfer any credit from other institutions, the student's application materials must include a memo requesting course transfer, the course syllabus/syllabi to be considered, the transcript(s) documenting a grade of B or better, the date of the course, and that the course did not contribute to the completion of a prior degree. The exception is that all hours earned in an SFA certificate program can be considered for transfer into a graduate degree program. Course enrollment must have occurred no more than six years before application. Approval of the request must be received from the program faculty, the unit head, and the Academic Dean's Office. Any course accepted by transfer will carry credit but not grade-point value. If the student fails to complete work on the graduate degree at SFA before the expiration of the six years, the transfer credit will not be applicable toward a degree here.

### **Annual Review**

The SPPF conducts an annual review of students during the fall semester. Students will create a portfolio documenting their performance in the program. This portfolio will be reviewed by the SPPF. Students will be informed of their status following this review. The SPPF may request that students attend an SPPF meeting in order to discuss concerns about their academic progress. Students are encouraged to request an opportunity to discuss their progress in the program, or any other concerns, with their advisor at any time. Directions and scoring rubric for the annual portfolio review can be found in Appendices A and B.

### **Practicum and Internship**

School psychology students are required to complete three credit hours of practicum, which includes 300 hours of field-based experience, in the fall of their second year and an additional three credit hours of practicum, which includes 300 hours of field-based experience in the spring

of their second year. In the third year of the program, students take internship, which requires at least 1,200 hours of field-based experience in a K-12 school setting. During practica and internship, the university supervisor contacts the receiving field agency at least two times. Practicum students also meet regularly with the university supervisor for group supervision, as do interns. Written evaluations are collected from the field agency two times (midsemester and end of semester) each semester. These evaluations are discussed with the student and the faculty supervisor. This information is used by the coordinator and practicum or intern supervisors in a variety of ways to enhance the working relationships between the university and the field agency and to ensure students are meeting competency requirements. NASP standards and licensing requirements guide the practicum and internship requirements.

### Capstone Portfolio

Instead of completing a thesis, the MA School Psychology program requires a capstone portfolio that represents excellence in service delivery. The capstone experience and subsequent work products are compiled during the internship courses. Students must complete at least one behavioral and one academic case study, submit 1,200 documented hours of internship with 300 hours (25%) of those hours being direct hours, and field-based supervisor evaluations that demonstrate the student has achieved entry-level skills. A case study rubric is provided in the relevant course syllabi with more specific information about the required components of the case study and what is considered an acceptable level of performance.

### Graduation Application and Fees

Students must apply for graduation. Dates for applying and graduation application forms can be found at <https://www.sfasu.edu/registrar/630.asp>. After the student has applied for graduation, the program coordinator and the SFA Office of Research and Graduate Studies will review the student's material based on the above requirements. The application dates for requesting graduation are determined by the time of the student's intended commencement.

**MAY Commencement** - Applications are taken September 15 through November 15 of the prior year.

**AUGUST Commencement** - Applications are taken January 2 through March 2 of the same year.

**DECEMBER Commencement** - Applications are taken April 1 through June 1 of the same year.

There is a Graduation Processing Fee of \$50.00 for the Master's degree. Each time a student applies for a degree from the university they must pay a graduation fee. If the degree candidate plans to participate in commencement exercises, they may obtain a cap and gown. Commencement regalia information can be found through the Registrar's Office at <https://www.sfasu.edu/registrar/611.asp>.

### Dismissal from the Program

A student may be expelled by the SPPF from the school psychology program for any of the following reasons:

- ethical or legal violations
- academic failure (previously defined under grade requirements)
- professional incompetence or negligence (e.g., a score of 2 or below on practica and/or internship field-based supervisor evaluation forms at the end of the semester)
- Failure to attend designated on-campus events in their entirety
- Failure to successfully complete remediation plan within the stated timeframe

### **Retention**

To remain in good standing in the program, the student must: (1) maintain a minimum overall grade point average of 3.25; (2) maintain appropriate professionalism in class and field settings; (3) observe the fundamental rules of ethical conduct; and (4) receive successful annual reviews conducted by the department throughout their graduate training experience.

Consistent with university policy, the Department of Allied Health Studies reserves the right to refuse the privilege of further attendance to a student when it has become evident that the student lacks the personal qualities, professional characteristics, or scholastic attainments essential for success, as measured during the program, practica, and internship on disposition assessments, field-based evaluations, and any other source of information. Removal may occur at any time during the program.

### **Remediation Plan**

Students taking either a practicum or internship course that are placed on a remediation plan/plan of support/improvement plan may not log or accrue hours for practicum or internship until they have successfully completed the plan. Failure to successfully complete the plan within the designated time frame may result in removal from the program. Students will be placed on remediation plans when they do not meet the designated field-based supervisor criterion scores as designated in practica and internship syllabi, when scores of 2 or below are obtained on the professional disposition rubric, and students may be placed on a remediation plan when they fail to meet program requirements as outlined in this handbook or as the situation requires.

### **Making Changes**

#### **Due Process**

Any student who disagrees with a decision related to an academic matter should first contact the faculty member responsible for the decision and ask for further consideration of the issue. If not satisfied with the faculty member's action, the student should ask the unit head of the Department of Allied Health Studies to review the matter and to intervene on behalf of the student. If further redress is needed, the student may appeal in writing to the Dean of the Perkins College of Education, then to the Associate Vice President for Academic Affairs, and finally to the Vice President for Academic Affairs and Provost. Any written appeals should describe the nature of the petition, reasons for the request, and prior steps taken to resolve the matter.

## **Changing the Degree Plan**

During the first semester of enrollment, the student should meet with the program secretary to file the degree plan received upon admission. The degree plan is signed and submitted by the student and advisor to the Dean's Office in the James I. Perkins College of Education Building. A copy of the degree plan is sent to the Dean of Research and Graduate Studies. Students are required to maintain a copy of this signed contract with the program for their personal files as well.

Though the above process is considered standard, there are different circumstances that may require changes in the degree plan that has been filed in the program and with the Dean of Research and Graduate Studies. Examples include, but are not limited to, the fact that additional courses may have been taken or scheduled courses may not have been available due to low enrollment and a substitution of other courses was approved. All revised degree plans must be reviewed and approved by the SPPF before any changes are made.

When students apply for graduation, the Office of Research and Graduate Studies checks the student's transcript with the official degree plan to approve the student for graduation. Therefore, it is important to update the official records if any changes are made.

## **Evaluation**

### **Process for Evaluation of Student Progress**

Formative evaluation occurs throughout the program as students demonstrate competencies through successful completion of coursework, practica, and internship. Progress as a developing school psychologist will be assessed at the conclusion of each academic year for all students via course grades, professional dispositions, and other work products. At the beginning of each academic year, students are required to complete an annual portfolio. Continued registration in the program is contingent on demonstration of adequate progress as determined by faculty review. Students' portfolios composed of a comprehensive collection of required materials and documentation of accomplishments will be due October 1<sup>st</sup> of each academic year (see Appendices A and B).

Additionally, students may be required to meet with their advisor and the school psychology faculty if concerns arise regarding professional conduct and/or progress in the program.

During the annual portfolio review, particular attention will be given to four areas of development. These areas include professional conduct, scholarship, practice, and development of professional identity. Although all areas may not be applicable to course experiences, it is expected that each area will be addressed during the annual review.

### **Masters Comprehensive Examination**

During the summer before internship year, all students are required to take and pass the National School Psychology Examination (NASP Praxis examination) (<https://www.ets.org/praxis>). Students are required to submit a complete copy of their National School Psychology Exam scores to the SFA School Psychology Program administrative

assistant and designated Brightspace/D2L webpage. Following graduation, students will be eligible to apply for the NCSP and SP credentials. No more than six months before applying to become a Licensed School Psychologist (SP), the applicant must also pass the Texas Jurisprudence Examination (<https://www.bhec.texas.gov/texas-state-board-of-examiners-of-psychologists/jurisprudence-examination/index.html>) to be eligible to apply for the SP credential in the state of Texas.

## **Professional Development, Professional Involvement, and Scholarly Activities**

Students' vitae, organized in APA Style, should be updated throughout enrollment. Documentation of professional development, professional involvement, and scholarly activities (i.e., presentations and publications) should be maintained in portfolios to be submitted to faculty during annual review.

### **Professional Development**

Students must maintain membership in a state or national school psychology-related professional organization (e.g., TASP, NASP) and take advantage of training or educational experiences that extend beyond the classroom and program curriculum (i.e., professional convention attendance, workshops, expert presentations). These should be documented in the vita and in the portfolio (i.e., proof of registration, continuing professional development certificate). At least once, while in the program, students must attend a state or national school psychology professional convention (e.g., TASP, NASP).

### **Professional Involvement/Service**

Students are expected to maintain visibility/involvement in service in a professional organization (local, regional, state, national/international). Examples include active membership in graduate student governance, Executive Committee of the School Psychology Student Organization, liaison to professional organization, etc. All should be documented in the vita and in the portfolio (i.e., brief description of the activity and number of hours served).

Each year, students within the school psychology program nominate and elect officers to run the student organization. Campus representatives are selected on an annual basis as a liaison for international, national, and state positions, such as: American Psychological Association of Graduate Students (APAGS), American Psychological Association (APA), Division 16 – Student Affiliates in School Psychology (SASP), Texas Association of School Psychologists (TASP), and National Association of School Psychologists (NASP). At each organization, campus representatives are provided the opportunity to report news that includes calls for proposals, upcoming conferences, new journal releases, and more. The student organization focuses on contributing to the mentor-mentee program by assigning a more advanced graduate student to work with a first-year student as a mentor and guide.

## Scholarly Activities

Students must engage in a progressive sequence of research, education, and training. Students receive didactic instruction in issues and methods relevant to a given project, interact with the faculty mentor and senior graduate students, and practice the skills learned by completing specific research-related tasks. Such activities are to result in professional conference presentations, publishable manuscripts submitted for review for publication, IRB applications, and/or publications (i.e., book reviews, brief reports, conceptual papers, literature reviews, manuscripts reporting results of empirical research). All should be documented in the vita and in the portfolio (e.g., copy of conference page, acceptance letter, 1<sup>st</sup> page of publication, manuscript under review, IRB application). Students interested in engaging in additional research activities are encouraged to consult with the school psychology faculty to learn about and participate in their ongoing research projects.

## Certification of Completion of the School Psychology Master's Degree:

To successfully complete the School Psychology Program Master's degree, students must show the following:

- Demonstration of consistent compliance to professional standards and ethics;
- Good program standing (e.g., successful completion of program requirements);
- Good academic standing (minimum cumulative GPA 3.25/4.0);
- Completion of all required coursework (minimum 63 hours);
- Successful completion of professional dispositions and field-based supervisor reviews.

## Practicum and Internship Overview

### Training Emphases

The education and training emphases of competent school psychologists in this program include:

- A thorough preparation in the procedures of psychoeducational assessment, consultation, student- and systems-level interventions with an emphasis on multidisciplinary collaborative practice, and application of these skills to positively impact children, youth, families, and other stakeholders.
- Facilitation of acquisition of professional competencies through a course-embedded SP shadow experience (14 hours), two school-based supervised practicum courses (600 hours) and an internship (1,200 hours) provide over 1,800 hours of supervised practice.
- Direct training, involving a balance of both diagnostic and intervention services, is conducted in a variety of educational settings.
- Application of research to guide evidence-based practices and engagement in applied research, approaching service delivery activities (i.e., consultation, systems-

level interventions, etc.) through a practitioner-scientist, data-based problem-solving model.

## **Purposes of the Practicum and Internship Experience**

The broad goals of the practicum and internship experience may be summarized as follows:

- Apply knowledge and strategies to provide direct interventions to children and youth, parents, teachers, administrators, and other professionals including assessment, direct interventions targeting academic, social, and emotional deficits, and consultation.
- Provide indirect intervention services to children, parents, teachers, and other school and professional personnel such as school-wide consultation, professional development, needs assessment, and school-wide intervention development and implementation.
- Demonstrate application of the data-based problem-solving approach by engaging in activities, such as in assessment, adherence to the problem-solving model, identification and application of evidence-based practices, and program evaluation.
- Collaborate with community agencies and systems that provide mental health and educational services.
- Serve as an advocate for the development of human potential in children, parents, teachers, and other school personnel within a multicultural context.

## **Practicum and Internship Guidelines**

### **Practicum**

Students complete a 14-hour embedded shadow experience as part of the course requirements in SPSY 5341: School Psychology. During the second year, students complete 600 hours of field-based experience. Practica experiences focus on schools as systems, assessment, academic and behavioral intervention, counseling, home, school, and community collaboration, and consultation. All practica experiences occur in a school setting. Students will receive supervision from field-based and university-based supervisors during their practica experiences. Upon successful completion of the final practicum experience, students are prepared for internship.

### **Internship**

After completion of all program required courses, students may enroll in internship. The internship requires a minimum of 1,200 hours in a K-12 school setting and is completed during two consecutive academic semesters for Master's level students. The required hours must be completed within a school setting that provides experiences working with both general education and special education programs. Interns work full-time in a school setting under direct supervision of a qualified School Psychologist. The supervisor must have a minimum of 3 years of credentialed experience as a School Psychologist, possess an active School Psychologist license, and be employed as a regular employee by the school district or agency. At minimum,

the field-based supervisor must be employed the equivalent of two days per week with the district. In addition, students receive university-based supervision in SPSY 5352: School Psychology Internship. The internship experience is a culmination of all prior training and experiences and adheres to the training requirements and objectives of the National Association of School Psychologists and the Texas State Board of Examiners of Psychologists.

### **Supervisory Personnel**

Both practicum and internship students receive supervision from both a university-based and field-based supervisors. The university-based supervisor works in conjunction with the field-based supervisor to ensure effective service delivery by students. The university-based supervisor must have an active NCSP and/or School Psychology credential.

### **How to Arrange Practica and Internships**

The student is responsible for identifying the practicum and internship site and completion of program paperwork establishing an agreement with the selected external training site and field-based supervisor. Students must provide prospective sites and supervisors with the course syllabus, program affiliation agreement form, and supervisor contract. The deadline for the submission of the required paperwork for practicum is May 1<sup>st</sup> of their first year, and the submission of the required paperwork for internship is May 1<sup>st</sup> of their second year. Site approval will be documented when all required signatures are secured on the agreement form.

## **Student Responsibilities**

### **Technology Requirements**

Although each student will be assigned their own assessment kit, including required assessment materials and two Ipads, students are responsible for acquiring the following technology prior to participating in the Master's in School Psychology Program:

- A laptop computer
- Windows 10 or 11 if using PC
- Screen Resolution of 1920x1080
- At least 8GB RAM
- Internet with the following specifications: 10-15 mbps, upload of 2-5 mbps, and latency under 100ms
- A device to use for recording assessments, such as a phone. This may also be a camera included in the required laptop computer.

A desktop computer only is not sufficient due to an assessment that is taught in the first and second semester of the candidate's first year requiring the mobility of a laptop (i.e., the student will need to be able to practice the assessment in locations other than their home or office).

It is highly recommended that students who participate in distance education have two monitors in order to view fellow classmates, instructor presented materials, and supporting digital materials simultaneously during class. Although not required, this is likely to enhance your learning experience.

## Ethical Practice

In order to enhance identification as a developing school psychologist, the student will act in accordance with the *Principles for Professional Ethics* of the National Association of School Psychologists <https://www.nasponline.org/standards-and-certification/professional-ethics>.

Likewise, as a representative of the University, the student has an obligation to perform at the highest level of functioning and professionalism at all times.

Upon entering a graduate program, acceptance of and adherence to an ethical and moral code is mandatory for a future societal role in leadership. It is important that students understand and maintain standards of intellectual honor that reflect well upon their conduct and the profession. Cheating and plagiarism, indeed any type of dishonorable conduct, is morally degrading and ethically reprehensible. Moreover, such conduct seriously impedes true intellectual growth.

- **Cheating.** Dishonesty of any kind involving examinations, assignments, alteration of records, wrongful possession of examinations, and un-permitted submission of duplicate papers for multiple classes or unauthorized use of keys to examinations is considered cheating.
- **Plagiarism.** Materials, even ideas, borrowed from others necessitate full and complete acknowledgment. Offering the work of another individual(s) or artificial intelligence as one's own is plagiarism and is unacceptable in the academic community. A lack of adequate recognition constitutes plagiarism, whether it utilizes a few sentences, whole paragraphs, articles, books, audio-visual materials, or the writing of fellow students. In addition, the presentation of material gathered, assembled, or formatted by others as one's own is also plagiarism. Because the university takes such misconduct very seriously, the student is urged to carefully read the university's [Code of Student Conduct and Academic Integrity](#) policy.
- **University Property.** For most graduate students, their department and college will be an elemental focus of their life for several semesters, even years, as they complete their professional training. In a sense, the campus becomes a home away from home and familiarity may breed carelessness regarding the use of state property, such as telephones, photocopiers, facsimile machines, mail services, and university records or files. It is illegal to remove equipment from the campus for use at home or in the field without proper approval. Wrongful use of such materials can incur legal liabilities. In particular, first-year students in the assessment course sequence will be issued two iPads and related assessment materials. Failure to return the issued materials by the stated due date will result in an official report to the University Police Department.
- **Research Participants.** In your professional training, you may on occasion be involved in projects using human participants, laboratory animals, or hazardous materials. Sensitivity, compassion, and the highest professional standards are imperative ethical requirements in dealing with all living creatures. All research involving humans, laboratory animals, or hazardous material is regulated by the university and subject to state and federal regulations. The committees most actively

involved in these areas are the Institutional Review Board for the Protection of Human Subjects, Institutional Animal Care and Use Committee, Institutional Biosafety Committee, and Environmental Safety and Health/Radiation Committee.

- **Sexual Harassment.** SFA is committed to creating and maintaining an intellectual atmosphere in which students, faculty, and staff may work productively and free from harassment, retaliation, or intimidation. This is crucial for any learning environment. Sexual misconduct or harassment is not accepted or tolerated within the academic community. Sexual harassment is any unwanted sexual attention that makes another person feel uncomfortable, threatened, or disrupts the individual or the workplace. It encompasses many areas. It can be verbal innuendo, offensive, pejorative or derogatory comments, sexual jokes, remarks about clothing or bodily features, requests for sexual favors, improper advances, or physical contact. Unfortunately, sexual harassment can and does go further. Sexual harassment also can be non-verbal. Whistling, suggestive or provocative sounds, vulgar gestures, and use of offensive sexual images are unacceptable. Sexual harassment can be physical, ranging from unnecessary touching, pinching, holding, or detaining to assault or coerced sexual activity. All types of harassment are degrading and contrary to the mission of the university. Graduate students need to know and be sensitive to issues of sexual misconduct.

## Logs

All students are required to carefully and regularly prepare a log of professional experiences.

1. Throughout practicum and internship experiences, candidates will log their activities within an Excel spreadsheet that is provided to them by the program. The log will document all practicum and internship experiences according to the specific categories of activities. These logs will be submitted and reviewed each week by the field supervisor and university supervisor. Mid-point and end-point summaries will also be given to the university supervisor. Copies must also be maintained in students' portfolios for annual review and documentation of hours. In addition, students are responsible for maintaining signed copies of all logs for their own use.
2. Evaluative criteria include clarity of written and oral expression; competency in collaborative, empirically-based assessment, intervention, and consultation; sensitivity to and respect for cultural and individual differences; competency in scientific problem solving; competency in ethical professional conduct; competency in recognizing the influence of the family; and competency in serving the best interests of students.
3. The candidate, field-based supervisor, and university-based supervisor will perform evaluations according to the evaluation tool provided in the course syllabus. Supervisors will review all the rubric objectives as they apply to the NASP Domains and completion of logging procedures provided in the syllabus.
4. A formative evaluation will be completed following the submission of each assessment (traditional and case study). This will entail a rubric analysis by the candidate, field-based supervisor, and university-based supervisor. An overall review of the candidate's daily, weekly, and end-of-semester logs, assessments, and case

studies will be conducted in the final two weeks of the semester. The candidate's grade will be based on the combination of all of the above activities and any additional criteria outlined in the course syllabus.

### **Psychological Evaluation Procedures**

1. The student will use a wide variety of assessment instruments and procedures to evaluate:
  - Intellectual functioning
  - Academic skills
  - Psychomotor developmental patterns and skills
  - Social/emotional functioning
  - Direct observations of behavior
  - Behaviors
  - Adaptive behaviors
  - Developmental levels
  - Culture and ethnicity
  
2. Components of traditional and functional assessments include:
  - Preliminary interviews with teachers and support personnel involved in working with the student.
  - Documentation of outcome regarding consultations in the form of teacher and parent conferences.
  - Documentation of supervised individual and group social skills training in conjunction with counseling.
  - Documentation of follow-up and maintenance procedures subsequent to direct and indirect services to students.
  - Participation in preparation of proposals for improving psychological services within the school district or agency.
  - Participation in programs addressing delivery of health activities and crisis intervention procedures.
  - Supervised development pre-referral interventions strategies that emphasize curriculum-based assessment procedures.
  - Administration of traditional intellectual and achievement testing.
  - Direct observations of student behavior to obtain reliability measures.
  - Data collection of student academic improvements relative to response to intervention (RTI) procedures.
  - Initiation and sustenance of contact with the field and university supervisors.
  - Interactions entail oral and written descriptions of progress in general areas of the internship experience. This includes (but is not limited to) logs, special consultation issues, graphed outcomes of assessment and treatments, and professional or personal concerns related to the internship.

## **Reports**

The student will be required to prepare and submit reports on assigned cases. The field supervisor and university supervisor will critically evaluate practicum and internship reports. The student is expected to achieve and maintain professional levels of writing quality and to develop a high level of integration and efficiency in report writing. Students are to take feedback and incorporate it to improve report-writing quality and to increase efficiency.

## **Supervision**

The student is expected to initiate contact with the field supervisor and university supervisor as required or as needed. Contact involves communication (oral and written) of progress, forwarding expected products of performance such as logs, and conveying professional or personal concerns related to the practicum or internship.

## **Attendance**

Students are required to attend all class meetings as noted in the syllabus for the practicum and internship. Failure to do so is considered unprofessional and may affect the student's successful completion of the practicum or internship.

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are required in all classes.

## **Course Evaluations**

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses. However, ongoing feedback and inquiries about practice may occur prior to the final course evaluation, which will allow faculty the opportunity to address comments and concerns and possibly make adjustments that might prove beneficial to the collective student body. Evaluation data is used for a variety of important purposes, including: 1) Course and program improvement, planning, and accreditation; 2) Instruction evaluation purposes; and 3) Making decisions on faculty tenure, promotion, and retention. The evaluation guidelines state, "As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!"

## **Practicum and Intern Activities**

Intern and practicum students are actively involved in developing and evaluating their own placements. With the help of site supervisors, students negotiate a site-specific plan that lists the type and nature of the experiences they need to receive in order to meet specified objectives that are outlined in the syllabus and evaluation rubric. The plan is negotiated when students commence their practicum/internship and includes the basic objectives of the university, specific objectives of the site, and objectives of the student based on personal interests. Work samples and a log of activities are maintained in a portfolio as part of the evaluation of students.

As part of documentation of your professional skill development, you will turn materials in to the designated D2L webpage. This will assist the program in collecting key assessment data to maintain the NASP-Approved status. You will be required to submit these materials to your university supervisor for practica and internship. The following items must be submitted to the D2L webpage by the noted timeframe:

- 1) Praxis scores (due the summer before internship)
- 2) Practicum fieldwork evaluation forms for both fall and spring
- 3) Practicum fieldwork excel sheet forms for both fall and spring
- 4) Internship fieldwork evaluation forms for both fall and spring
- 5) Internship fieldwork excel sheet forms for both fall and spring
- 6) Behavioral case study reports
- 7) Academic case study reports
- 8) Psychoeducational reports
- 9) Jurisprudence exam report
- 10) Continuing professional development certificates

### **Formal Evaluation**

The field-based supervisor participates with the practicum student or intern and university-based supervisor in completing two assessments at the mid-point and end of each semester in practicum and internship. Performance will be based on comprehensiveness of activities/services, effectiveness in relating to clientele (school staff, students, parents, etc.), performing the general responsibilities of the role, and professional conduct as a school psychologist. At the end of practicum and each semester of internship, the field supervisor will complete a written evaluation of the student's performance using the university provided evaluation forms. Regular contact will be maintained between the university supervisor and field supervisor in both practicum and internship. No less than two contacts per semester and as often as required for resolution of students' onsite training experience.

### **Contracts and Professional Liability**

Students must complete two contracts (affiliation agreement and supervisor contract) prior to starting practica and internship. In addition, students must obtain personal professional liability insurance before starting practica and must maintain the policy until the completion of internship.

## Appendix A: Checklist for Annual Evaluations

Student Name:

Date:

Initial Year of Admission:

Rater:

### Checklist & Scoring for Portfolios

- Organized annual reports and submitted by deadline
- Updated vitae with any publications and presentations in APA Style, 7<sup>th</sup> edition
- Practica/internship supervisor evaluations
- Field-based supervisor signed practica/internship logs indicating direct and indirect hours
- Current certificate of insurance
- Academic transcript for enrollment during the current academic year
- Verification of professional development activities (i.e., proof of CPD relevant to school psychology, district trainings can be included)
- Current professional membership. Master's students must be a member of at least one state or national organization (i.e., TASP or NASP), but ideally two.
- Proof of attendance at a state or national school psychology relevant convention (e.g., TASP, NASP).
- If applicable, scholarship/research (i.e., IRB applications; professional presentations; publications). This can be from the SFA Graduate Research Conference, but not from a course presentation.
- All 2<sup>nd</sup> year students and beyond are expected to submit documentation of the first 8 items noted above. These are required to receive a satisfactory rating with satisfactory evaluations.

For all items that you do not yet have, note the year you will have the required documentation.

## Appendix B: Program Faculty Portfolio Scoring Directions

### Overall Scoring

<input type="checkbox"/> 1 Unsatisfactory	<input type="checkbox"/> 2 Improvement Needed	<input type="checkbox"/> 3 Satisfactory	<input type="checkbox"/> 4 Exemplary	<input type="checkbox"/> 5 Honors
<input type="checkbox"/> Significant permanent products missing from portfolio <input type="checkbox"/> Information in portfolio includes inaccurate information <input type="checkbox"/> Student did not meet criteria for exposure and experience	<input type="checkbox"/> Some permanent products missing from portfolio <input type="checkbox"/> Information in portfolio is confusing, not clear <input type="checkbox"/> Student needs greater exposure and experience in an area	<input type="checkbox"/> All permanent products are in the portfolio <input type="checkbox"/> Information in portfolio demonstrates mastery <input type="checkbox"/> Student meets criteria for exposure and experience	<input type="checkbox"/> Portfolio meets criteria for 3 and shows products above and beyond what is required in most areas <input type="checkbox"/> Information in portfolio shows above-average involvement in the profession <input type="checkbox"/> Student exceeds criteria for exposure and experience	<input type="checkbox"/> Products demonstrate superior application, specialty in this area <input type="checkbox"/> Information in portfolio shows superior involvement in the profession <input type="checkbox"/> Student shows exemplary exposure and experience

Comments:

## Appendix C: Distance Education Policy

### Policy Statement:

Courses developed for distance education modalities (e.g., Zoom, online, hybrid) provide ease and convenience for students. As more course offerings move to virtual modalities, guidelines for course participation and etiquette for students and instructors create course structure. Courses utilizing Zoom or other video conferencing tools benefit from explicit expectations to increase involvement.

### Scope of Policy:

Students and instructors collaborating in an online course that utilizes Zoom or other video conferencing tools follow etiquette guidelines increasing course structure and establishing a productive course environment.

### Policy:

1. Students must choose a location with a low noise level, few distractions, and a good connection to the internet. They must connect using a computer, not a phone, and a landline connection is preferred. If the student's internet connection is unstable, they may be marked as absent.
2. Students must display their first and last names. They may use preferred first names (e.g., Tom instead of Thomas) as long as it is identifiable for faculty.
3. When attending synchronous classes, students must keep their video feed (i.e., camera) on for the duration of the course period unless otherwise stated in the expectations in the course syllabus or as directed by the instructor for specific activities. The student's entire face must be visible throughout class. Students attending the course or other event should ensure the background captured by the camera is appropriate (e.g., not in a bed or bathroom, at a sporting event, restaurant, or other place of business) and not distracting to others in attendance (e.g., movement of people or pets).
4. Students must minimize background noise. It may be recommended to join the meeting muted (check individual syllabi for each professor's preference). Students must use the mute function unless talking. If possible, use a headset with a microphone when talking to decrease distracting background noise. If it is not possible to use a headset, minimize noise distractions (e.g., lawn maintenance, noisy pets, and other individuals in the house). If unable to move away from the loud or distracting environment, students must mute the microphone while not actively speaking to minimize distractions to others.
5. Students must wear appropriate clothing. Clothing suitable for in-person classes is appropriate for attending virtual classes (e.g., pajamas are not appropriate attire). Appropriate attire could range from casual to smart casual for class meetings.
6. Students must use appropriate language and gestures when participating in course discussions. They should attempt to take turns during discussions and not talk over others.

7. Students should use the chat option to ask questions, if appropriate. Just as in face-to-face classes, they should use appropriate language that is not offensive or vulgar and refrain from making off-topic comments.

8. If the video meeting platform has a “Raise Hand” function, students must use that function to indicate they have something to say, as appropriate.

9. Students must not multitask during the course period unless directed to find information related to the course by the instructor. They should wait until after class to read emails, watch videos, or work on other course material.

10. Students must ask the instructor for permission to record a class.

11. When taking an exam, students must keep their video feed on. Their video view must be of themselves and their work area. Failure to display themselves or their work area may result in a score of 0 for the assignment (e.g., participation, quiz, exam).

12. Certain courses may have additional requirements specific to the nature of the course, which can be found in the course syllabus.

Parties and Responsibilities:

Students are responsible for adhering to the above procedures when participating in courses provided through Zoom or video conferencing platforms. Consequences for violating the policy may range from verbal reminders of expectations to removal from the program.