



CSULB School Psychology Handbook

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CSULB School Psychology Program:

The CSULB School Psychology program is accredited by the National Association of School Psychologists (NASP), Commission on Teacher Credentialing (CTC), and the National Council for the Accreditation of Teacher Education (NCATE). The program consists of 15 core School Psychology courses (equal to 48 semester units) and 12-units of graduate-level specialization. This includes 4-units of practicum and 6-units of fieldwork/internship. In addition to satisfactorily completing coursework and field experiences while maintaining a 3.0 GPA, candidates are expected to demonstrate personal competencies and professional work characteristics necessary for a successful and effective career in education (see CSULB School Psychology Personal Competencies Review form in the Appendix). Finally, candidates are required to take the National School Psychology Examination (ETS/PRAXIS II #10400) prior to completion of the credential program.

Training Philosophy

The CSULB School Psychology program is based on an ecological theoretical perspective (Bronfenbrenner, 1979). By promoting an ecological model, candidates learn to understand that student achievement and behavioral difficulties result from a discrepancy between the developing capabilities of the student and the multiple demands of his/her environment (Ogbu, 1981; Sroufe, 1979). Accordingly, candidates are well-versed in the varied conditions of risk and sources of resilience that impact child development, with a particular emphasis on manipulable rather than static conditions (Wang, Haertel, & Walberg, 1993). For example, beginning at the center of an ecological system with the child, the program teaches future school psychologists to assess a student's prior learning, and cognitive, social, emotional, and behavioral skills to make recommendations for accommodations, interventions, and services (Gresham, & Noell, 1999; Kamphaus, Reschly, 1997; Reynolds, & Imperato-McCammon, 1999). Additionally, the program prepares future school psychologists to assist in developing personal competencies such as confidence, perseverance, conflict resolution, and organization for students at-risk of school failure (Bernard, 2000).

An ecological model does not solely focus on the learner. Recognizing that learning is a transactional process in which the learner is affected and affects the learning environment and the learning process, the program emphasizes the proximal and distal environmental influences of the family, home-school relationship, peers, neighborhoods, communities, world of work, public policies, and culture. For example, degree of home-school collaboration is related to student academic competence, self-concept, behavior, attendance, academic engagement, and suspension rates (Christenson, Rounds, Gorney, 1992; Comer, 1984). CSULB candidates receive extensive preparation in consulting and collaborating with parents and teachers on modifying the learning environment so that the effectiveness of both parents and teachers is maximized (Gutkin & Curtis, 1999; Zins & Erchul, 1995). Recognizing that teacher preparation and competency is as influential on student outcomes as home environment and student characteristics (Darling-Hammond, 1997), the program teaches future school psychologists to identify and promote best practices in instruction and curriculum for all students, including those with exceptional needs (Gersten & Baker, 2000; Rosenshine, 1997; Swanson, 2000).

School psychologists are often called on during times of crises. Therefore, our program trains candidates to respond to crises according to best practices (Poland, Pitcher & Lazarus, 1995), and more importantly, to be actively involved in crisis prevention programs (Domitrovich &

Greenberg, 2000; Meyers & Nastasi, 1999). Training in crisis prevention and intervention is based on the theoretical tenets described above – increasing personal competency and resiliency among students, forging strong school/home/community partnerships, and preparing teachers to respond to student need. Additionally, candidates are taught within a scientist-practitioner model to apply evidence-based practices, current legal mandates, and established standards of ethical practice (e.g., AERA, APA, NASP) in making decisions about assessment, intervention, and prevention for students with and without disabilities. In summary, the program relies on a variety of knowledge bases to prepare candidates for the ever changing role of the school psychologist.

Program Goals

The following goals of the school psychology program are based on the Philosophy, Values and Beliefs statement presented above, and support the Theme and Mission Statement of the College of Education.

The school psychology program is designed to:

1. provide competent instruction in all areas related to the practice of school psychology;
2. advance the knowledge base in school psychology through candidate research, and the research and writing of faculty;
3. develop in school psychology candidates a sense of the necessity for life-long independent study as well as an appreciation of the value of collaborative interactions;
4. serve the needs of the community by training school psychology candidates to provide professional services to students, schools and the community;
5. prepare school psychology candidates to meet all entry-level and continuing education standards for credentialing and licensure appropriate to their future work settings.

Candidate Outcomes

The program is designed to foster the following candidate outcomes based on the National Association of School Psychologists' *Standards for Graduate Preparation of School Psychologists* (NASP, 2010). Please see the Appendix for an illustration of how coursework maps onto the NASP domains ("Matrix of Courses by Name Domain").

1. *Data-Based Decision Making and Accountability*: School psychologists have knowledge of varied methods of assessment and data collection methods for identifying strengths and needs, developing effective services and programs, and measuring progress and outcomes.
2. *Consultation and Collaboration*: School psychologists have knowledge of varied methods of consultation, collaboration, and communication applicable to individuals, families, groups, and systems and used to promote effective implementation of services.
3. *Interventions and Instructional Support to Develop Academic Skills*: School psychologists have knowledge of biological, cultural, and social influences on academic skills; human learning, cognitive, and developmental processes; and evidence-based curriculum and instructional strategies.
4. *Interventions and Mental Health Services to Develop Social and Life Skills*: 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.

5. Diversity in Development and Learning: School psychologists have knowledge of individual differences, abilities, disabilities, and other diverse 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.

6. 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 academic outcomes, learning, social development, and mental health.

7. Preventive and Responsive Services: 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.

8. Family-School Collaboration Services: 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, socialization, and mental health; and methods to develop collaboration between families and schools.

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

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.

The Joint School Psychology Credential and Educational Psychology Masters Program

The School Psychology program at CSULB is not a degree-granting program. Upon completion, candidates are eligible to be recommended to receive the California Pupil Personnel Services (PPS) credential in School Psychology, which is required to work as a school psychologist in any public PreK-12 California school.

In addition to completing the 48-unit course of study for the School Psychology program, candidates must complete a master’s program. Master’s degrees in the behavioral sciences from other accredited Universities are generally acceptable. Candidates without a master’s degree must complete the Master’s Degree in Educational Psychology at CSULB while completing the School Psychology Credential program. The Joint School Psychology/Educational Psychology program is the only option available to candidates entering the program without a completed master’s degree in a behavioral science from another accredited University. Typically, the Master’s

Degree in Educational Psychology is completed the year before candidates begin their final fieldwork/internship experience. See Table 1 below for a summary of program course requirements.

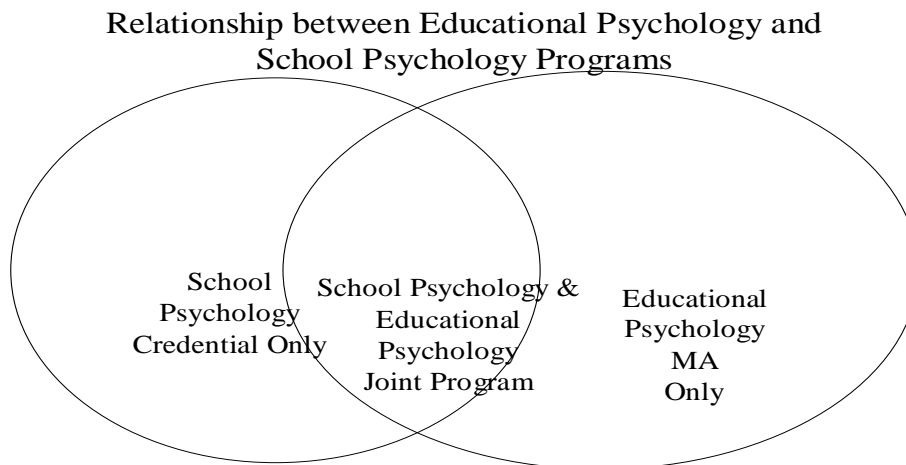


Table 1. CSULB School Psychology Program Course Requirements

PREREQUISITES		
EDP Course	Units	Course Title
301/302	3	Child (or Adolescent) development and learning.
405	3	Positive strategies for classroom management
419	3	Educational statistics
SCHOOL PSYCHOLOGY CORE COURSE WORK		
517	3	Seminar in school counseling
520	3	Research methods in education
524A	3	Psychoeducational Assessment I - Seminar
524B	2	Psychoeducational Assessment I - Lab
525A	3	Psychoeducational diagnosis in multicultural settings II - Seminar
525B	2	Psychoeducational diagnosis in multicultural settings II - Lab
527	3	Advanced assessment for intervention
528	3	Orientation to professional school psychology
536	3	Collaborative consultation in the schools
560	3	Behavioral analysis and positive behavioral interventions
579	4	Curriculum-based academic assessments and interventions
COUN 601	3	Trauma and grief counseling

605	3	Learning, motivation, cognition, and social development theories
641A/641 B	2/2	School psychology practicum
642A/642B	3/3	School psychology fieldwork/internship
Plus 12 units in a related field of study = 60 units.		

Table 2. Additional Courses for Educational psychology Master's Degree

EDP Course	Units	Course Title
519	3	Quantitative educational data analysis I (comps requirement only)
541	3	Seminar in educational measurement and assessment (comps requirement/thesis elective)
595	3	Qualitative research methods (thesis elective only)
596	3	Program evaluation (comps requirement/thesis elective)
604	3	Seminar in human development (comps and thesis requirement)
696	3	Directed research (thesis elective only)
698	6	Thesis (thesis requirement)

Note: comps requirement = course requirement for candidates electing to take comprehensive exams; thesis elective = course option for candidates electing to complete a thesis. Thesis candidates must complete 6 units of EDP 698 and a 3-unit elective to fulfill the master's requirement.

Length of Program

On average, candidates typically complete the credential-only program in 3 years. This includes 2 years of full time coursework (9-12 units per semester) and one year of full-time internship. Candidates completing the joint School Psychology/Educational Psychology master's program may take more time to complete the program than candidates who have earned a master's degree in a related field at another university. To complete the joint School Psychology/Educational Psychology program in 3 years, it is recommended that candidates complete 12-15 units per semester. Due to course scheduling, candidates in either the Credential Only or Joint program should plan on completing the program in no less than 3 years. Below is a suggested course sequence for students in the credential only program and the joint school psychology/educational psychology program^a:

Table 3. Credential Only Program Recommended Course Sequence:

Year 1			Year 2			Year 3	
Summer	Fall	Spring	Summer	Fall	Spring	Fall	Spring
EDP 301 or 302 EDP 405	EDP 528 EDP 524A EDP 524B EDP 419 or 520, and/or COUN 601	EDP 525A EDP 525B EDP 520 or 605, and/or COUN 601	Any prerequisites	EDP 579 *EDP 641A **EDP 517	EDP 641B **EDP 560 **EDP 536	EDP 642A ***EDP 527	EDP 642B

Table 4. Joint School Psychology /Educational Psychology Program Recommended Course Sequence

Year 1			Year 2			Year 3	
Summer	Fall	Spring	Summer	Fall	Spring	Fall	Spring
EDP 301 or 302 EDP 405	EDP 528 EDP 524A EDP 524B EDP 419 or 520, and/or COUN 601	EDP 525A EDP 525B EDP 520 or COUN 601; EDP 519 or thesis elective	Any preqs not completed; EDP 604 EDP 596 or thesis elective (e.g., EDP 696)	EDP 579 *EDP 641A **EDP 517 EDP 698 (thesis req) or EDP 536	EDP 605 EDP 641B **EDP 560 EDP 698 (thesis req) or EDP 541 or thesis elective or EDP 536 Comprehensive Exam	EDP 642A ***EDP 527	EDP 642B

Note: Many courses have prerequisites; if you deviate from this schedule, check the prerequisite requirements for each course listed in the CSULB Undergraduate & Graduate Catalogue. Due to budget restrictions, all courses listed above may not be offered in the semester indicated every year.

*Note: requires volunteer work in a public school under the supervision of a school psychologist to enroll in this course.

**Note: requires concurrent enrollment in EDP 641A or B, or EDP 642A or B.

*** Note: must be concurrently enrolled in EDP 642A.

^a Courses **may** be taken prior to the time designated in the sequence only with consent of the candidate's advisor.

Registering for Classes

Register and confirm your class schedule at www.MyCSULB.edu. Do not wait to register. Classes with low enrollment will be cancelled. You may register and wait as long as a month to pay the tuition, so do not let finances deter you from enrolling. If you choose to take courses in the summer (and we encourage you to do so), you can register for summer classes without being admitted to the University as a graduate student by enrolling through Open University. You must be admitted as a graduate student to the University prior to registering for fall and spring courses. Once the University has admitted you, you will receive information on registering via MyCSULB.edu. Please be advised that **candidates may not choose the Credit/No Credit grading option for master's degree and credential course requirements.**

Practica

Candidates must complete a practicum experience under the supervision of a credentialed and experienced (>2 years) school psychologist. Candidates are required to find their own practica site. Program faculty may assist with practicum placement by providing candidates with leads; however, primary responsibility for securing a placement is the candidate's.

Candidates are required by the Commission on Teaching Credentialing (CTC) and the National Association of School Psychologists (NASP) to complete a minimum of 450 practica hours prior to beginning their fieldwork/internship. According to CTC, up to 150 practica hours may be completed

in a setting other than a school. Candidates who wish to complete no more than 150 practica hours in a non-school setting must be supervised by an appropriately credentialed/licensed psychologist for that setting. Practica placements in a non-school setting, as well as the candidate's supervisor, must be approved by the EDP 641A/B University instructor.

At least 100 practica hours must be in a school setting that includes at least 50% ethnically, culturally, racially, and/or linguistically diverse students. CSULB school psychology candidates complete 145 practica hours during clinical experiences (EDP 524B, 525B, 579); 89 hours during school-based practica experiences that supplement a course (EDP 528, 517, 536, 560); and 300 hours during the Practica courses (EDP 641A & B) for a total of 534 practica hours. Candidates are required to keep a log of all activities and the number of practica hours engaged each semester.

The 2010-2011 practica policy and courses that include the completion of practica hours is summarized below.

Table 5. Summary of Practica Hours and Activities

Course	Hours	Activities
517	30 hrs. (school)	Engage in individual and/or group counseling at a school site; consult with teachers and administrators on student needs and progress.
524A	54 hrs. (clinic)	Administration of published, norm-referenced assessments in clinic; Report writing.
525A	50 hrs. (clinic)	Administration of published, norm-referenced assessments in clinic; Report writing; Consultation with parent.
528	15 hrs. (school) 4 hrs. (school)	Shadow a school psychologist and discuss observations as they relate to the NASP domains of training and practice; Observe for 2 hours in at least two different special education programs on a school campus.
536	20 hrs. (school)	Consult with school staff regarding the academic and behavioral needs of students; Consult on the implementation of an intervention based on identified needs of an individual, group, or class.
560	20 hrs. (school)	Conduct a Functional Analysis Assessment on a school-age child; implement and monitor the behavior intervention plan.
579	41 hrs. (clinic)	Provide direct academic intervention services (10 wks x 2 times per week @60 min = 20 hrs) in clinic; Prepare lesson plans and write logs regarding results (15 hrs); Write intervention plan and summary reports (6 hrs).
641 A & B	220 hrs. (school)	110 hours = 2 credit course; <u>220 hours</u> needed to fulfill practica requirements.
Total	145 hrs.	Clinic
	309 hrs.	PreK-12 public school
	454 hrs.	Total Hours

With the exception of EDP 641A & B, the instructor of each course listed above primarily provides supervision of the practica activities. Candidate performance is evaluated through completion of school-based and clinic-related course requirements. University instructors ensure that candidates meet course objectives by examining candidate work (permanent products), watching candidates' recorded performance via video, and observing through the one-way windows in the Educational Psychology Clinic. In addition to program faculty, a field-based school psychologist must supervise candidates completing the Practicum courses (ED P 641A & B). Field-based supervisors are professionals who possess the background, training and credentials appropriate to the practicum experience and have at least two years of school psychological experience.

Three hundred practica hours are met by completing EDP 641A & B for two units each. Candidates who concurrently work in public schools may complete the first 150 hours of EDP 641A & B while working at their school site under the supervision of their site school psychologist. The remaining 150 hours must be completed in a formalized practicum wherein the candidate commits considerable time to learning the profession from an experienced school psychologist. These 150 hours can not be completed in the school in which the candidate has or currently works. To ensure that this placement provides sufficient consistency to allow the candidate to manage cases, run groups, etc. the contiguous placement (associated with 641B) must include:

- A minimum of one full day and a maximum of 5 full days per week.
- A minimum of 4 weeks and a maximum of 2 years.
- No more than two sites or two supervisors.

2010-2011 Changes to Practica

Required practica hours will change to 1 day/week instead of the current 1.5-2 days/week. Practica students must have a minimum of 4 hours at a school site engaged in school psychology-related activities, under the supervision of a credentialed school psychologist. Students may complete more than the 4 required hours at a school (traditional practicum) to meet supervisor and/or site expectations. For students participating on the training grant, grant activities satisfy the minimum 4 hour requirement (4 hours/week). If a student is currently working at a school site and is able to engage in school psychology-related activities 4 hrs/week under the supervision of a credentialed school psychologist at his/her site, these hours may count toward the required school hours. The other 4 hours may be completed in the Educational Psychology Clinic by providing assessment, intervention, and consultation services to K-12 clients and their parents under the supervision of the EDP 641A/B instructor. It is preferable that student complete all practica hours (8 hours/week) in a school setting. However, this is a satisfactory alternative if a student cannot secure a full-day school site, practica placement.

Candidates will meet weekly as a group with the University supervisor (i.e., the instructor of EDP 641A & B) for supervision, and complete specific assignments at their practica site(s) based on the NASP standards for training and practice acquired. In addition, candidates will keep weekly logs of their activities and submit these (signed by the site supervisor) to their University supervisor. Please note the following catalogue course descriptions and activities required for each course:

EDP 641A: Prerequisites: Admission to the school psychology program, EDP 524A & B, EDP 525A & B, EDP 528. Corequisite: EDP 579. Seminar and completion of 150 contiguous hours of supervised field placement for a minimum of one and maximum of 5 full days per week; with a minimum of 4 weeks and a maximum of 1 year at no more than two sites and with two supervisors. Credit/No Credit grading only. This course is offered in the Fall only.

This course provides candidates with observations of and entry level participation in routine school psychological services. Candidates will:

- Log practicum hours, activities and reflections weekly.
- Research the diversity of their school site, develop a 2-3 page report on the school's population including proportions of students by racial/ethnic, free/reduced cost lunch, English Language Learners, disability group membership and recent state-wide test scores (API and/or reading and math average by grade level). Candidates should begin their research by visiting the State website: <http://data1.cde.ca.gov/dataquest/> and review the school's accountability report card on the web.
- Interview their supervising psychologist and write a two page report.
- Observe for at least one hour in each special education program on your school campus and interview site school psychologist supervisor about how he/she services each program. Write a one page summary.
- Attend at least one Student Study Team (SST) meeting and an IEP meeting. Write a one page reflection on your experience.
- Observe in and gather information on a Non-Public School (NPS), preferably one to which your district sends students and write a one page reflection on the experience.
- Begin an evaluation of the effectiveness of a program implemented at your school (e.g., school retention policy, reading program, character education curriculum, etc.). Specific requirements and a rubric for this project will be provided. This project will be started in EDP 641A and completed in EDP 641B.
- Write a reflection of your practicum experience and draft a plan for EDP 641B. Review your ratings of activities devoted to each of the NASP domains from the past semester and refer to these in your reflection and plan. What skills need to be furthered develop? What types of experiences are needed to develop these skills? How will these experiences be gained? Write a 2-3 page report.
- Review and submit to the EDP 641A instructor the site school psychologist supervisor's evaluation.

EDP 641B: Prerequisites: Admission to the school psychology program, EDP 524A & B, EDP 525A & B, EDP 528, EDP 641A. Seminar and completion of 150 contiguous hours of supervised field placement for a minimum of one and maximum of 5 full days per week; with a minimum of 4 weeks and a maximum of 1 year at no more than two sites and with two supervisors. Credit/No Credit grading only. This course is offered only in the Spring.

This course provides candidates with additional supervised participation in routine school psychological services to complete the 450 hour practicum requirement. Candidates will:

- Implement an empirically supported behavioral intervention (requirement met in EDP 560 if course is taken concurrently with EDP 641B).
- Collect Curriculum-Based Measurement academic or behavioral local norms at the class-, grade-, or school-wide basis. Organize and interpret the data in a written report and be prepared to discuss how the norms may be utilized to make data-based decisions regarding students.
- Conduct and write a report on two triennial evaluations; one evaluation should be conducted on a youth with transition planning as a focus.

- Write a reflection of your practicum experience and draft a plan for EDP 642A. Review your ratings of activities devoted to each of the NASP domains from the past semester and refer to these in your reflection and plan. What skills do you need to further develop? What types of experiences do you need to develop these skills? How will you make these experiences happen? Write a 2-3 page report.

For a full description of the above activities, please see EDP 641A/B syllabi.

Additional activities that will enhance your practica experience, but are not required, include, but are not limited to:

- Provide direct academic intervention(s) with a student or group of students.
- Co-facilitate a parent education group.
- Participate in retention/promotion meetings.
- Provide staff development trainings on class-wide behavior management, academic interventions, special education referral policy, etc.
- Draft a paper for submission and publication to *CASP Today* or the *Communiqué*, a paper or poster presentation proposal to the CASP (California Association of School Psychologists) and/or NASP (National Association of School Psychologists) annual conventions.

Documentation and evaluation of each of the above required (and enhancing) activities and assignments will be maintained by you and your University-based supervisor (e.g., EDP 641A/B instructor). School-site supervisors also will evaluate practica candidates based on the NASP Domains for Training and Practice. Candidates who do not show evidence of successful completion of practica and/or coursework, or do not demonstrate professional and personal competencies, may be required to complete additional practica hours, repeat a semester of practica, and/or may not be recommended for internship.

Fieldwork/Internship:

The school psychology program, CTC, and NASP require candidates to complete a minimum of 1200 hours of internship to demonstrate competency as a candidate for the school psychology credential. At least 600 internship hours must be in a school setting that includes at least 50% ethnically, culturally, racially, and/or linguistically diverse students. Candidates who do not show evidence of successful completion of the internship may be asked to complete additional hours, or repeat a semester of fieldwork in order to demonstrate professional and/or personal competencies.

For candidates desiring to complete their internship over 2 years (600 hours each year), continuous enrollment and university supervision is required. Thus, during the first year of internship candidates should enroll in EDP 642A in the fall for 3-units, and EDP 797 (Independent Individual Study) in the spring for 1-unit. The second year of internship, candidates should enroll in 1-unit of EDP 797 in the fall, and 3-units of EDP 642B in the spring. Please note that candidates will receive an “I” in EDP 642A their first year of internship until all requirements are met in EDP 797 in the spring.

Additionally, CTC requires interns to have experience in at least two levels of schooling. The levels referred to are preschool (ages 3-5); elementary (grades K-6); middle (grades 6-8) or junior high (grades 7-8, or 7-8-9); senior high (grades 9-12); and transition programs (ages 18-

22). Any two of those five are acceptable, as long as at least 200 hours are documented in at least one other level. Please see Internship Guidelines for Field-Based School Psychology Supervisors in the Appendix for additional internship requirements. A District-University Internship/Fieldwork Agreement must be agreed upon and signed by all involved parties (i.e., District Supervisor, University Supervisor, and Intern) before candidates may begin their internship. Additionally, interns are required to complete the Internship Training Plan with their field supervisor at the beginning of EDP 642A (fall semester) and B (spring semester) to ensure candidates receive training and experience in each of the NASP domains.

Candidates may complete up to 600 internship hours in a non-school setting. Candidates who wish to complete no more than 600 internship hours in a non-school setting must be supervised by an appropriately credentialed/licensed psychologist for that setting. Internship hours completed in a non-school setting, as well as the candidate's supervisor, must be approved by the EDP 642A/B University instructor.

Candidates who have completed all prerequisite and core credential coursework (except EDP 527, 536, 560, 642A & B), and the Educational Psychology Master's Degree for Joint candidates, are eligible to apply for an internship credential. The internship credential is awarded by CTC and may benefit candidates by allowing him/her to earn a salary while completing their internship hours. In short, all graduates of the program complete a fieldwork experience, with some holding the internship credential while others do not. Intern credentials are district specific; they are awarded to the district in which the candidate works on behalf of the candidate. Candidates are responsible for securing their own fieldwork/internship positions and for obtaining the proper internship credential paperwork from their district and the CSULB Credential Office. Interns are evaluated each semester by both their school site supervisor and the University supervisor. After completion of the Educational Psychology Master's Degree and before beginning internship, candidates will need to be readmitted to the University as a credential-only candidate. Contact Nancy McGlothlin (nmcglath@csulb.edu) in the Graduate Studies office for assistance. Ms. McGlothlin can readmit you without the additional university fee.

To ensure optimal training experiences, the CSULB school psychology training program has established the following general guidelines for any student completing an internship.

1. Paid/Under Paid internships. Currently, there is a paucity of paid internships. It has become more common for students to complete the fieldwork requirement as unpaid or underpaid¹, yet many of the demands placed on them have remained the same. To provide un/under paid interns time to complete class assignments, reflect, and possibly obtain paid employment elsewhere, they now have the option to work 4 days a week at their internship sites.
2. Restricted Number of School Sites. Interns will be assigned to no more than 2 sites per semester. Interns should have an opportunity to develop meaningful connections with a small number of school staff, programs and students by focusing on one or two schools per semester. Itinerant assignments at more than two schools are inappropriate for interns.
3. Program Requirements Take Precedence. Completing the fieldwork/internship is one of many program requirements. Attending class, completing assignments, and participating

¹ Underpaid is defined here as less than \$10,000 based on the 2008 Federal Register's definition of the poverty rate for a single person

in program events also are important requirements and should be supported and accommodated by fieldwork/internship sites.

4. Diverse Training Experiences. The intern should be provided opportunities to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, research, and in-service, and develop professional competencies with a broad range of programs and populations, including but not limited to general education, special education, bilingual education, age, disabilities, and cultures. The intern is not to devote more than 40% of his/her time to one type of activity such as psychoeducational evaluations or counseling services.
5. Quality Supervision. The intern's primary supervisor should serve as a model school psychologist engaging in broad and diverse service delivery. The designation of a credentialed school psychologist as the intern's primary site supervisor is subject to the approval of the University program faculty.
6. Ongoing Communication. Training programs and school districts must work together to mutually enhance each other's work. Regular communication about training program policies and district practices should occur so that the best collaboration can occur in support of training practices.

Personal Competencies

Candidates must demonstrate specific professional and personal competencies to ensure school psychology candidates possess the knowledge, skills, and dispositions required for successful careers in education. CTC- and NASP-approved programs are required to "employ a systematic, valid process to ensure that all candidates, prior to the conclusion of the internship experience, are able to integrate domains of knowledge and apply professional skills in delivering a comprehensive range of services evidenced by measurable positive impact on children, youth, families, and other consumers" (NASP Training Standard 4.3). See Appendix for CSULB School Psychology Personal Competencies Review.

Designated time during each monthly program faculty meetings is devoted to discussing student issues or concerns. At that time, faculty consider whether an evaluation of a student's competencies is warranted. If program faculty agree a competency evaluation is warranted, the candidate will be immediately notified and requested to meet with the program director and/or faculty, and his/her advisor. If a candidate is rated a '2' (minimal) or lower in any area, or receives a total score of 24 or less (minimal or unsatisfactory), an intervention plan and timeline for remediation will be developed. Please be advised that candidates who fail two or more times to achieve satisfactory ratings on a personal competency review, despite the development, agreement, and implementation of a Candidate Intervention Plan, may not be recommended for the internship credential and/or PPS credential. Please see Appendix for CSULB School Psychology Candidate Intervention Plan.

Additionally, practicum and internship field-based supervisors evaluate candidates' professional competencies at the end of each semester of practicum and internship and are considered when concerns have been identified.

Communication

Program newsletters, required advising forms, and other communiqués throughout the year are sent via email by the program coordinator. University policy recognizes e-mail as an official

form of communication; thus, most information will be disseminated electronically and NOT through the U.S. mail. Candidates are responsible for checking their e-mail regularly and informing the program coordinator regarding changes to their e-mail address. Individual instructor course announcements and notifications are typically sent through BeachBoard and thus, are sent to the email address listed on MyCSULB. It is the candidate's responsibility to ensure that the contact information on MyCSULB is current. Candidates are eligible for, but are not required to have, a CSULB email account. In addition, it is important that the Graduate Studies Office (ED1 – 7) and the Credential Office (ED1-42) have your current email and mailing addresses. If you move, alert University Admissions, College of Education Graduate Studies Office, and Credential Office.

Additional Requirements

- You must be **admitted as a graduate student to the University** prior to registering for courses.
- Candidates must take the **CBEST** their first year in the program, and **pass the CBEST prior to beginning fieldwork/internship**. Please go to <http://www.cbest.nesinc.com/> for more information and to register to take the CBEST.
- Candidates must obtain a **Certificate of Clearance** from the state prior to beginning any school-based activities, including practica, fieldwork/internship, and coursework activities. You are encouraged to obtain the certificate of clearance and open a file with the Credential Office at the beginning of your first semester (ED1-42). You will be required to show proof of filing for your certificate of clearance prior to beginning your practicum activities. Please go to the Credential Office Website at <http://www.ced.csulb.edu/credentials/> for information regarding applying for a certificate of clearance.
- To maintain your enrollment in the university and program, candidates are required to take a minimum of one prerequisite, master's degree, or core program course per semester (excluding summer). Exceptions are made for medical or personal leave. **Candidates requesting a leave must file a "leave of absence" with University Enrollment Services (BH-101) and the College Graduate Studies Office (ED1-7), and contact their school psychology advisor and program coordinator.** Candidates who fail to file a leave of absence will be dropped from the University and the program and will need to re-apply if they plan to return to the program.
- Candidates may complete the program on a full-time or part-time basis. In accordance with University regulations governing Master's degree programs, the school psychology credential program must be completed within seven years of the date the candidate's program was initiated.
- Candidates must maintain a 3.0 GPA to remain in good standing in the program. Failure to do so may place the candidate on academic probation.
- Candidates must have completed a **Master's degree** prior to completing the School Psychology credential program.
- Candidates in the Joint School Psychology/Educational Psychology Master's program must pass the CSULB **Writing Proficiency Exam (WPE)** prior to advancement to candidacy. Please go to http://www.csulb.edu/divisions/students2/testing/test_information/wpe/ for information

and registration to take the WPE. Please note that if you have passed the Writing Proficiency Exam at another CSU campus, or obtained a 4 or higher on the GRE writing portion, you are exempt from this requirement. Please take proof of exemption to University Enrollment Services office (BH-101) and the College Graduate Studies Office (ED1-7).

- All School Psychology candidates must take the **National School Psychology Examination** (Praxis Test #10400 from ETS) before completing the program. Candidates must ensure that their scores (Overall Score and Test Category Scores) are forwarded by ETS to program faculty and the Credential Center. A passing score on this test may allow the candidate to obtain certification as a Nationally Certified School Psychologist (NCSP). Performance on this exam does not impact candidate grades, promotion, or graduation from the CSULB School Psychology program. Most candidates take this exam during their final (fieldwork/internship) semester of study. The 2007-2008 Praxis Bulletin may be downloaded from <http://www.ets.org/Media/Tests/PRAXIS/pdf/01361.pdf>.

**Deadlines to Remember for Joint School Psychology Credential and
Educational Psychology Master's Degree Candidates**

Advancement to Candidacy: Completion of all prerequisites and 6 units of core courses; passing score on WPE or exemption; and enrollment in at least one course during the semester of advancement.

Thesis Application: October 1st – Spring enrollment; March 1st – Summer and Fall enrollment.

IRB Approval: Thesis Candidates: applications received by the last Thursday of the preceding month are agendaed for the next monthly meeting on the 2nd Thursday of the month. Agendas and application materials are sent to all IRB members two weeks prior to meeting.

Comprehensive Exam Application: Comprehensive Exam Candidates: October 1st – Spring enrollment; March 1st - Summer and Fall enrollment.

Request to Graduate: For graduation in spring or summer, file between May 1 and October 1 of the preceding year. For Fall graduation, file between December 1 and March 1 of the preceding year.

Credential Center (<http://www.ced.csulb.edu/credentials/>)

The Credential Center, located in ED1-42, evaluates and processes records for fulfillment of credential requirements and recommends candidates for the intern and/or full PPS School Psychology credentials to the California Commission on Teacher Credentialing (CTC). It is recommended that candidates open a credential file their first semester in the program and simultaneously obtain their certificate of clearance. Once you begin a file with the Credential Center, the center periodically generates and sends to the candidate and program director individual candidate progress reports indicating course and other requirements that have been fulfilled, and those that need to be completed. All requirements for completion of the school psychology credential program (including Praxis Exam results) must be received by the Credential Center before a candidate is recommended for the school psychology credential to CTC.

Course Waivers

Prerequisites and some program core courses may be waived for equivalent courses completed at another accredited University within the past 7 years. Candidates seeking a course waiver are required to follow the College of Education's waiver process. To obtain a course waiver, candidates must 1) obtain and complete a *Petition for Course Equivalency* available in the ASEC office (ED1-10) or download from the College website; 2) attach supporting documents as outlined in the petition, e.g., official catalogue description, official transcripts showing you took the course and your grade, and syllabus (recommended but not required); and 3) return the documents to the ASEC office for consideration. The documents will be routed to the instructor who teaches the class the candidate is seeking to waive. It is not the decision of the program director or faculty on whether a course you took at another university meets the objectives of the course you seek to waive. The instructor of that course makes the final decision. Please note, University and College policy dictate that a **maximum** of six units may be waived or substituted, not including prerequisites.

Copies of all signed *Petition for Course Equivalency* forms for each course approved for waiver must be submitted to the Credential Center. If you waive a course required by both the Educational Psychology Master's program and the School Psychology Credential program, a copy of the equivalency form must be placed in both your graduate file (located in the Graduate Studies Office) and your credential file (located in the Credential Center).

Table 3 lists coursework that must appear on CSULB transcripts or be waived through an approved course equivalency form. Please note courses that are not eligible for waiver.

Table 6. Coursework that must appear on transcripts

EDP 560*	EDP 579*
EDP 517*	COUN 601
EDP 520	EDP 605
EDP 524A/B	EDP 641A/B
EDP 525A*/B*	EDP 527*
EDP 528*	EDP 642A*/B*
EDP 536*	

*Courses not eligible for waiver or substitution.

The following requirements must be completed and evidence provided to the Credential Center to be recommended for the School Psychology Credential:

- Bachelor Degree
- Master's Degree
- Certificate of Clearance or Valid Basic Credential
- Coordinator Clearance of Prerequisite and Specialization Clearance (School Psychology Credential-Only Candidates; available in the Appendix)
- Passing CBEST Scores

- Scores from Praxis II Exam in School Psychology
- Approval of School Psychology Coordinator based on demonstration of personal and professional competencies.

Advisement

All candidates should meet with their advisor in the spring or summer prior to beginning the program in fall. In this meeting a 2- to 3-year schedule of courses will be drafted (see Initial Advisement Form in the Appendix). Every November, all candidates will receive an email from the program director regarding fall mandatory advising. Candidates will be required to complete and submit a course-taking plan (i.e., Calyx Memo; emailed by program coordinator to all candidates) to their advisor before the Thanksgiving holiday. Advisors will review the Memo, which details the candidate's plan for courses, practicum, and fieldwork/internship, and address any candidate questions or concerns. Advisors will respond to the candidate via e-mail if there are any concerns or questions that need to be addressed, and may request an in-person meeting with the candidate. Candidates also may request an in-person meeting with their advisor. Advisors are available to meet during scheduled office hours or by appointment. Please see Calyx Memo in the Appendix.

Educational Psychology Clinic (<http://www.ced.csulb.edu/asec/clinic/>)

Candidates will provide assessment and intervention services to preschool, elementary, and secondary students in the Educational Psychology Clinic as part of their coursework. The CSULB Educational Psychology Clinic is a training facility that includes 24 individual client rooms with one-way mirrored windows with speaker and headphone capability. Video recording and playback, and extensive assessment and intervention materials also are available. The school psychology program uses the clinic facilities for four of its courses: EDP 524B, 525B, 527, and 579.

Candidate Scholarships

Below is a partial list of candidate scholarships available through professional organizations and the College and University.

Awarding Institution	Amount	Deadline
NASP Graduate Minority Scholarship www.nasponline.org	\$5,0000.00	December 1
CASP Cultural and Linguistic Diversity Scholarship www.casponline.org	\$1,000.00 (renewable for 3 years)	January 31
Paul Henkin Scholarship www.casponline.org	Up to \$750.00 to attend CASP convention	January 31
CSULB College of Education Scholarships www.ced.csulb.edu	One application for 10 – 20 individual scholarships ranging from \$500 to \$2000	Second week in February

Nationally Certified School Psychologist (NCSP)

(http://nasponline.org/certification/becoming_NCSP.aspx)

Candidates are encouraged to pursue the NCSP credential through NASP. This credential can facilitate obtaining licensure in other states, and some districts/states offer an additional stipend for school psychologists who hold the NCSP.

Professional Memberships

Joining the following professional organizations is highly recommended: National Association of School Psychologists (<http://www.nasponline.org/>); California Association of School Psychologists (<http://www.casponline.org/>); Council for Exceptional Children (<http://www.cec.sped.org/>), and American Educational Research Association (<http://www.aera.net/>). Student memberships are very economical and it is never too early to begin to build your professional library. In addition, local associations such as the Greater Long Beach Association of School Psychologists (GLBASP) provide candidates with useful local networking and leadership opportunities. Candidates are strongly encouraged to attend state and national conferences held by these and related professional organizations.

APPENDIX

Form	Procedure
ASEC Department Code of Civility (pg. 21)	Read prior to beginning coursework.
New Student Advising Forms Joint School Psych/Ed Psych (pg. 22) School Psychology Credential Only (pg. 23)	Completed with your advisor upon beginning the program; updated as needed.
Calyx Memo (pgs. 23-25)	Completed every November and returned to your advisor before Thanksgiving for approval.
Personal Competencies Review Form (pgs. 26-28)	Completed as needed by the program director and faculty on identified candidates.
Candidate Intervention Plan (pg. 29)	Action plan to remediate areas of concern as noted on the Personal Competencies Review form.
Prerequisite and Specialization Clearance Form (pgs. 30-31)	Credential Only Candidates: completed with School Psychology Program Coordinator prior to graduation and returned to the Credential Office.
Internship Guidelines for Field-Based School Psychology Supervisor (pgs. 32-36)	Information regarding internship requirements to be provided to School Psychology Field Supervisors who are supervising interns.
Matrix of Courses by NASP Domain (pg. 37)	Illustrates relation between coursework and NASP Domains for Training and Practice.
School Psychology Program-District Internship Contract (pg. 38)	Contract reviewed between and signed by Intern and Supervising School Psychologist. University Supervisor provides final approval.



CALIFORNIA STATE UNIVERSITY, LONG BEACH

COLLEGE OF EDUCATION Advanced Studies in Education and Counseling Department

Code of Civility:

Our Department values respect, responsibility, preparation, involvement, and work ethic.

We expect the following:

Faculty and students will come to class prepared to learn, teach and collaboratively engage with each other.

Students and faculty will actively serve the educational community.

Students and faculty will display professional ethical behavior and academic honesty (i.e., no plagiarism).

Students will come to class on time and prepared to learn with organized course materials and assignments.

Faculty will effectively manage class time by beginning and ending the class on time.

Students will honor and adhere to deadlines by completing assigned readings and submitting assignments as listed in the course syllabus.

Faculty will honor deadlines by returning assignments with constructive feedback within a reasonable time period (generally 1-2 weeks) of assignment submission.

Faculty, students, and staff will honor each other's perspectives, respect each other, and display common courtesy.

FALL 2011 NEW STUDENT ADVISING
Joint School Psychology and Education Psychology Program

Name: _____ Advisor: _____

Date of entry into school psychology program _____

Date of expected completion of the program _____

Phone: _____ E-mail: _____ Date: _____

Courses	Waived	Fall 11	Spring 12	Summer 12	Fall 12	Spring 13
EDP 301/ 302 – child/adol dev.						
EDP 419 – ed. statistics						
EDP 405 – classroom mgnt.						
EDP 517 – school counseling sem						
EDP 520 – research methods						
EDP 524A- psychoed. assmt I						
EDP 524B (2 units)– psychoed. lab						
EDP 525A-psychoed diag. II						
EDP 525B – (2 units) psychoed. lab						
EDP 527 – advanced assmt for int						
EDP 528 – orientation to the field						
EDP 536- consultation						
EDP 560 – behavior assmt & int						
EDP 579 -CBM & intervention						
COUN 601 – trauma/grief couns.						
EDP 605 – Theories of learning, cognition, motivation, and social development						
EDP 641A/B (2 units each) Practica						
EDP 642A/B (3 units each) Intern						
Additional MA Requirements						
EDP 519 (comps req)						
EDP 541 (comps req/thesis elective)						
EDP 595 (thesis elective only)						
EDP 604						
EDP 596 (comps req/thesis elective)						
EDP 696 (thesis elective only)						
EDP 698 (6 units) Thesis						

Check one:

I _____ have/ _____ have not passed the CBEST.

I _____ have/ _____ have not obtained a certificate of clearance from the state.

**FALL 2011 NEW STUDENT ADVISING
School Psychology Credential-Only Program**

Name: _____ Advisor: _____

Date of entry into school psychology program _____

Date of expected completion of the program _____

Phone: _____ E-mail: _____ Date: _____

Courses	Waived	Fall 11	Spring 12	Summer 12	Fall 12	Spring 13
EDP 301/ 302 – child/adol dev.						
EDP 419 – ed. statistics						
EDP 405 – classroom mgnt.						
EDP 517 – school counseling sem						
EDP 520 – research methods						
EDP 524A- psychoed. assmt I						
EDP 524B (2 units)– psychoed. lab						
EDP 525A-psychoed diag. II						
EDP 525B – (2 units) psychoed. lab						
EDP 527 – advanced assmt for int						
EDP 528 – orientation to the field						
EDP 536- consultation						
EDP 560 – behavior assmt & int						
EDP 579 -CBM & intervention						
COUN 601 – trauma/grief couns.						
EDP 605 – Theories of learning, cognition, motivation, and social development						
EDP 641A/B (2 units each) - Practica						
EDP 642A/B – (3 units each) fieldwork						
Specialization (12 units from MA/MS Degree)						

Check one:

I _____ have _____ have not _____ passed the CBEST. Date: _____

I _____ have _____ have not _____ obtained a state certificate of clearance.

I completed my master's degree in _____ Date: _____

2011 CALYX MEMO

Mandatory School Psychology Advisement Survey

Please complete both pages and return to your advisor by **Thanksgiving**.

Name: _____ Advisor: _____ Date: _____

Date of entry into school psychology program: _____

Date of expected completion of the program: _____

Phone: _____ E-mail: _____

Course code and abbreviation	Completed	Waived	Currently Enrolled Fall 2011	Plan to take Spring 2012	Plan to take Summer or Fall 2012 (indicate 'F' for fall; 'S' for summer)
EDP 301/ 302 – child/adol dev.					
EDP 419 – ed. statistics					
EDP 405 – classroom mgnt.					
EDP 517 – school counseling sem					
EDP 520 – research methods					
EDP 524A - psychoed. assmt - sem					
EDP 524B – psychoed. assmt - lab					
EDP 525A -psychoed diag. - sem					
EDP 525B – psychoed diag. - lab					
EDP 527 – advanced assmt for int					
EDP 528 – orientation to the field					
EDP 536- consultation					
EDP 560 – behavior assmt & int					
EDP 579 -CBM & intervention					
EDP 596 – program eval					
COUN 601 – trauma/grief couns.					
EDP 605 – Learn, motivation, cognition, social dev. theories					
EDP 641A/B - Practica					
EDP 642A/B -fieldwork					
MA Requirements (Joint Candidates Only)					
EDP 519 (comps req)					
EDP 541 (comps req/thesis elective)					
EDP 595 (thesis elective only)					
EDP 604					
EDP 596 (comps req/thesis elective)					
EDP 696 (thesis elective only)					
EDP 698 (6 units) Thesis					
Specialization					

(Credential Only Candidates)	
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I _____ have/ _____ have not passed the CBEST.

I _____ have/ _____ have not obtained a certificate of clearance from the state.

Check one:

_____ I completed my master's degree at _____ in _____
Date completed: _____ (University) (field of specialization)

_____ I am currently enrolled in the Joint Educational Psychology Master's/School
Psychology Credential Program at CSULB.

I plan to: take comprehensive exams ____ OR write a thesis ____ ;
 undecided _____

When do you expect to complete the master's degree (pass comprehensive exams or
finish thesis and file for graduation)? _____

Practicum:

Semester/Year you plan to begin EDP 641A: _____

Semester/Year you plan to complete EDP 641B: _____

Plan (where, when, number of hours at each setting, who will supervise?):

Fieldwork/Internship:

When do you plan to begin EDP 642A? _____

When do you plan to complete EDP 642B? _____

Plan (where, when, number of hours at each setting, who will supervise?):

What comments, concerns or questions do you have at this time regarding your progress in the
school psychology program?

Advisors comments:

Advisor Signature: _____ Date: _____

**CSULB School Psychology Program
Personal Competencies Review**

Candidate: _____

Date: _____

Raters: _____

Review Period:

- ☐ <30 units and/or prior to practicum
- ☐ Completion of MA and/or prior to internship
- ☐ Conclusion of internship and prior to graduation
- ☐ Other _____

Ratings:

- | | |
|---------------------------|---|
| 1 = <i>Unsatisfactory</i> | <i>Rarely demonstrates competency</i> |
| 2 = <i>Minimal</i> | <i>Occasionally demonstrates competency</i> |
| 3 = <i>Satisfactory</i> | <i>Usually demonstrates competency</i> |
| 4 = <i>Proficient</i> | <i>Consistently demonstrates competency</i> |

Competency	Unsatisfactory	Minimal	Satisfactory	Proficient	Points
	1	2	3	4	
Attendance	Numerous tardies/early departures OR 4+ absences.	Several tardies/early departures OR 3 absences.	Few tardies/early departures OR 2 absences.	Timely and consistent presence in class/supervision.	
Preparedness	Rarely, if ever, well prepared for class/supervision, e.g., evidence of reading & assignment completion; note taking; contributing to class discussion; asking questions.	Occasionally well-prepared for class/supervision; e.g., evidence of reading & assignment completion; note taking; contributing to class discussion; asking questions.	Usually well-prepared for class/supervision; e.g., evidence of reading & assignment completion; note taking; contributing to class discussion; asking questions.	Consistently well-prepared for class/supervision; e.g., evidence of reading & assignment completion; note taking; contributing to class discussion; asking questions.	
Continuous Learning	Rarely, if ever, demonstrates curiosity, creativity, & flexibility regarding course content, processes and tasks; sets high expectations.	Occasionally demonstrates curiosity, creativity & flexibility regarding course content, processes & tasks; sets high expectations.	Usually demonstrates curiosity, creativity & flexibility regarding course content, processes & tasks; sets high expectations.	Consistently demonstrates curiosity, creativity & flexibility regarding course content, processes & tasks; sets high expectations.	
Positive Climate	Rarely, if ever, views feedback & situations maturely; analyzes feedback & makes appropriate adjustments to enhance personal growth & learning; analyzes comments & interactions to make adjustments to promote a positive learning environ.	Occasionally views feedback & situations maturely; analyzes feedback & makes adjustments to enhance personal growth & learning; analyzes comments & interactions to make adjustments to promote a positive learning environment.	Usually views feedback & situations maturely; analyzes feedback and makes appropriate adjustments to enhance personal growth & learning; analyzes comments & interactions to make adjustments to promote a positive learning environment.	Consistently views feedback & situations maturely; analyzes feedback and makes appropriate adjustments to enhance personal growth & learning; analyzes comments & interactions to make adjustments to promote a positive learning environment.	

Competency	Unsatisfactory	Minimal	Satisfactory	Proficient	Points
	1	2	3	4	
Reflective	Rarely, if ever, willing to suspend initial judgments, receptive to critical examination of multiple perspectives, generates effective/productive options, makes reasoned decisions with supporting evidence, makes connections to previous reading, courses, and/or experiences.	Occasionally willing to suspend initial judgments, receptive to critical examination of multiple perspectives, generates effective/productive options, makes reasoned decisions, makes connections to previous reading, courses, experiences.	Usually willing to suspend initial judgments, receptive to critical examination of multiple perspectives, generates effective/productive options, makes reasoned decisions with supporting evidence, makes connections to previous reading, courses, and/or experiences.	Consistently willing to suspend initial judgments, receptive to critical examination of multiple perspectives, generates effective/productive options, makes reasoned decisions with supporting evidence, makes connections to previous reading, courses, and/or experiences.	
Thoughtful & Responsive Listener	Rarely, if ever, demonstrates ability to thoughtfully listen and respond to people's insights, needs, and concerns (e.g., asks questions, summarizes points)	Occasionally demonstrates ability to thoughtfully listen and respond to people's insights, needs, and concerns (e.g., asks questions, etc.)	Usually demonstrates ability to thoughtfully listen and respond to people's insights, needs, and concerns (e.g., ask questions, summarize points)	Consistently demonstrates ability to thoughtfully listen and respond to people's insights, needs, and concerns (e.g., asks questions, summarize points)	
Cooperative & Collaborative	Rarely, if ever, works to keep group on task, maximizes individual talents, evenly distributes responsibility, etc.	Occasionally works to keep group on task, maximizes individual talents, evenly distributes responsibility, etc	Usually works to keep group on task, maximizes individual talents, evenly distributes responsibility, etc	Consistently works to keep group on task, maximizes individual talents, evenly distributes responsibility, etc	
Respectful	Rarely, if ever, shows courtesy & consideration for people & ideas; demonstrates sensitivity with respect to appropriate use of language.	Occasionally shows courtesy & consideration for people & ideas; demonstrates sensitivity with respect to appropriate use of language.	Usually shows courtesy & consideration for people & ideas; demonstrates sensitivity with respect to appropriate use of language.	Consistently shows courtesy & consideration for people & ideas; demonstrates sensitivity with respect to appropriate use of language.	
Program Participation	Rarely, if ever, participates in program retreats/orientations; completes advising memos; seeks advisor input when appropriate; follows program handbook & catalogue (e.g., takes courses in sequence, completes fieldwork hours in required settings, etc.).	Occasionally participates in program retreats/orientations; completes advising memos; seeks advisor input when appropriate; follows program handbook & catalogue (e.g., takes courses in sequence, completes fieldwork hours in required settings, etc.).	Usually participates in program retreats/orientations; completes advising memos; seeks advisor input when appropriate; follows program handbook & catalogue (e.g., takes courses in sequence, completes fieldwork hours in required settings, etc.).	Participates in program retreats/orientations; completes advising memos; seeks advisor input when appropriate; follows program handbook & catalogue (e.g., takes courses in sequence, completes fieldwork hours in required settings, etc.).	

Unsatisfactory Level: 8-15 points
Minimal Level: 16-23 points
Satisfactory Level: 24-31 points
Proficient Level: 32 points

Total Score: _____

Comments:

Used with permission from the University of Wisconsin-Stout School Psychology program, 2007.

CSULB School Psychology Candidate Intervention Plan

Candidate:	Date:
Faculty:	
Area of concern: <input type="checkbox"/> Attendance <input type="checkbox"/> Preparedness <input type="checkbox"/> Continuous learning <input type="checkbox"/> Positive climate <input type="checkbox"/> Reflective <input type="checkbox"/> Thoughtful & responsive listening <input type="checkbox"/> Cooperative/collaborative <input type="checkbox"/> Respectful <input type="checkbox"/> Other	Identify and describe the specific competency that initiated the concern:
Candidate Input: <i>candidate response/action related to identified area(s) of concern.</i>	
1.	
2.	
3.	
4.	
Intervention: <i>course of action, person(s) responsible, and timeline to be accomplished.</i>	
1.	Date:
2.	Date:
3.	Date:
4.	Date:
Approval: <i>All parties agree to the course of action outlined above and agree to fulfill stated responsibilities.</i>	
Candidate's Signature:	Date:
Program Director's Signature:	Date:
Faculty Signature(s):	Date:
Other:	Date:
Next review scheduled for:	

CSULB School Psychology Program
Prerequisite and Specialization Clearance Form
School Psychology Credential Only Candidates

Candidate: _____

Advisor: _____

Program Coordinator: _____

Completion of Prerequisite Courses

Course	Units	Title	University	Date
EDP 301/302	3	Child (or Adolescent) development and learning.		
EDP 405	3	Classroom management		
EDP 419	3	Educational statistics		

Completion of Twelve Semester Units of Specialization
Specialization: _____

Course	Units	Title	University	Date

Program Coordinator Approval:

The above candidate has met the prerequisite and specialization requirements for completing the CSULB School Psychology Program:

Program Coordinator Signature

Date

Description of Specialization Areas and Examples of Related Coursework

To meet the 12-unit specialization requirement, candidates must complete 12-graduate level, semester units in a related specialization. These courses must be:

- completed within the past 7 years (unless the candidate petitions for an exception to this rule);
- passed by the candidate with a grade of B or higher;
- part of a master's degree program completed by the candidate;
- part of a master's degree program in a field related to school psychology;
- completed at an accredited University; and
- verified by the CSULB school psychology program coordinator's review of the candidate's official transcripts.

Example courses that would qualify for meeting the specialization requirement for 8 related fields are provided below. Notice, each of these courses can be linked to at least one NASP domain for training and practice; and the preparation provided in these types of courses would be an asset to any school psychologist.

Educational Psychology

Human development, cognition, learning, motivation, emotion, educational psychology, statistics, measurement, evaluation, etc.

Special Education

Collaboration, teaching methods for students with disabilities, assessment of students with disabilities, seminar on emerging issues, transition planning, interventions, inclusion, etc.

School Counseling

Counseling theories, counseling practices (e.g., group, individual, and multicultural counseling), schools as systems, laws and ethics guiding counseling, clinical interviewing, etc.

Marriage and Family Counseling

Counseling theories, counseling practices (e.g., group, individual, and multicultural counseling), laws and ethics guiding counseling, clinical interviewing, psychopharmacology, human sexuality, human development, family systems, substance abuse counseling, etc.

Psychology (Research, Clinical, Organizational, etc.)

Personality and social behavior, cognition, motivation, learning, social, sexuality, physiology, neuropsychological, psychopharmacology, psychology of women, children, adolescents, fathers, community psychology, clinical psychology, abnormal psychology, family systems, clinical interview, clinical assessment, advanced research, advanced statistics, psycholinguistics, etc.

Curriculum and Instruction

Intercultural education, advanced studies in literacy, design of instruction in math, social studies, science, history, reading, etc.; analysis of instruction through reflection, etc.

Administration/Leadership

Instructional leadership, instructional assessment, schools as organizations, social, political and policy issues of urban schools, educational governance, education law, etc.

Child Development/ Early Childhood Education

Intercultural education, history and philosophy of early childhood education, curriculum for young children, parent education and involvement in educational environments, research seminar on early childhood, leadership and supervision of early childhood programs, etc.



CALIFORNIA STATE UNIVERSITY, LONG BEACH
College of Education
Advanced Studies in Education and Counseling
School Psychology Program

Internship Guidelines for Field-Based School Psychology Supervisor

California's Commission on Teacher Credentialing (CTC) and the National Association of School Psychologists (NASP) specifies that all programs of professional preparation for the school psychology credential require field experience that includes a minimum of 1200 hours of fieldwork/internship. Program candidates may fulfill their field experience requirement through either an unpaid (or minimal hourly salary) fieldwork, or through an internship in which the candidate is employed by a district or county office on a full or half time basis as a paid, contracted employee, similar to that paid a beginning teacher.

The CSULB School Psychology program requires candidates to obtain a full-time (or part-time over 2 years) field experience in a local education agency where the candidate is exposed to a wide variety of students, is encouraged to participate in an array of activities (e.g., consultation, counseling, academic/behavioral intervention), and is supervised by an experienced school psychology credential holder.

Candidates may complete up to 600 internship hours in a non-school setting. Candidates who wish to complete no more than 600 internship hours in a non-school setting must be supervised by an appropriately credentialed/licensed psychologist for that setting. Internship hours completed in a non-school setting, as well as the candidate's supervisor, must be approved by the EDP 642A/B University instructor.

The *CSULB Fieldwork/Internship Evaluation* form must be completed at the end of each semester the candidate engages in fieldwork/internship by the field supervisor and returned to the University fieldwork supervisor. In addition to evaluating the intern's professional activities, the *CSULB Fieldwork/Internship Evaluation* form also provides an evaluation of the candidate's interpersonal skills, e.g., responsibility, timeliness, professionalism).

Eligibility: To engage in fieldwork/internship, a candidate must be enrolled in the program and successfully completed with a grade of C or better all credential courses except EDP 527, 536, 560, and 642A/B, which may be taken during the fieldwork year. EDP 642A and B are fieldwork supervision courses. Fieldwork is taken twice (2 semesters) for 3 units each semester. In some instances, *only* with approval from the program coordinator, candidates may enter fieldwork/internship with additional coursework in need of completion.

Those desiring the internship credential need to have completed their master's degrees in addition to the requirements mentioned above. The internship credential is issued to a specific district that desires to hire a candidate and is awarded only upon receipt of a letter from the district or county office affirming their desire to hire the candidate. The internship credential is valid for a maximum of two years.

An intern cannot be hired to replace a laid-off or "RIFFED" (Reduction in Force) school psychologist. CTC specifically prohibits training institutions from issuing intern credentials for districts or county offices that plan to hire an intern to take the place of a laid-off permanent employee. Candidates desiring intern credentials should confirm that they have completed all the requirements mentioned above before interviewing with prospective districts.

To ensure an optimal training experience, the CSULB school psychology training program has established the following general guidelines for any student completing an internship.

1. Paid/Under Paid internships. Currently, there is a paucity of paid internships. It has become more common for students to complete the fieldwork requirement as unpaid or underpaid², yet many of the demands placed on them have remained the same. To provide un/under paid interns time to complete class assignments, reflect, and possibly obtain paid employment elsewhere, they now have the option to work 4 days a week at their internship sites.
2. Restricted Number of School Sites. Interns will be assigned to no more than 2 sites per semester. Interns should have an opportunity to develop meaningful connections with a small number of school staff, programs and students by focusing on one or two schools per semester. Itinerant assignments at more than two schools are inappropriate for interns.
3. Program Requirements Take Precedence. Completing the fieldwork/internship is one of many program requirements. Attending class, completing assignments, and participating in program events also are important requirements and should be supported and accommodated by fieldwork/internship sites.
4. Diverse Training Experiences. The intern should be provided opportunities to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, research, and in-service, and develop professional competencies with a broad range of programs and populations, including but not limited to general education, special education, bilingual education, age, disabilities, and cultures. The intern is not to devote more than 40% of his/her time to one type of activity such as psychoeducational evaluations or counseling services.
5. Quality Supervision. The intern's primary supervisor should serve as a model school psychologist engaging in broad and diverse service delivery. The designation of a credentialed school psychologist as the intern's primary site supervisor is subject to the approval of the University program faculty.
6. Ongoing Communication. Training programs and school districts must work together to mutually enhance each other's work. Regular communication about training program policies and district practices should occur so that the best collaboration can occur in support of training practices.

² Underpaid is defined here as less than \$10,000 based on the 2008 Federal Register's definition of the poverty rate for a single person

District Responsibility: It is required that candidates receive on-site supervision from a person who currently holds, and has held for a least 2 years, a State of California School Psychologist Credential. Supervision must occur a minimum of 2 hours per week which may include mentoring, teaching, advising, coaching, providing corrective feedback, and reinforcing. The supervisor and the intern develop a close working relationship wherein the supervisor is aware of all the activities of the field worker, assigns responsibilities, checks the accuracy and value of the intern's work, and monitors the achievement of accreditation standards.

During the early part of the field experience, the fieldwork supervisor should be in daily contact with the intern. As time goes by and as the intern demonstrates his/her growing competence, daily interaction may be replaced with twice-weekly and then (at least) weekly meetings for the duration of the field experience. These meetings should be face-to-face or by phone, and must average at least two hours per week.

During the first few weeks of fieldwork, the candidate must provide a copy of the following to their fieldwork supervisor:

- (1) *CSULB School Psychology Fieldwork/Internship Guidelines*;
- (2) *District-University Internship/Fieldwork Agreement*;
- (3) *CSULB Fieldwork/Internship Evaluation*.

It is expected that the fieldwork supervisor reads the above documents and, if he/she agree to the conditions described in the documents, sign the *District-University Internship/Fieldwork Agreement* and return it to the intern. By the third week of the semester, the intern and district supervisor will be expected to draft an *Intern Training Plan* as described in fieldwork/internship supervision seminar, EDP 642A. Each participant in the training plan (e.g., intern, district site supervisor, university supervisor) will sign the plan and return it to the university supervisor to keep on file.

Please note: It is the District's responsibility to ensure that the intern is provided the appropriate support for the internship experience, including (a) a written agreement specifying the period of appointment and any terms of compensation; (b) a schedule of appointments, expense reimbursement, a safe and secure work environment, adequate office space, and support services consistent with that afforded district school psychologists; (c) provision for participation in continuing professional development activities; (d) release time for internship supervision and other training program activities; and (e) a commitment to the internship as a diversified training experience.

We believe that interns should be expected to make contributions to students, teachers, administrators, and parents as soon as possible. At the same time, we would caution against expecting interns to handle difficult cases and complicated consultations early in their placements without the active support of their supervisor. Since each supervisor-intern relationship is somewhat different, depending on the parties and situations involved, it is difficult to be very specific about when certain expectations must be met. Interns vary in their speed of learning, background experiences, and also in the amount of time they are working in the field which may vary from two days a week to full-time. Nonetheless, interns are expected to meet the standards for training and practice as outlined by NASP and CTC. Standards not met during the first semester should be met during the second semester. Fieldwork supervisors are required to complete the *CSULB Fieldwork/Internship Evaluation* form at the end of each semester. The

university supervisor will meet with the district supervisor a minimum of once per semester to discuss the intern's progress. Results of this site visit may include suggestions for revising the *Intern Training Plan* so that every opportunity is afforded the intern to develop competencies in each of the NASP Domains of Training and Practice. NASP Standards are provided below.

- (1) Data-Based Decision Making and Accountability
- (2) Consultation and Collaboration
- (3) Interventions and Instructional Support to Develop Academic Skills
- (4) Interventions and Mental Health Services to Develop Social and Life Skills
- (5) School-Wide Practices to Promote Learning
- (6) Preventive and Responsive Services
- (7) Family-School Collaboration Services
- (8) Diversity in Developing and Learning
- (9) Research and Program Evaluation
- (10) Legal, Ethical, and Professional Practice

Experience at Different Grade Levels: CTC requires candidates to gain field experience in at least two levels of schooling. The levels referred to are elementary (K-6), junior high (7-8, or 7-8-9), and senior high. Any two of those three are acceptable, as long as at least 200 hours are documented in each of the two levels.

Experience with Students who are Culturally, Ethnically, Racially, and Linguistically Diverse: A requirement of the CSULB School Psychology program, and consistent with CTC and NASP standards for professional development, is that at least 600 fieldwork hours must be in a school setting that includes at least 50% ethnically, culturally, racially, economically, and/or linguistically diverse students.

Role of the University Supervisor: The university supervisor monitors university requirements for candidates, visits each intern at least once each semester, provides feedback regarding intern activities and professional behaviors, monitors candidates' fieldwork and supervision hours as well as field activities to ensure candidates are engaging in a wide variety of activities related to training standards, distributes and collects fieldwork evaluations by the site supervisors, and conducts fieldwork supervision seminars. At the conclusion of a intern's experience, the supervisor, if he/she is a person other than the program coordinator, reviews the field worker's evaluations with the program coordinator, who is responsible for approving each candidate's application for the school psychology credential.

Record-Keeping: It is important that persons entering the profession are aware of and accountable for how they are using their time. Thus, candidates are expected to (1) complete a weekly record or log of their activities by NASP Domain, (2) obtain approval from their site supervisor via signature, and (3) return the log to their university supervisor on a weekly basis. Please note that NASP requires accredited school psychology training programs to report intern activities and number of hours spent in each NASP Domain.

Additional Requirements: Interns are required to complete two activities related to coursework during their final fieldwork experience: (1) problem-solving case study, and (2) triennial evaluation. For further information regarding these activities, please contact the coordinator of the CSULB school psychology program.

For additional information regarding the NASP Domains and examples of how they may be implemented in the field, please go to
<http://www.naspcenter.org/blueprint/FinalBlueprintInteriors.pdf>

For questions or concerns about this information, or about any aspect of the fieldwork/internship experience for CSULB school psychology candidates, please do not hesitate to call or email the program coordinator.

Kristi Hagans, Ph.D., School Psychology Program Coordinator
(562) 985-4435
khagansm@csulb.edu

Matrix of Courses by NASP Domain

EDP Course	NASP DOMAIN									
	(1) Data-Based Decision Making/ Accountability	(2) Consultation and Collaboration	(3) Interventions/ Instructional Support to Develop Academic Skills	(4) Interventions and Mental Health Services to Develop Social and Life Skills	(5) Diversity in Development and Learning	(6) School- Wide Practices to Promote Learning	(7) Preventive and Responsive Services	(8) Family- School Collaboration Services	(9) Research and Program Evaluation	(10) Legal, Ethical, and Professional Practice
301/302				X	X		X			
419									X	
405	X	X		X		X				
517		X		X	X		X	X		X
520									X	
524A/B	X									X
525A/B	X		X		X					X
527	X	X	X		X	X				X
528	X	X	X	X	X	X	X	X	X	X
536	X	X		X		X		X		
560	X	X		X	X	X	X			X
579	X		X		X					X
COUN 601					X		X			
605			X	X						
641A/B	X				X	X			X	X
642A/B	X	X	X	X						X

CALIFORNIA STATE UNIVERSITY, LONG BEACH

SCHOOL PSYCHOLOGY PROGRAM-DISTRICT INTERNSHIP AGREEMENT

UNIVERSITY CONTACT: Kristi Hagans, School Psychology Program Coordinator
EMAIL: khagansm@csulb.edu
PHONE: 562-985-4435

ADDRESS:

California State University, Long Beach
College of Education
Department of Advanced Studies in Education and Counseling
1250 N. Bellflower Boulevard.
Long Beach, CA 90840-2201

The following are agreements between the school psychology program at California State University, Long Beach (UNIVERSITY), school district/internship site and supervisor (DISTRICT); and school psychology graduate student/intern (INTERN) for completion of the school psychology internship/fieldwork experience (INTERNSHIP).

The DISTRICT will provide supervised field experiences to the INTERN in accordance to the INTERNSHIP requirements set forth by the California Commission on Teacher Credentialing (CTC) leading to the Pupil Personnel Services Credential in School Psychology.

Is so doing, the UNIVERSITY and DISTRICT agree to the following:

RESPONSIBILITIES OF THE UNIVERSITY

1. The UNIVERSITY shall designate in writing a faculty member (i.e., “University Supervisor”) to collaborate with the DISTRICT in coordinating the INTERNSHIP experience.
2. The UNIVERSITY shall complete periodic evaluations of the INTERN while engaged in internship-related activities at the DISTRICT (e.g., observations and interviews) or, if a site visit is precluded due to excessive distance, as arranged by the UNIVERSITY and DISTRICT. Alternate evaluations of the INTERN may be conducted via phone, email, or other web-based communication. UNIVERSITY priority however, is on-site observation of the INTERN and in-person interview with the DISTRICT.
3. The UNIVERSITY shall provide, at a minimum, four (4) hours of face-to-face supervision per month to the INTERN.
4. The UNIVERSITY will assure that the INTERN shall be eligible for INTERNSHIP as evidenced by recommendation of the UNIVERSITY.
5. The UNIVERSITY and DISTRICT expect the INTERN to participate in internship-related activities at the DISTRICT for the duration of the academic or school year.

6. The UNIVERSITY and DISTRICT agree that selection and placement of the INTERN shall not be for reasons of race, sex, creed, color, or age.

RESPONSIBILITIES OF THE INTERN

1. If the Internship Credential is required for employment with the DISTRICT, the INTERN will notify the CSULB school psychology program director regarding his/her eligibility to obtain the Internship Credential. Thereafter, it is the responsibility of the INTERN and DISTRICT to contact the CSULB Credential Office regarding obtaining the Internship Credential from CTC, the issuer of the Internship Credential.
2. The INTERN will conform to the administrative policies, standards, and practices of the DISTRICT, as well as the ethical and legal standards of the school psychology profession.
3. In both written and verbal forms, the INTERN shall identify himself/herself to the public (i.e., school personnel, students, parents, community agencies, etc.) as "School Psychology Intern."
4. The INTERN will provide his/her own transportation to and from the DISTRICT.
5. The INTERN will obtain prior written approval from the DISTRICT and the UNIVERSITY before publishing any materials relating to INTERNSHIP.
6. Prior to the start of INTERNSHIP, the INTERN, in collaboration with the DISTRICT and UNIVERSITY, will establish INTERNSHIP (a) dates and locations, (b) responsibilities, and (c) anticipated activities in accordance to the National Association of School Psychologists Standards for Training and Practice.
7. The INTERN, in collaboration with the supervising DISTRICT school psychologist and UNIVERSITY supervisor, will engage in specific coursework activities at the DISTRICT under the supervision of the University Supervisor and DISTRICT.
8. The INTERN will obtain written evaluation of performance from the DISTRICT supervisor at least once each semester and submit that written evaluation according to the paperwork and schedule established by the UNIVERSITY supervisor. This written evaluation is required prior to posting a grade for the internship course.
9. The INTERN will notify the DISTRICT of illness, accident, or any other situation that would preclude the INTERN from participating in agreed upon INTERNSHIP activities at the DISTRICT.
10. The INTERN will inform the UNIVERSITY of any changes to dates, times, and locations of the INTERNSHIP.

RESPONSIBILITIES OF THE INTERNSHIP SITE (DISTRICT)

1. The DISTRICT will provide opportunities for the INTERN to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, and research.
2. The DISTRICT will provide opportunities for the INTERN to develop professional competencies in a broad range of programs and populations, including but not limited to general education, special education, bilingual education, migrant education, ages, disabilities, cultures, languages, socioeconomic, and ethnicities.
3. The DISTRICT will advise the UNIVERSITY of any personal safety issues, concerns or requirements that are pertinent to the location or specific area in which the INTERN will be assigned.
4. The DISTRICT will accept no more INTERNS or graduate students than DISTRICT staff, space, and program permit; and except in pre-negotiated circumstances, any one supervisor will provide concurrent supervision for no more than two INTERNS or graduate students.
5. The DISTRICT will provide the INTERN with a thorough orientation to DISTRICT administrative policies, standards, and practices.
6. The DISTRICT will assure that the INTERN will be free to participate in UNIVERSITY activities and spend at least one day (20%) each week to pursue individual professional goals and development. This may be waived in the case of interns receiving salary and benefits commensurate with a professional support service provider.
7. The DISTRICT will designate one school psychologist who has at least two years experience as a school psychologist to serve as the INTERN's primary supervisor. After the first few months, the INTERN may also work with other experienced school psychologists for specific activities.
8. The DISTRICT will assure that the designated supervisor will serve as a model school psychologist engaging in broad and diverse service delivery.
9. The DISTRICT agrees that the designation of the school psychologist supervisor is subject to the approval of the UNIVERSITY.
10. The DISTRICT supervisor will evaluate INTERN competencies, oversee all INTERN professional activities in the district, and provide guidance throughout the INTERN's professional growth and development. All psychological or psycho-educational reports must be co-signed by the supervising school psychologist throughout the internship year.

11. The DISTRICT supervisor, in collaboration with the UNIVERSITY, will complete periodic written evaluations of the INTERN's performance. The written evaluation form will be provided by the INTERN to the DISTRICT at the end of each university semester.
12. The DISTRICT assures that the INTERN will receive face-to-face supervision for a minimum of two hours a week; however, as many as four hours a week may be needed, especially at the beginning of the internship experience.
13. The DISTRICT assures that the workload of the INTERN will not exceed seventy-five percent (75%) of that which a credentialed school psychologist would work, and that the INTERN shall serve no more than one or two schools with a total intern-to-student ratio of approximately 1:1,000. It is presumed that the INTERN will maintain his/her assigned school placement(s) for the full academic school year. Any deviation from this should be made by cooperative agreement between the DISTRICT supervisor or administrator and the UNIVERSITY supervisor.
14. The DISTRICT assures that the INTERN will devote at least twenty percent (20%) but not more than forty percent (40%) of his/her time to psycho-educational evaluations and related activities.
15. The DISTRICT assures that the INTERN will be treated by the DISTRICT as part of the professional staff; provided salary and benefits (if applicable) as specified in the DISTRICT contract or in an attached addendum; provided a supportive work environment, adequate supplies, counseling and test materials, and access to computer, internet, and e-mail; encouraged to participate in DISTRICT, SELPA, or county committees; and provided release time to attend professional development opportunities or professional association meetings and conferences.
11. The DISTRICT will notify the UNIVERISTY in writing the desire to terminate or cancel any INTERNSHIP agreement when performance by the INTERN is unsatisfactory, or INTERN personal competencies are below those acceptable by the DISTRICT, or INTERN health status is a detriment to his/her successful completion of the INTERNSHIP. Prior to cancellation or termination, the DISTRICT and UNIVERSITY will consult about the proposed action.

SCHOOL DISTRICT

Participating School District

Supervising District School Psychologist

Signature _____

Name (print) _____

Date _____

Address for Communication _____

Phone(s) _____

E-Mail _____

Participating School Site

School _____

Address _____

Phone _____

School District Administrator or Designee

Signature _____

Name (print) _____

Date _____

University Supervisor

Signature _____

Name (print) _____

Date _____