SCHOOL PSYCHOLOGY
M.S. STUDENT HANDBOOK
2015-2016 Academic Year Revision

School Psychology Program
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WELCOME!

Welcome to the School Psychology Program at the University of Oregon (UO). We are pleased that you have joined us in our nationally recognized program, and we look forward to working with you. Our program has a long and distinguished history of making major contributions to the fields of psychology and education, both nationally and internationally. We are particularly proud of our tradition of training leaders and innovators in our field, and of the success of our graduates. We also value greatly the collegial, collaborative, and supportive climate that exists in our program. You have been selected as a student in our program because of your prior distinguished record of accomplishments and because of our confidence in your potential to become a successful part of the legacy that the UO program has created and enjoyed.

The children of our nation represent our future, and their education is of paramount importance. In the UO School Psychology Program you will have the opportunity to obtain the knowledge, skills, and tools necessary to make significant contributions to the education of our children, at the local, regional, and national levels. Through our behaviorally-oriented, prevention and intervention-focused training model we aim to provide our students with cutting-edge experiences in their coursework, practicum and internship experience, and through their participation in research teams.

This handbook is designed to assist you in having a successful experience in our program. It contains detailed descriptions of all of the key operating procedures and policies of the program. In addition, the degree requirements for the M.S. in School Psychology are included in Appendix A. This handbook is an essential tool that you should become very familiar with as you navigate your graduate school experience.

In addition to this handbook, our program website at https://education.uoregon.edu/spsy includes additional information regarding the program, such as news, faculty profiles and contact information, and resources. Many of the forms and related resources that are described in this handbook are available as downloads or links on the website.

We are glad that you have joined us, and we look forward to working with you during your time as a graduate student.

Regards,

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Professor and Director, School Psychology Program

Angela Whalen, Ph.D., NCSP
Clinical Associate Professor and Practicum Coordinator
Co-Director, School Psychology Program
INTRODUCTION

Mission and Values

The primary mission of the University of Oregon School Psychology Master’s Program is to prepare our students to become skilled practitioners and leaders in the field of school psychology. Our program is intervention-focused, with an emphasis on prevention and early intervention. We seek to recruit and train students who have the desire to make a substantial impact in the fields of school psychology and education at the state, national, and international levels. We are particularly known for and seek to maintain our strong emphasis on state-of-the-art applied research and development efforts in the field of education. Through these efforts, our faculty, students, and alumni help to improve systems of service in schools, and to improve outcomes for children, youth, and their families. Our scientist-practitioner program values linkages across disciplines and systems, and opportunities for such linkages are built into the program requirements. We value the diversity of backgrounds and characteristics that our students bring to the training program, and we actively seek to maintain and increase this diversity. We also value the empowerment of our students, and the perpetuation of a highly collegial program environment, where we strive for positive and cooperative professional relationships among faculty, among students, and between faculty and students.

Program Philosophy

We are behaviorally-influenced in our theoretical and philosophical orientations, meaning we focus on observable relations that require low-level inferences. Within this general framework, our individual theoretical orientations range from behavior analytic to social-interactional theory. From these perspectives we strive to train school psychologists as scientist-practitioners, with a data-oriented problem-solving emphasis. Our program is intervention-focused, training graduate students to conduct and evaluate research and to deliver evidence-based academic and behavioral interventions to children and youth in schools and in related settings within a behaviorally-oriented perspective and at a variety of levels. These levels of service delivery and intervention include (a) with individuals, (b) within small groups and classrooms, and (c) across entire schools and systems. Although the program prepares graduates to provide effective evidence-based services to individuals and groups who have a wide variety of needs, problems, or deficits, we particularly value primary prevention and early intervention approaches, which seek to provide universal screening and prevention services to all students in school settings, and to detect and intervene early before problems become severe. This emphasis supports an outcomes-driven model of service delivery, which is focused on health rather than pathology, and is focused on desired outcomes rather than on problems.

Program Overview

The UO School Psychology Program offers a Doctor of Philosophy (Ph.D.) degree and a Master of Science (M.S.) degree in School Psychology. Both our doctoral and master’s programs are approved by the Oregon Teacher Standards and Practices Commission (TSPC), which oversees the educational licensure of school psychologists in Oregon. The doctoral program is accredited by the American Psychological Association (APA). Both the doctoral and master’s programs are approved by the National Association of School Psychologists (NASP).
Although the Oregon University System does not currently provide a mechanism for awarding a specialist (Ed.S.) degree, the University of Oregon master’s program is designed as a specialist-level program of study. The master’s program requires 3 years of full-time study, completion of a minimum of 93 (quarter) credit hours of program coursework, including a sequence of supervised field experiences, practica, and a 1,200-hour internship.

Students who complete the master’s program and pass the required licensure tests are eligible for the Oregon TSPC Initial School Psychologist License, as well as a School Psychologist License or Certification in most other states. Students who complete the master’s program are automatically eligible to sit for the Nationally Certified School Psychologist (NCSP) examination and credential, offered by NASP.

This program manual describes the elements of our M.S. program in School Psychology including training objectives, coursework requirements, evaluation plans, procedural issues, and timelines.

Tk20 Data Management System

We are pleased that the College of Education has purchased Tk20, a comprehensive data system that provides faculty, staff, and students a rich set of tools to enhance academic programs and students’ experience in the College of Education. The Tk20 system allows us to serve students better by providing tools for advising, managing field placements, and using data for ongoing program improvement. For students, the Tk20 system provides tools to facilitate academic success and professional development, such as:

- Building course and licensure-related products
- Submitting important work and receiving feedback online
- Creating electronic portfolios for sharing work
- Creating and storing records of licensure/certification activities
- Actively participating in advising activities related to program completion and licensure

College of Education students need to subscribe to the program to access Tk20 in order to complete program activities, program assessments, and/or field experiences. Consult your program director for information about how and when to sign up and activate your student subscription. The cost to activate your Tk20 student subscription is one-time only, and allows you to access the system as long as you need it, even after graduation.

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1 Oregon Teacher Standards and Practices Commission, 465 Commercial Street NE, Salem, OR 97301; (503) 378-3586; [http://www.tspc.state.or.us](http://www.tspc.state.or.us)

2 Commission on Accreditation, American Psychological Association, 750 First Street, NE, Washington, DC 20002-4242; (202) 336-5979; [www.apa.org](http://www.apa.org)

3 National Association of School Psychologists, 4340 East-West Highway, Suite 402, Bethesda, MD 20814; (301) 657-0270; [http://www.nasponline.org](http://www.nasponline.org)
PROGRAM GOALS AND COMPETENCIES

Goals

Our primary goals, reflective of our mission, values, and program philosophy, are to support all students to develop and demonstrate the following: (1) mastery of foundational knowledge in psychology and education, (2) demonstrate proficiency in planning and participating in applied research, (3) demonstrate proficiency in professional writing and scholarly analysis, (4) demonstrate proficiency in the delivery of psychological services in diverse school settings, (5) demonstrate skills in leadership and professional service, and (6) develop patterns of professional behavior and participate in experiences consistent with becoming a lifelong learner in the field of school psychology.

Competencies

Each goal area listed above is linked to specific competencies which delineate the behaviors students will engage in to demonstrate mastery. As students progress through the program, they develop and document their progress toward meeting the competencies in an annual activities summary and portfolio which is reviewed by program faculty each year. The School Psychology faculty view the following competencies as key skill areas to be attained by all students in the master’s program prior to graduation (see also Appendix B for competencies).

1. Mastery of foundational knowledge in psychology and education.

   a. Document completion of all courses listed in the Psychological and Educational Foundations domain of the program requirements, with a grade of B- or higher.

   b. Submit a scholarly paper in which foundational knowledge in psychology and education is integrated, within a focus on a particular topic of interest to the student. If the paper was completed as part of a course, the student must document receiving a grade of B- or higher; if the paper was completed independently, then a member of the school psychology faculty must read and approve the paper.

2. Develop expertise in planning and participating in applied research in psychology and education.

   a. Design at least one applied research study using a single-subject or group design. If you choose to complete a thesis, the thesis must be a study designed in addition to the study designed for this requirement. Studies will either be completed as part of a course and receive a grade of B- or higher or developed as part of a research team and approved by the supervising faculty member.

   b. Assist with an empirical research study or conduct an original research study (Thesis). Assisting with a study may occur as part of a faculty-member’s research team or dissertation research conducted by a doctoral candidate in School Psychology. The thesis must conform to graduate school requirements. In either case, students must receive a grade of satisfactory or higher (Pass).
c. Successful completion of the Collaborative IRB Training Initiative (CITI) online course for ethical conduct of research.

3. **Demonstrate proficiency in professional writing and scholarly analysis**

   a. Prepare a written review of at least one professional publication (e.g., journal articles, books, assessment tools, proposals). Reviews must either have received a grade of B- or better in a course or be approved by a school psychology faculty member.

   b. Write at least one scholarly paper critically reviewing an area of school psychology and suggesting directions for the field. This could include a concept paper or a review of the literature. Papers must either have received a grade of B- or better in a course or be approved by a school psychology faculty member.

4. **Deliver psychological services in school settings, including assessment, intervention, and consultation skills, with proficiency**

   a. Submit at least two comprehensive assessment reports, including one that is focused primarily on academic or cognitive assessment, and one that is focused primarily on behavioral or social-emotional assessment. Reports must be approved by a school psychology faculty member.

   b. Submit a written report of an intervention conducted with an individual student presenting with an academic or social-behavioral problem. Your report must include pre-intervention data and data collected after implementation of the intervention. Reports must be approved by a school psychology faculty member.

   c. Submit a written report of a consultation intervention conducted with a classroom teacher or parent as the consultee. Reports must be approved by a school psychology faculty member.

   d. Submit a written report of a consultation intervention, or a proposal for a consultation intervention, conducted at the systems level, such as a school (e.g., setting within school, entire school), school system, or agency. Reports must be approved by a school psychology faculty member.

   e. Submit ratings on all evaluations from practicum and internship supervisors. Evaluations reflect satisfactory performance for all professional behavior and work characteristics, initial proficiency in all practice domains assessed by the Professional Growth Assessment, and entry-level competence in all domains assessed by the Intern Evaluation Form.

5. **Demonstrate skills in leadership and professional service**

   a. Participate on a committee involved in program, department, college, university, or professional organizational operations for at least one quarter (e.g., service on
the ASPS or OSPA board, student member of admissions or search committees, and write a brief (1-2 page) analysis of your role and experience.

6. **Develop patterns of professional behavior and participate in experiences consistent with becoming a lifelong learner in the field of school psychology**

   a. Attend at least one state-wide, regional, or national professional conference or convention related to the practice of school psychology.

   b. Serve as primary or co-author for at least one of the following. Include relevant materials (e.g., paper, presentation slides/notes, videotape).
      - Paper, poster, symposium, or workshop at a professional conference (national, regional, or local) related to the practice of school psychology.
      - Publication of a journal article, book chapter, professional newsletter article, or training manual related to the practice of school psychology.
      - Inservice training, workshop, or seminar related to the practice of school psychology for a school district, community agency, or professional group.
      - Preservice training or class lecture related to the practice of school psychology.

**PROFESSIONAL BEHAVIOR**

Our students must exhibit professional behavior in all courses and field sites, demonstrating their ability to interact appropriately and effectively as they work with individuals across varied settings. It is imperative that students are able to communicate professionally, manage workload and time demands effectively, and maintain positive and collaborative relationships with colleagues, instructors, and staff at the university and at field placement sites. More specifically, the program draws on four areas to define these professional standards:

1. Students are expected to meet all the personal and professional criteria that are required to become licensed educational professionals. These criteria are grounded in the Oregon Teacher Standards and Practices Commission (TSPC) standards for professional behavior, ethics and values. For the initial license, the specific TSPC criteria include:
   - Is dependable, conscientious and punctual;
   - Meets work schedule demands;
   - Is aware of the importance of professional appearance and demeanor;
   - Is aware of, and acts in accordance with school policies and practices;
   - Is respectful of cultural patterns and expectations that operate within a school;
   - Collaborates with parents, colleagues and members of the community to provide internal and external assistance to students and their families if needed to promote student learning.

2. Students are expected to display the general personal and managerial skills that they will need to function effectively as school psychologists, including the following:
   - Relates well with students, teachers, supervisors, and other professionals;
   - Behaves ethically and responsibly both on campus and in the field;
Communicates accurately and effectively with various types of individuals and groups;
- Is consistently prepared for practicum and other field activities;
- Maintains the confidentiality of school records;
- Attends required program functions;
- Completes assignments and other program requirements in a timely fashion.

3. Students should also refer to the Student Conduct Code (http://conduct.uoregon.edu), which applies to all UO students. It should also be noted that our definition of communication includes verbal, written, and electronic communications.

4. For school psychology students, the criteria for professional behavior also include adherence to the ethical conduct standards of the American Psychological Association and National Association of School Psychologists. These ethical conduct codes are available on the websites of the two organizations, located at www.apa.org and www.nasponline.org, respectively.

COMMUNICATION WITHIN THE PROGRAM

The program provides a mailbox for each student against the wall outside of Room 365 of the HEDCO Education Building, and the names on student mailboxes are updated and reorganized at the beginning of each academic year. Although student and faculty mailboxes provide an important means of distributing printed materials, it is the practice of the program faculty and staff to use email messaging as the primary means of communication within the program, such as for making announcements, contacting students, setting appointments and meetings, and so forth. All students in the program should secure access to UO email services and check their messages frequently (at least once per day is recommended). Students should establish UO email accounts and receive email and other support through the Information Services Tech Desk, 151 McKenzie Hall. Although students may also have email addresses outside of the UO system, we request the use of UO email addresses as the primary means of communication within the program, so that student contact information may be easily located on the UO website directory. Students should notify the program faculty and staff of their email addresses and any changes that are made. Students should be aware that email is not a confidential means of communication. Thus, students should not disclose identifying information regarding clients or research participants over email.

STUDENT ADVISING

Model of Advising

The School Psychology Program employs a "strong student-strong advisor" model of student advising. This model is based on the assumption that although students ultimately make a number of decisions regarding their program of study, advisors are actively involved in the decision-making process. For example, although students are not required to have their advisor's pre-registration approval on coursework, advisors provide information and guidance regarding the proposed coursework within the framework of each student’s individual goals, the School Psychology Program and Graduate School demands.
Advising Assignments

Upon acceptance into the School Psychology Program, students are assigned to faculty advisors. In making these assignments, the faculty considers a number of factors, including students’ stated interests and preferences, and we strive to make sure an assignment is a good match. However, this initial assignment need not be permanent nor does it symbolize or guarantee compatibility of interests or philosophies.

Changing Advisors

Because student or faculty goals and interests may change over time, and because people may have stylistic "mismatches," it is important to note that the advisor-advisee relationship may change based upon initiative from either participant. Before this change takes place formally, or another advisor is secured, we encourage both participants to discuss the matter. This initial step facilitates the professional treatment of these matters and precludes miscommunication by other parties. If it is determined that the student should make a change in advisor from their initial first year assignment, students should talk with a potential new advisor about their current interests and long term plans. The student should reach an agreement with a prospective new advisor, discuss the change with the initial advisor, and submit a Change of Advisor form to the student services coordinator, Emily Cornell, in 341 HEDCO.

Content and Timelines of Advising

Students should meet at least quarterly with their advisor to plan coursework, review their Competencies Portfolio, work on professional growth assessment, and discuss long-term goals. The content of these meetings is meant to be consultative regarding future planning and evaluative in terms of student experiences and competencies to date. These quarterly meetings are to be formative in nature; that is, evaluation is designed to improve the student's skills, not be a complete summative evaluation.

Advisor Obligations

Advisors are role models for their advisees and serve as a valuable resource to students’ professional and scholarly development. Advisors maintain open communication with their advisees and treat their advisees with respect and professional courtesy. Advisors are to be available to meet, and do so at least quarterly to review the student's performance within the goals and guidelines of the School Psychology Program, the College of Education, and UO Graduate School requirements. Advisors monitor the progress of the student with respect to timelines from these three groups and participate in an annual formal review and evaluation process for each of their advisees. Unless there are extenuating circumstances, program faculty will respond to student (both advisee and non-advisee) emails within 48 hours (excluding weekends).

Advisee Obligations

Advisees should initiate regular meetings with their faculty advisor. Students should email their advisors to schedule quarterly advising meetings (more frequent meetings should be scheduled if needed). Advisees should come prepared to advising meetings and have a list of questions and
topics for discussion. Advisees understand that they are ultimately responsible for a majority of decisions regarding their graduate programs and seek out the necessary information and resources to make informed decisions. Advisees understand that advising meetings are meant to be consultative regarding future planning and evaluative in terms of student experiences and competencies. Advisees treat their advisors with mutual respect and professional courtesy. Advisees agree to communicate openly with their advisor and seek additional support and assistance with professional and personal development, if needed. Although advisors serve an important function in the professional development of students and serve as the student’s “point person” for professional and academic development, advisees understand that additional support and information may be obtained through other mechanisms. For example, advisees may seek out necessary support and information from the School Psychology Program (e.g., support from the Program Director or Co-Director, student services coordinator), Department (e.g., Department Head), College (e.g., Student Academic Services, Tutoring Center, Dean’s Office), or other University resources (e.g., Graduate School, University Counseling and Testing Center, Center on Diversity and Community).

Secondary Advisors

All students will select a secondary advisor by the end of the second quarter of their first year of graduate studies. The secondary advisor serves an informal role and may provide a range of academic, research, and professional support to the student during graduate school. The secondary advisor does not replace the role of the primary advisor; rather, the secondary advisor provides additional support to the student as desired. Students will complete a secondary advisor form (available from the Student Services Coordinator) at some point during the first two quarters of their first year of graduate studies. This form indicates the student’s selection of a secondary advisor and the faculty member’s agreement to serve as secondary advisor. The student and secondary advisor will sign the form and the student will file the form with the Student Services Coordinator, who will place it in the student’s permanent academic file. The process for changing a secondary advisor is identical to the process of changing advisors (see earlier section).

COURSEWORK OVERVIEW

Specific coursework requirements and related requirements for the M.S. degree in School Psychology are found in Appendix A of this handbook. Foundation courses for the School Psychology Program are divided into several basic domains, based on consideration of APA and NASP standards for graduate training. Many courses address multiple domains, but are listed under the domain that fits best. Also included are the practicum and internship experiences where specific competencies are to be demonstrated. A general description of each of the basic domains of the School Psychology curricula is as follows:

Domains

Psychological and Educational Foundations

Coursework in this domain is designed to provide the student with exposure to foundational areas of the field of psychology in general and school psychology more specifically. Across
courses, students are exposed to the following areas: theories of learning and instruction, history of psychology; individual differences; human development and psychopathology.

**Measurement and Assessment**

The focus in this area is on the collection of systematic information about individuals, groups, and systems; and interpretation of this information for (a) developing effective interventions for individuals and for systems, and (b) enhancing understanding of human behavior. This domain also includes measurement theory and procedures for the collection and interpretation of objective data. Although measurement and assessment is identified as a separate domain, the School Psychology faculty view assessment as linked inextricably to intervention. Hence many of the assessment courses discuss intervention and vice-versa.

**Statistics and Research**

This domain focuses on the use of quantitative methods to understand and predict behavior, and the use of empirical research methods to forward the science and practice of school psychology. In addition to coursework, this domain includes opportunities for applying research skills directly via research team experience and other applied research experiences.

**Practice of School Psychology**

Courses and experiences in this domain include knowledge of intervention research and practices with students of all ages, including those identified as meeting criteria for disabilities. Core elements include interventions designed for use with learning and social-behavioral (including emotional problems in school settings). These courses emphasize the acquisition of skills that are designed to produce significant and positive changes for individual students as well as across entire systems such as specific settings within a school or an entire school or district.

Coursework in this area is designed to prepare students for work in the field of school psychology and thus includes courses in consultation (for individual students as well as for systems), academic and social behavioral interventions, teaching and supervision, and professional standards and ethics. In addition, students complete applied field study and practicum experiences designed to help students apply what they have learned.

**Internship Experience**

Consistent with the standards of the National Association of School Psychologists, students complete an internship of one full-academic year equivalence. This requirement may be completed on a full-time basis for one year or on a half-time basis for two years. School-based internships are typically 9-10 months in duration. Numerous settings are available within Oregon and nationally. Master’s students must complete at least 1,200 clock hours of internship experience, with a minimum of 600 hours completed in a K-12 educational setting.

**PRACTICUM TRAINING**

Along with courses in core concepts, theory, and specialized techniques, students participate in practicum experiences that provide supervised applications of their skills. Students should refer
to the current SPSY Practicum Handbook for additional information and guidance related to practicum training.

Master’s students complete a minimum of 480 clock hours of practicum-related experiences. These practicum-related experiences are composed of three main components:

- Introductory field studies in a school-based site linked to content covered in core school psychology courses.
- A community agency practicum with exposure to a community-based service agency for school-age children and youth.
- An integrated, comprehensive practicum that includes placement in a local school district.

During the introductory field study experience, students receive supervision from a university supervisor in conjunction with an on-site education professional (e.g., building principal, teacher). In the community agency and integrated school-based practica, students receive supervision from a university supervisor in conjunction with an on-site supervisor who is a licensed school psychologist, a board licensed psychologist, or other appropriately credentialed professional. Across practicum experiences, students work at a variety of settings, for example in public school settings, community settings, and with children across the Oregon Teacher Standards and Practices Commission authorization levels (early childhood/elementary - preschool through grade 8; middle/high school level - grades 5 through 12).

For additional information about the program practicum requirements and expectations, along with licensure requirements, refer the School Psychology Program Practicum Handbook.

**Field Studies (80 Clock Hours, 2 credits)**

Prior to completing the integrated practicum, students will enroll in a Field Studies course (SPSY 606) to gain applied experience engaging in a number of specific activities related to the practice of school psychology. These activities are linked to core school psychology coursework in the areas of assessment and consultation. Students enrolled in Field Studies are expected to work approximately 3 hours per week at their assigned site plus receive one hour of university-based group supervision provided by a school psychology faculty member (for a total of 4 hours per week per term).

**Community Agency Practicum (40 Clock Hours, 1 credit)**

Students obtain experience in a clinical practicum through a community-based agency that serves school-aged children and youth. Students typically fulfill this requirement by completing a 1 credit community-based practicum at the Reading Clinic within the Center on Teaching and Learning (CTL) at the UO College of Education. Master’s students typically complete the Reading Clinic practicum during the summer between their 1st and 2nd years of the program. In the CTL Reading Clinic, graduate students serve as tutors implementing evidence-based academic curricula with small groups of school-age students. The CTL Reading Clinic may be offered through an on-campus clinic, through a local elementary school, or a combination of sites/settings. Graduate students receive supervision from CTL Reading Clinic Staff and the School Psychology faculty serving as Instructor of Record.
Integrated Practicum (360 Clock Hours, 9 credits)

For each of the three academic quarters during Year 2, M.S. students are placed in a public school setting under the supervision of a licensed school psychologist. Springfield, Eugene 4-J, Bethel and South Lane school districts are the primary sites for the school-based practicum. Placements outside of the Eugene/Springfield area are an exception and must be approved by the School Psychology faculty.

Students complete approximately 12 practicum clock hours a week, which includes approximately 8 hours at their practicum site(s) and approximately 4 hours in supervision. Supervision is provided as follows. Students receive 3 hours of group supervision and instruction by the School Psychology practicum coordinator each week. Students receive at least 1 hour of individual supervision each week. 30 minutes of individual supervision is provided by the on-site supervisor and 30 minutes is provided by the School Psychology practicum coordinator. The graduate student serving as GTF for integrated practicum may provide feedback and supervision to graduate students, provided it is in compliance with University policies. However, feedback and supervision provided by the GTF cannot replace the at least 30 minutes of individual supervision provided by the practicum coordinator each week. Total number of clock hours earned during the integrated practicum is a minimum of 120 per quarter (12 hours a week for 10 weeks per quarter). Students register for SPSY 609, 3 credits, School Psychology Practicum for fall and winter; SPSY 626, 3 credits, School Psychology Final Supervised Field Experience spring quarter.

The spring quarter prior to completing Integrated Practicum, students complete an application process that is reviewed by the school psychology practicum coordinator (Dr. Whalen). To apply for this practicum, students must (a) be a student in good standing, (b) have completed core school psychology courses (SPSY 630 Introduction to Consultation, SPSY 663 Professional Ethics, SPSY 617 Tests and Measurement, SPSY 661 Principles and Practices, SPSY 671 Behavioral Assessment, SPSY 674 Educational Assessment, and SPSY 672 Intellectual Assessment) with a B- grade or better; (c) have completed additional coursework as specified by the student’s academic advisor, and (d) be recommended by their academic advisor for placement.

As part of the application process, each student submits to the practicum coordinator:

- Personal Statement (which includes description of background information and relevant experiences, goals for practicum experiences)
- Professional curriculum vita
- Unofficial transcripts as of winter quarter (students submit a copy of spring grades the week before fall quarter of the beginning of practicum).

The School Psychology Program faculty reserves the right to preclude students who have not made sufficient progress within the program from participating in practicum or make other exceptions on a case-by-case basis. Individualized planning in conjunction with the advisor is
highly recommended to discuss timelines, previous experiences, financial constraints and long-
term goals with respect to practicum timing and placements.

Placement decisions are made in cooperation with personnel from the participating school
districts and the practicum coordinator, with input from the School Psychology faculty and in
particular, the student’s academic advisor. Final decisions of the school-based experience are
made prior to the beginning of the following fall quarter.

**Practicum Evaluation Process**

Detailed practicum evaluation procedures are provided to students in the SPSY Program
Practicum Handbook, available on the website or from Dr. Angie Whalen, the program’s
practicum coordinator. The School Psychology Program faculty meets quarterly to review and
evaluate each student's progress and conduct a formal annual review of student progress spring
quarter. Students’ performance in practicum is evaluated throughout each practicum experience
using a multiple source evaluation process, including on-site observations, 3-way meetings
between the practicum student, on-site supervisor, and university supervisor, completion of
course assignments, completion of appropriate evaluation forms, and progress towards
completion of Professional Competencies. Students provide on-going documentation of their
practicum-related activities and submit a final portfolio at the end of each quarter. Selected
materials from these portfolios are included in the student’s final year-end evaluation portfolio.

**Remediation Contract**

Should there be areas of concern in a practicum student’s skills or performance, the university
practicum coordinator, the on-site supervisor, and the student may develop a remediation
contract. This contract will include input from the student’s academic advisor and may include
input from other faculty. The university practicum coordinator has primary responsibility for
designing, implementing and monitoring the contract. If the contract includes increased on-
campus supervised activity, coursework, or additional practicum hours, the student’s advisor and
the School Psychology Program faculty must approve the contract. The contract will specify how
the remediation objectives will be accomplished and evaluated, and a timeline for completion.
Practicum grades will be withheld until this plan is fulfilled to the satisfaction of all parties.
Students may be placed on probation until remediation contracts are fulfilled. The decision about
whether a student is placed on probation is made in collaboration with School Psychology
faculty. Primary considerations for whether to place a student on probation include, (a) the nature
of remediation required, and (b) student responsiveness to prior feedback.

**INTERNSHIP TRAINING**

This section includes a brief overview of the School Psychology Program's internship guidelines.
Students should refer to the current SPSY Internship Handbook for additional information and
guidance related to internship training.

Consistent with the standards of the National Association of School Psychologists, master’s
students must complete an internship equivalent to one full-academic year, either on a full-time
basis for one year, or on a half-time basis for two consecutive years. School-based internships
are typically 9-10 months in duration, during the third year of the master’s program. Master’s
students must complete at least 1,200 clock hours, with a minimum of 600 hours completed in a K-12 educational setting. These experiences are typically paid, and the internship site is responsible for providing the primary supervision. Numerous internship settings are available throughout the United States.

**Internship Registration**

Students must register for a minimum of 9 credits related to their internship experience. Students in the master’s program must enroll for 9 credits of SPSY 704 (internship in school psychology) during the internship year, divided into 3 credits each of the 3 quarters of the academic year in which the internship is completed. Grades are assigned on the basis of supervisor evaluations, quality of internship assignments (described in detail in the Internship Handbook), adequate progress completing goals and objectives associated with the internship experience, including number of hours of internship experience and supervision. In addition, interns must submit three comprehensive reports which are evaluated and graded by the internship coordinator (see Internship Handbook for more information).

**Internship Stipends**

Students in the UO School Psychology Program historically have been well supported financially while on their internships. Some school-based internship sites provide a level of compensation similar to that of a beginning school psychologist, and some sites base intern pay on a fraction of a full-time FTE (e.g., .75) beginning psychologist salary. We *strongly* discourage students from participating in non-paid internship experiences, which should only be considered as a “last resort,” and after consultation with the student’s advisor and internship coordinator.

**Expectations and Selection Procedures for Master’s Program Internship Sites**

There is no central clearinghouse or national accreditation/approval process for master’s or specialist level internships. For students in our master’s program, selection of internship sites should be based upon the fit of that site for a student’s professional goals and objectives, the potential site’s compliance with the standards for internship training established by NASP, and the compatibility of that site with our program’s philosophy and training objectives. Some of the key elements in making determinations of suitability of potential internship sites include the following provisions:

- The internship site appoints an appropriately credentialed school psychologist to be responsible for the quality and integrity of the internship experience and to provide internship supervision.
- The internship site provides release from duties time for the supervisor to meet with and supervise the potential intern on a regular, weekly basis. The internship site also allows time for direct observation and evaluation of the intern.
- Internship experiences are broad-based with respect to the contemporary practice of school psychology and are individualized with respect to the competencies of prospective interns and the philosophy and training objectives of our program.
**General Expectations for Selection of Internships**

Selection of master’s level internship sites occurs on a variable timetable. For these internships, prime time for recruitment, applications, and candidate selection is generally February through May, with some sites recruiting interns earlier in the year. Many of these internships are advertised by direct recruitment through contacts with our program faculty, by participation in the online NASP Career Center, or through personal contacts and recruitment at the annual NASP convention in winter each year. Students may also apply directly to specific school districts where they may be interested, through their standard personnel selection processes.

Although internships are sometimes available in the Eugene-Springfield area, there is no guarantee that local internships will be possible. Therefore, students admitted to our program should understand that an internship out of the local area will likely be necessary. Students who desire to complete their internship experience locally should typically begin the process during Winter quarter prior to the internship year. Students in this situation should contact local school district personnel (typically, special education directors) to express their availability and interests.

Most internships require an application packet containing an updated curriculum vita, transcripts, letters of recommendation, and a letter describing the applicant’s background, professional interests, and kinds of experiences they seek as part of their internship. School districts and other types of internship sites conduct their own interview process. Students must comply with each site’s timelines for confirmation of their acceptance or rejection of an internship offer, and their internship must be approved in advance by the program’s Internship Coordinator (Dr. McIntyre), prior to formal acceptance of the internship offer.

The internship must be distinct and clearly unique from students’ prior practicum and fieldwork experiences. Students are encouraged to pursue internship experiences in systems other than where they completed their practicum training requirements. If a student desires to conduct part or all of their internship within a local school district where they have completed prior practicum training, then the internship plan must make clear how the internship provides the student with a unique advanced professional training experience.

Because of the inherent potential for conflicts of interest, difficulties in receiving appropriate supervision, and the necessity in some cases of going through a complicated petition process for approval of dual status (faculty-student), University of Oregon staff positions or GTF positions, including positions in academic departments or the College of Education’s research and outreach units, are generally not appropriate for internships, and will likely not be approved.

**Internship Supervisors**

Field supervisors of master’s level interns must be appropriately credentialed school psychologists possessing state department of education school psychology licenses, credentials, or certifications. Internship sites must be approved by the Internship Coordinator and verification of supervisor training and credentials may be required. History of supervision of University of Oregon school psychology interns and compliance with university supervision and evaluation procedures is weighted heavily in approving internship supervisors.
The supervisor is required to provide **at least two hours of individual, face-to-face supervision time per week**. If the student's internship plan specifies that they will have two supervisors, it is acceptable for the individual supervision to be split between the two supervisors. Additional supervision beyond the two required hours may be desirable at times at the discretion of the employing internship site and field supervisor.

**Written Internship Plan**

The intern, in conjunction with their on-site supervisor, develops an internship plan that specifies objectives, goals, and activities to complete during the internship year. The program’s Internship Coordinator gives final approval to the internship plan, which must be submitted to the Internship Coordinator, signed by the field supervisor and intern, *no later than the first day of internship or the beginning of fall quarter classes, whichever is first*. The written internship plan is different from an employment contract, which is usually issued by the employing agency, and specifies conditions of the appointment rather than the types of activities in which the intern will be engaged.

Each internship plan or contract should be unique and individualized according to the training interests of the intern, the opportunities, rotations, and demands of the internship site, and the specific assignment of the field supervisor. There is no language template that all internship plans must follow. All internship plans must include information on the following (please place this information in separate sections with appropriate headings):

- General description of internship site
- General goals for the internship year
- Specific goals for each rotation or site placement (if applicable)
- Specific, quantifiable objectives for internship (e.g., types of services provided, populations and problems to gain experience with, activities to engage in)
- Supervision; who will provide supervision (name of individual, degree, license/credential(s)), hours of supervision per week, and types of supervision (e.g., individual, group)
- Specification of educational or training components of the internship, such as supervision, groups, in-service training opportunities, research opportunities, etc.
- If applicable, specification of how much time per week will be released from service activities to allow the intern to work on their thesis research or other research activities
- A statement regarding procedures and timelines for evaluation of the intern’s performance

An Internship Plan Addendum should be submitted to the Internship Coordinator for students completing internships with multiple rotations (e.g., two 6-month rotations). At the beginning of the student’s second rotation, an addendum to the Internship Plan should be submitted to the Internship Coordinator that reflects additional information regarding the intern’s training goals, objectives, activities, and supervision. Sample internship plans may be viewed by contacting the program’s Internship Coordinator.
Internship Evaluation Process

An Intern’s performance is evaluated throughout the quarter, quarterly, and annually using multiple processes and products. The internship evaluation process is primarily between the student and the on-site supervisor, and it is not appropriate for UO faculty to serve as field supervisors for internship work.

A conference between the intern, the supervisor, and the program’s Internship Coordinator must be held mid-term during each academic quarter that the intern is completing internship requirements. This conference is for the purpose of facilitating communication between the program and the internship site, ensuring that program standards and requirements are being met, and to support any consultation or problem-solving that is necessary for the student to have a successful experience. The mid-term conference may be conducted as a three-way conference call or a video conference. The mid-term conference is scheduled sometime during weeks 4, 5, or 6 of the UO academic term. **It is the responsibility of the intern to work with his or her supervisor and the program’s Internship Coordinator to arrange a time and place for the conference.** In addition to the three mid-term supervision meetings the intern will have one additional supervision meeting with university internship coordinator at the beginning of the internship experience. This meeting should be scheduled by the intern at a time that is convenient for both the intern and university internship coordinator.

Interns and their field supervisors are required to submit the following materials to the UO School Psychology Internship Coordinator (through the Tk20 online portal) at the end of each academic quarter of the internship, no later than the second day of finals week for that quarter:

- A completed UO Quarterly Intern Professional Behavior Evaluation Form (available on the program website), with the number of internship clock hours completed for that quarter and to date, signed by the intern and the field supervisor.
- Other relevant materials, such as any evaluation notes, summary letters, or internship site evaluation forms.
- Three Professional Growth Assessments (PGAs; available on the program website) should be submitted over the course of the internship year. The intern should complete a PGA self-assessment during fall quarter and the intern’s field supervisor should complete and submit PGAs during winter and spring terms.
- Three Intern Evaluation Forms should be submitted over the course of the internship year. The intern should complete a self-assessment during fall quarter, and the intern’s field supervisor should complete and submit Evaluation Forms during winter and spring terms.
- For the final term of internship, a log of the intern’s clock hours (preferably a cumulative weekly log), broken down by appropriate service and training categories, and signed by the intern and the field supervisor. The program’s internship log form is available on the program website.
- Three reports must be submitted to the university Internship Coordinator (through the Tk20 online portal) by no later than the second day of finals week during spring term. All submitted reports must include the standard report/product cover sheet available on the program website or from the university internship coordinator. The three required reports include:
A full NASP/NCSP case study with supporting documents. Supporting documentation should include a Microsoft Excel file with baseline and intervention data on the school-aged student’s learning or behavior, to enable calculation of a standardized effect size (recommended by NASP). The specification of the target behavior and associated operational definition should be included with the Excel file.

- A Behavior Intervention Plan based on a Functional Behavioral Assessment
- A Special Education Eligibility Evaluation

In addition to supervisory meetings throughout the quarter, on-site supervisors meet at the end of each quarter with the intern to complete and review evaluation forms. **All evaluation forms must be received by the School Psychology Program Internship Coordinator (through the Tk20 online portal) by the second day of finals week each quarter.** Summer term internship evaluation forms must be received by the Internship Coordinator no later than Tuesday of the 8th week of summer session. The specific due dates for each quarter are communicated by the Internship Coordinator to interns. The Internship Coordinator reviews all internship evaluation materials, evaluates the case study, Behavior Intervention Plan, and Special Education Eligibility Evaluation using standard rubrics, assigns grades, and is responsible for organizing the involved professionals to settle any disagreements.

**Remediation Contracts**

Should there be areas of weakness or concern in an intern's skills or performance, the intern, the on-site supervisor, and the program’s Internship Coordinator may develop a remediation contract. Co-Directors of Training and the intern’s advisor must be notified and may work in cooperation with the Internship Coordinator and on-site supervisor to determine appropriate goals and actions to take. This contract may include more on-site supervised activity or hours. The program’s Internship Coordinator and field supervisors must approve any remediation activity that would require additional school fieldwork opportunities. The contract will specify how the remediation objectives will be accomplished and evaluated, and a timeline. The university will withhold internship grades until this plan is fulfilled to the satisfaction of all parties. Students will be placed on probation until remediation contracts are fulfilled. Although each situation will be considered individually and remedial activities may be pursued, receiving a failing grade for internship may result in a student’s termination from the UO School Psychology Program.

**MASTER’S DEGREE REQUIREMENTS ESTABLISHED BY THE GRADUATE SCHOOL**

School psychology M.S. students are also required to meet specific requirements that have been established by the UO Graduate School. A complete list of the Graduate School requirements for master’s students is available on the Graduate School’s website, at [http://gradschool.uoregon.edu/node/216](http://gradschool.uoregon.edu/node/216). Master’s students should study these requirements early in their program, to ensure that all UO requirements are met in addition to specific program requirements.
STUDENT ACTIVITIES SUMMARY AND PROFESSIONAL COMPETENCIES PORTFOLIO

Each student is expected to demonstrate competencies in the basic content domains of the School Psychology curricula: Psychological and Educational Foundations, Measurement and Assessment, Statistics and Research, and Practice of School Psychology. In addition to the coursework content domains, students also must demonstrate proficiency in their practicum and internship experience.

Students demonstrate competency by earning passing grades (of B- or higher or “satisfactory”) in all coursework, graded practicum and internship, and research experiences. In addition, students complete an annual Student Activities Summary (see Appendix C) and update their Professional Competencies Portfolio.

The Student Activities Summary and accompanying Portfolio are designed to provide students the opportunity to provide quantifiable documentation of how program objectives have been met. Objectives and competencies for the School Psychology Master’s Program are defined on pages 5-7. Students turn in specific materials as part of the annual summary and these materials are compiled across years and form the Professional Competencies Portfolio.

TEACHING OPPORTUNITIES

Graduate Teaching Fellowships (GTFs)

School psychology students may apply for Graduate Teaching Fellowships and serve as Graduate Teaching Fellows (GTFs) while they are graduate students at the University of Oregon (UO). GTFs, their supervisor(s), and hiring unit must act in accordance with the most recent Collective Bargaining Agreement between the UO and the Graduate Teaching Fellows Federation (GTFF). The policies described below apply to GTFs who serve as instructors or instructional assistants as well as GTFs who serve in other capacities (e.g., research assistant).

GTF evaluation. The purpose of this section is to identify procedures and policies for evaluation of GTFs funded by the School Psychology Program and supervised by school psychology faculty, coordinators, lecturers, and/or adjunct instructors (hereafter referred to as GTF supervisor). The GTF supervisor is responsible for evaluation and oversight of the GTF. The Department of Special Education and Clinical Sciences (SPECS) GTF General Duties and Responsibilities (GDRS) along with the Collective Bargaining Agreement guide GTF evaluation. The most recent GDRS and Collective Bargaining Agreement are available on the UO Graduate School website: http://gradschool.uoregon.edu/gtf. In School Psychology, GTF supervisors evaluate GTFs in formative and summative fashion in the following manner:

- At the beginning of each term, the GTF supervisor meets with the GTF to discuss GTF responsibilities and criteria for evaluation using the College of Education (COE) GTF Evaluation Form
- At the end of each term, the GTF supervisor completes the COE GTF Evaluation Form, shares it with the GTF, has the GTF sign the form, and places the form in the GTF’s file
• The GTF supervisor conducts at least one observation of the GTF during each term, and provides the GTF with timely (i.e., within 2-wks) feedback
• The GTF supervisor honors GTF requests to observe her/him completing assigned activities (e.g., providing a classroom-based lecture), and provides timely feedback (within 2-wks)
• At the end of the academic year, the GTF supervisor completes the COE GTF Evaluation Form based on the GTF’s performance across the academic year. The GTF supervisor shares the evaluation form with the GTF, has the GTF sign the form, and places the form in the GTF’s file.
  o If more than one school psychology faculty, coordinator, lecturer, or adjunct instructor supervises the same GTF during an academic year, all GTF supervisors coordinate their yearly evaluation on one GTF Evaluation Form that is reviewed with the GTF, signed by the GTF, and placed in the GTF’s file.

Use of GTFs in courses. SPECS has policies governing use of GTFs in courses. The GTF supervisor should review and comply with SPECS policies for use of GTFs in courses. GTF supervisors and GTFs may obtain a complete list of SPECS policies from the School Psychology Program Director. If a GTF supervisor wishes for a GTF to complete activities not included in the SPECS policies, the GTF supervisor must apply for a waiver. SPECS GTF policies include, but are not limited to the following:

• The syllabus for the course will delineate the role of the GTF and thus should include, at minimum, the following information:
  o Precisely what the GTF will and will not be responsible for.
  o Verbatim, “If you do not want a GTF to read assignments or assist in other evaluative duties, or assist in practicum supervision, then notify the instructor of record and he or she will assume those responsibilities for concerned students.”
  o Verbatim, “If you are concurrently taking any courses with the GTF assigned to this course, please let the instructor know. The GTF will not be involved with any review of assignments for students in this course who are taking other courses concurrently.”

• GTFs assigned to a course will not take coursework with students in the class during the quarter in which they are serving as a GTF.
  o When assigning GTFs to courses, programs and faculty will be responsible for reviewing course rosters to identify overlap.
  o If there is no possible way to avoid this situation then GTFs may not be involved with or have knowledge of the evaluation of other graduate students.

• GTFs may not engage in the following activities
  o Grading assignments and tests.
  o Entering grades into a system (e.g., Canvas) in which the GTF can see student names, student ID numbers, social security numbers or other identifiable information.

• GTFs may engage in the following activities
  o Providing feedback on practicum activities that do not affect the student’s grade.
  o Reviewing discussion questions or assignments and providing comments as long as those comments are reviewed by the instructor of record and any comments that are passed on to students are the instructor of record’s own.
- Providing an occasional lecture in class or leading a portion of class time however, in our department, a GTF will not conduct more than 20% of course lectures.
- Hold office hours and answer questions about course content and assignments.
- Assist with course organization including Canvas site (with the exception of managing the grade-book section)
- Organize and facilitate discussion sections
- During group activities in the course, provide feedback to students working on the group activity (e.g., role-plays).

- In courses that involve a practicum and/or field studies component, GTFs may
  - Observe students conducting course-related practicum activities and provide feedback if that feedback is not related to grades on assignments or in the course.
  - This may include, for example, weekly observations, providing written and/or oral feedback on instructional lessons, competencies, conduct of assessments, and conduct of teacher meetings.
  - Attend weekly supervision meetings facilitated by the practicum coordinator and/or the course instructor of record
  - Participate in pre-service training activities related to practicum and student teaching (orientation, practicum meetings as needed)

### Supervised College Teaching and Supervision

Doctoral students gain experience in teaching and in supervision via two courses, both of which are taken after completion of SPSY 662 Foundations of Clinical Supervision. One experience focuses on graduate or undergraduate teaching and is fulfilled by successful completion of SPSY 602, Supervised College Teaching (SCT). The second provides students the opportunity to gain experience in the process of supervising others and is fulfilled by successful completion of an additional SPSY 602, Supervised College Teaching experience, focusing on applied practicum.

During the spring of the third year, doctoral students will be asked to submit a list of courses they are interested in completing a supervised college teaching experience through. In order to be eligible for supervised college teaching, the student must have taken and received a passing grade for the course they would be completing their SCT through. The appointment must be approved in advance by school psychology program faculty.

In rare circumstances a M.S. student may petition the SPSY program faculty to enroll in a SCT experience. The rationale for the request must be articulated and a statement of support from the prospective instructor of record/supervisor must accompany the petition. The full SPSY program faculty will review the petition and reach a decision. The petition must be submitted no later than the quarter prior to the anticipated SCT experience.

Students enroll in 2 credits of SPSY 602 during their SCT experience and receive supervision from the course instructor of record. Students are assigned a grade of pass or no pass for SPSY 602. The instructor of record/supervisor and graduate student SCT should develop an individualized contract that specifies the SCTs roles and responsibilities for the SCT experience. The contract should delineate what activities the SCT is expected to engage in during the course, the role and responsibility of the supervisor, and the nature of supervision and evaluation
activities. The SCT and instructor of record/supervisor should agree to the terms of the contract and sign the document. The SCT and instructor of record/supervisor should meet regularly to monitor activities and responsibilities specified in the contract. At the conclusion of the SCT experience the instructor of record/supervisor creates a memo that documents the SCT’s activities and performance, and assigns a grade.

The following should be adhered to and included in all course syllabi that include an SCT:

1. **Role of the SCT:** The course instructor is solely responsible for all evaluation and grading of student performance. The SCT plays an important role in assisting the instructor with various aspects of the course, including, but not limited to the following:
   - Assisting with the development of course materials
   - Coordinating submission of assignments, monitoring attendance and assignment completion
   - Holding regular office hours
   - Answering student questions related to course assignments or tasks
   - Assisting with communication between the instructor and students
   - Leading class discussions
   - Facilitating learning experiences in and out of the classroom

2. If a student enrolled in the course does not wish to have the SCT review her/his coursework, s/he should communicate that to the instructor, and the instructor will ensure the SCT does not review her/his work.

**STUDENT EVALUATION PROCEDURES**

The School Psychology Program continuously evaluates student progress and skill development. This is accomplished at various levels in terms of frequency and specificity.

**Quarterly Review**

A quarterly review process is conducted within the context of student-advisor meetings. The content and materials used in these evaluations are described under *Student Advising*.

**Annual Student Review and Evaluation**

Each spring term, the School Psychology Program faculty undertake a systematic review of each student’s progress. The purpose of the evaluation is to provide feedback on student progress, identify areas where students are excelling or may need to make extra effort, and identify remedial activities or procedures that may be considered with students who are not meeting program expectations. The review focuses on general academic status and progress through the program including coursework, research team activities, practicum and internship, development of professional behaviors commensurate with practicing as a school psychologist, and future plans and is based on the student’s Annual Activities Summary (see Appendix C) and Portfolio.
Student portfolios must be submitted in a three-ring binder to the student services coordinator no later than May 15th of each year. Portfolios must be organized with labeled dividers/tabs and materials must be labeled and numbered according to the Annual Activities Summary page. Portfolios should include the following information:

- Annual Activities Summary (see form available on the program website) and supporting Portfolio Materials
- Written statement summarizing the student’s goals for the upcoming year including research and practicum activities, and student support
- Current unofficial transcripts (may be obtained on Duck Web).
- A copy of their graduate program plan, with any updates indicated.
- Current curriculum vita.
- Evidence of membership in NASP and preferably at least one other professional organization (e.g., APA Division 16, ABAI).
- Evidence of current professional liability insurance coverage.
- Completed practicum or internship evaluation forms (downloaded from Tk20)
- Copies of previous annual student review evaluation letters.

Students who are on internship or who have completed their internship and are working on thesis requirements need only to submit the written self-evaluation assessment and goal statement, and an updated copy of their vita. This statement should include specific goals and projected timelines for completing all graduation requirements (e.g., thesis).

**Annual Evaluation Outcomes and Notification**

After the faculty have completed a review of each student’s progress, the student will receive written feedback from the faculty. Feedback will include a rating of progress in each competency area (meritorious or satisfactory progress, needs improvement, or not applicable) as well as more detailed comments and recommendations as needed. Faculty feedback will be provided in writing to students in early summer (mid- to end-of-June).

**Failure to Make Adequate Progress**

Students determined by the School Psychology Program Faculty to not have made adequate progress toward completing their degrees or obtaining necessary professional competencies receive a summative evaluation of Unsatisfactory Progress. Students in this situation are not considered to be in good standing in the program. In such instances, the annual evaluation letter will address the specific concerns noted, and specific competencies, accomplishments, or other indicators of progress that are necessary to become a student in good standing. Students who receive an unsatisfactory evaluation should meet with their advisor soon after receiving their evaluation letter to develop a plan for addressing the concerns. If the student is unable to meet with his/her advisor immediately (e.g., due to unavailability over the summer), the student should make a plan to meet with their advisor as soon as possible.

In most instances, the plan for addressing the concerns which led to the unsatisfactory evaluation is accomplished through the construction of a Remediation Agreement. This agreement is developed in writing by the student and the advisor and is designed to address the concerns of the School Psychology Program Faculty. Faculty concerns about knowledge competencies may
be addressed through an agreement to take additional coursework in specific areas or to retake a class if a grade below B- was earned. Professional competencies such as work completion habits, or assessment skills may be addressed by removing incomplete grades or completing additional assignments within one quarter. The agreement is approved by the Program Director. Each agreement lists the specific area of concern, the source of the information, the plan to remediate the problem, the evaluation plan and responsibilities and timelines. Students will be placed on probation until remediation contracts are fulfilled. Failure to satisfactorily meet the terms of the Remediation Agreement may result in receiving a non-passing grade in a course and/or termination from the School Psychology Program.

Notification Process for Student Dismissal

In instances where the annual evaluation process coupled with appropriate remediation procedures do not result in the student making satisfactory progress, then the student may be dismissed from the program. Dismissal or termination decisions are made jointly by the program faculty, after a careful examination of student progress and student efforts to address concerns previously noted by the faculty. In such instances, the student will be notified of the decision of the faculty through a formal letter that includes a description of how the student may access university and college due process procedures.

DISPUTE RESOLUTION AND GRIEVANCE PROCEDURES

The faculty and staff of the UO School Psychology Program strive to create an environment of trust, respect, and collegiality. It is our hope that when disagreements, disputes, and other concerns occur, that they may be resolved informally to the satisfaction of the parties involved. We also recognize that there may be times when such disagreements, disputes, and concerns cannot be adequately resolved through informal means. The University of Oregon and the College of Education have established procedures that students may follow if they are dissatisfied with decisions of the faculty, course or progress evaluations received, interactions with faculty members or other students, or issues related to the policies and climate within the College. There are several established resources and procedures available to students to assist in resolving disputes and concerns. This section includes details on these resources and supports.

Mediation and Conflict Resolution

The UO Office of the Dean of Students has a conflict resolution services program, an informal, voluntary and confidential process to assist individuals and groups work through conflict, plan for the future, or make decisions. Students, faculty and staff have used Conflict Resolution Services (CRS) to help resolve a wide variety of conflicts such as conflicts with friends or roommates, disagreements among students and professors, issues regarding custody and/or divorce, conflicts related to university housing, workplace conflicts, conflict within or among student or workgroups. Specifically, CRS offers mediation and facilitation services, in addition to workshops, classes and coaching related to communication and conflict resolution. For information regarding the conflict resolution program, go to the website at http://uodos.uoregon.edu/Programs/ConflictResolutionServices.aspx, or call the program at (541) 346-0617.
Other Resources

Grades If the concern pertains to a disputed grade, the student(s) may talk with a member of the Office of Academic Advising and Student Services (164 Oregon Hall, 346-3211) about appropriate petitioning procedures.

Discrimination If any student enrolled at the University of Oregon believes s/he has been discriminated against on the basis of age, sex, sexual orientation, race or ethnicity, marital status, religion, handicap, or national origin, s/he may file a report with the UO Bias Response Team, who will respond to the action within 24 hours. Reports are filed on the Bias Response Team website at http://bias.uoregon.edu.

Formal Academic Grievance Procedures

The processes and timelines for initiating and responding to formal academic grievances by students are governed by University of Oregon Policy and are listed in detail on the UO Policy website. If a student wishes to file a grievance, the complete text for this policy is located under “Student Grievance Procedures” on the following website:

http://policies.uoregon.edu/grievance-procedures

A paper copy of these grievance procedures may also be requested from the program Director or Department Head.

STUDENT PARTICIPATION IN PROGRAM GOVERNANCE

General Student Governance

Systematic student input into the program is handled generally by the Student Representatives. The student representatives are invited to participate in faculty meeting to discuss program concerns/issues and to attempt to problem solve through recommendations, information gathering, development of working committees, and so on. Although faculty generally meet two times per month, faculty meetings open to student representatives generally occur monthly. During faculty meetings informal rules are normally used with decisions made by consensus. In some instances, matters of particular importance to the program are brought to a formal vote, in which case, student representatives are requested to cast their votes.

School Psychology Student Representatives

Composition. Four School Psychology students (representing first year, second year, third year, and fourth/fifth year) will be elected or nominated to serve as student representatives (SR) of the School Psychology Program. Both M.S. and Ph.D. students are eligible to serve as SRs. The Association of School Psychology Students (ASPS) solicits nominations for SRs each fall term. SRs may be self-nominated, nominated by their peers, or elected by their peers in the fall quarter during the first full week of classes. Each SR will typically serve from fall (after elections) through the following summer. In some cases, SRs will serve less than a full academic year. In rare situations, students may serve for more than one year.
Each SR must be a School Psychology student (a) in good standing, (b) enrolled for a minimum of 9 credits per term (full-time), and (c) in residence. When more than two students from any one year of program entry self-nominate, a student election will be held. The student at each year level who receives the most votes from their same entry level peers will be elected as SR. If no students self-nominate, current SRs will nominate students.

Responsibilities. SRs have responsibility for the following:
1. Attending meetings, to represent student interests and concerns, and to inform their respective cohort of relevant developments and procedures. Additional involvement and responsibility is negotiable.
2. Meeting with the program Director and Co-Director at the beginning of the year (during the second full week of classes) to determine roles and responsibilities.
3. Participating in monthly meetings with the School Psychology faculty.
4. Keeping a logbook of memos, tasks, meetings, minutes of meetings, etc.

SRs will neither attend nor have any voting power at closed administrative or student evaluation meetings.

Student Representative to the Oregon School Psychology Association
Student elections will be held during spring quarter for a number of leadership positions, including the student representative to OSPA. A summary of the OSPA student representative criteria and responsibilities as delineated through OSPA are listed below.

Criteria.
- Full time student
- Not on internship
- Communicates well with peers and faculty
- Reliable, dedicated person
- Good group member

Additionally, the student representative to OSPA may not serve simultaneously as a School Psychology Program student representative.

Responsibilities.
- Attend OSPA board meetings
- Serve in a non-voting position on the OSPA executive board
- Serve as a liaison between OSPA and the UO School Psychology Program
- Expand student involvement in the OSPA conference
- Familiarize the executive board with current "state of the science" practice
- Develop and maintain a student column for the OSPA newsletter
- Prepare brief reports for UO School Psychology Program faculty on activities of the OSPA executive board. Brief reports can be presented orally at faculty meetings or submitted in writing to be included in the faculty meeting minutes.
Selection. One M.S. student and one Ph.D. student will serve as OSPA student representatives. Students may self-nominate or nominate a peer for student representative to OSPA with elections for this (and other) positions occurring in spring term.

Travel Compensation. Mileage reimbursement and carpooling are available from OSPA to the student representative to OSPA.

Faculty Appointed Student Leadership Positions
During spring quarter, School Psychology faculty will appoint students to serve in the following positions for the upcoming year. Only students in good standing and in residence will be considered for these positions.

COE Consortium Representative (1 M.S. student and 1 Ph.D. student)
- Participates in consortium meetings at least three times a year to collaboratively discuss the design, evaluation, and recommendations for improving the professional education programs at the UO

Representatives for the NASP Student Leadership Team
- Send NASP updates as received by NASP
- Encourage NASP membership, attendance at conferences, and coordinate housing at NASP Convention
- Coordinate fall SPSY Awareness activity and spring SPSY Advocacy activity
- Attend NASP Student Leaders program meeting at the annual NASP convention.

APA Student Leader
- Sends APA and SASP updates as received by national organizations
- Encourages APA membership
- Recruits student publications for School Psychology: From Science to Practice, the SASP newsletter

SPSY Admissions Logistic Coordinators (two student representatives – 1 M.S. & 1 Ph.D. student)
- Writes brief biographical sketches for applicants invited for interviews (phone and in-person). Disseminates bios to faculty and students prior to interviews.
- Coordinates interview day schedule for M.S. and Ph.D. interview days
- Coordinates transportation, buddies, and lodging for candidates
- Summarizes student review information for faculty

Undergraduate Outreach Liaison
- Communicates with ASPS regarding outreach efforts
- Coordinates meetings with Psi Chi, Family and Human Services, and other undergraduate psychology related programs and groups
- Coordinates with faculty regarding potential research opportunities for undergraduates
STUDENT INSURANCE

All School Psychology students are REQUIRED to carry professional liability insurance from the time they enter the program through completion of internship. This insurance is available through either APA or NASP. Specific application procedures will be provided to students during the fall orientation meeting. It is the student’s responsibility to obtain and maintain this insurance. Students must provide the practicum coordinator with proof of insurance, which will be kept in the student’s practicum file. We do not have a minimum amount of liability coverage that is required, but students should ensure that their policy includes reasonable coverage.

Students are strongly advised to purchase their own medical and accident insurance. Questions concerning insurance coverage should be directed to the University of Oregon’s office of Business Affairs or the Student Health Center. The University offers comprehensive health insurance policies for students at affordable group rates.

Students are responsible for providing their own insurance coverage while working in a practicum or field placement. The University does not offer liability coverage or cover accidental or medical costs for students placed in non-university sites.

SUPPORT SERVICES AND ACCOMMODATIONS

The University of Oregon provides several programs and services which are designed to assist students with diverse needs. A complete listing of these programs and related organizations can be found in the University of Oregon Catalog (click on ‘Academic Resources’ or ‘Student Services’), on the general UO website, and in the governance offices of the Associated Students of the University of Oregon.

Students with disabilities may receive accommodations for their particular needs from the Accessible Education Center. Eligibility for services must be supported by professional documentation of disability and need for services. Students should contact the program coordinators, their advisor, or the Accessible Education Center for more information.

STUDENT RECORDS

University of Oregon Records Policy (571-20-005) states that, "Students who are enrolled in the University generally have the right to inspect those records maintained by the University which directly affect them."

A file is created for each person applying to the College of Education in the appropriate program office. Once a student is admitted, student files are kept with the Student Services Coordinator. Advisors also receive basic information on each of their advisees. Only program faculty members and staff who have legitimate need to access student files have the authorization to do so. At the completion of the degree or licensure program, whichever happens first, the file will be transferred to the Office of Student Academic Services.
MATERIALS LIBRARY

The program maintains a materials library that includes a large collection of assessment instruments, intervention materials, and training videos. These materials are used extensively in the core assessment courses of the program and in practicum training. Use of the materials in the library is reserved for school psychology students under faculty supervision. Requests for use of the materials outside the school psychology program must be made by faculty members. Requests for use of materials should be directed to the Practicum Coordinator (Dr. Whalen; awhalen@uoregon.edu).

STATEMENT ON ACADEMIC DISHONESTY

The University Student Conduct Code (http://conduct.uoregon.edu) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. By way of example, students should not give or receive (or attempt to give or receive) help on assignments or examinations without express permission from the instructor. Students should properly acknowledge and document all sources of information (e.g. quotations, paraphrases, ideas) and use only the sources and resources authorized by the instructor. If there is any question about whether an act constitutes academic misconduct, it is the students’ obligation to clarify the question with the instructor before committing or attempting to commit the act. Additional information about a common form of academic misconduct, plagiarism, is available at http://researchguides.uoregon.edu/citing-plagiarism.

The School Psychology Program has delineated its own statement on academic dishonesty to clarify expectations specific to the program. An important part of developing as a school psychologist is learning from your peers. The School Psychology faculty recognize this and expect that students will share samples of their work with other students. In fact, students are encouraged to work with other students in this manner as it promotes a spirit of collaboration while providing multiple exemplars from which students can improve the quality of their own work. This spirit of collaboration can become problematic, however, if it is overused or abused. In addition, individual faculty provide guidelines for collaborative work and sharing of materials in their classes and these guidelines supersede general program guidelines. The following list provides an illustration of potentially problematic situations and the expectations regarding these situations.

- Students often share samples of assessment reports with each other to illustrate different styles of creating professional reports. Assuming confidentiality is maintained, it is appropriate to do this. Problems arise when a student copies a majority of another student’s assessment report into their own without adding original thought or discussion. This is considered an incidence of academic dishonesty.

- Graduate students will give multiple presentations throughout their time as a student. Oftentimes, the material presented will be similar to, or will build upon the material presented by other students or faculty. It is acceptable to include other’s material as part of the presentation if the following criteria are met: 1) the original author is aware that the student will be including his/her material and has given verbal assent to do so; 2) the student acknowledges the original author during his/her presentation (either with a
footnote or verbally); 3) a presentation which is presented as the student’s own work actually consists largely of the student’s original work and is not merely a compilation of others’ work.

- Students will frequently have opportunities to present work that is the result of the combined efforts of several people. For example, a student may conduct a workshop at a conference on material that was developed within a training grant. It is inappropriate to present this work without acknowledging the multiple individuals or institutions (e.g. elementary schools) who have contributed in important ways to the final product.

Standards regarding plagiarism of written work are clearly delineated on the library website referenced previously and are not rewritten here. Students are expected to be aware of the above guidelines and to act with integrity in all professional and scholarly pursuits. If a student has concerns about whether another student has engaged in academic dishonesty, the student is encouraged to discuss the matter first with the fellow student. If the matter is not resolved, the concerned student is encouraged to discuss the matter with his or her own advisor.

If an incidence of academic dishonesty occurs, the student’s advisor will discuss the situation with the student. If the incident is minor, the student and the advisor will resolve the situation. If the problem continues or is of a serious nature, the School Psychology Program will follow UO procedures in handling the situation.

FILING A PROGRAM PLAN

Copies of students’ program plan, signed by program faculty, must be filed with the program’s Student Services Coordinator. Program plans are used as an advising tool between advisors and students. Students should begin developing their program plan during their first year, and submit the plan with the assistance of their advisor, for faculty approval by no later than the end of fall term of their second year. The following steps and regulations govern the submission and approval of student program plans:

**Step 1.** Obtain a copy of the program plan form from your advisor or the program’s student services coordinator.

**Step 2.** Secure an informal copy of your most recent University of Oregon transcripts from the Registrar’s office or from Duckweb. If you are transferring any graduate credits from other universities, be sure to secure those transcripts as well. The Transfer of Graduate Credit form can be found online at https://gradschool.uoregon.edu/sites/default/files/transferGradCreditGS820_Redacted.pdf

**Step 3.** Meet with your advisor and discuss your program plan. Identify a general plan as to how you will meet the program's requirements. In rare instances there may be requirements that you believe are not applicable to you (e.g., due to transfer coursework, etc.). At this time, negotiate how requirements that you believe are not applicable to you will be handled through waivers and transfers.

**Step 4.** Secure approvals for transfers or waivers from faculty, if applicable.
Step 5. Fill out School Psychology Program Plan, noting
   a) courses taken and planned
   b) any proposed exceptions to the published program of study (waivers or transfers)

Step 6. Give the completed Program Plan and supporting materials including transcripts, degree requirements, and waivers to your advisor.

Step 7. Meet with your advisor to reach final agreement on program.

Step 8. Return the Program Plan to advisor.

Step 9. Request to your advisor that your program plan be reviewed by the faculty at a regularly scheduled faculty meeting. When a student program plan is on the agenda for the executive session of a faculty meeting, the student’s advisor discusses the plan with the other faculty, who each review the plan. If there is a consensus among the faculty present regarding approval of the plan, it is signed and returned to the student services coordinator for filing. If the faculty determine that specific course proposals need revision, then it is the responsibility of the student’s advisor to communicate that information to the student, and to work with the student in developing a revised program plan for resubmission to the faculty.

Course Substitution Policy

Students admitted to the UO school psychology program are required to complete the program requirements that are current the year they begin their matriculation at UO. If program requirements are changed after a student enrolls in the program, the student may elect to use the more recent program of study requirements. In most cases, the student’s program plan should reflect exactly what is indicated in the program requirements. There are two exceptions: 1) students may substitute graduate credits earned prior to their matriculation in the UO school psychology program for UO required courses that are essentially similar, and 2) in some circumstances a student may be allowed to substitute a UO course for a required non-SPSY course. The following paragraphs provide details and processes for such course substitutions.

Substitution of Non-UO Graduate Credits. If a student earned graduate credits prior to their matriculation in the UO program, they may petition to substitute some or all of these credits in lieu of required UO courses. The main criterion to be considered in making such substitutions is that the non-UO course was essentially similar to the UO course for which substitution is requested. The process for making such as substitution is that the student, in consultation with their advisor, will complete a “Petition for Course Waiver” form (available at: https://education.uoregon.edu/sites/default/files/petitionforcoursewaiver.pdf ) for each class in question, provide supporting evidence (transcript and course syllabus), and request that a UO faculty member who normally teaches the course in question review the request. The main criterion for the UO faculty member to consider for such requests is whether or not the non-UO course is essentially similar to the UO course in question. If the faculty member approves the request, it may be a complete substitution approval (meaning the course will be substituted as is), or it may be a modified substitution, meaning that the faculty member may require certain conditions to ensure similarity across the two courses. Examples of such modifications might include the addition of a 1-credit Reading and Conference on the course topic in order to cover additional
materials, having the student work with the instructor in assisting in teaching the course, or asking the student to do another assignment or product related to the class. After the UO instructor approves a substitution, the student also obtains their advisor’s signature of approval, and the completed forms and supporting documentation will be included with their program plan for approval by the full faculty. As a general principle, program faculty will accept approved course substitutions on the plan of study without conditions when the UO instructor and the student’s advisor have approved the substitution. It is essential that the student consult with their advisor prior to seeking a course substitution, and it is appropriate for the advisor to contact the UO course instructor prior to the student, to inform the instructor regarding this process and the advisor’s recommendation.

**Substituting a Similar UO Course for a Required Course.** In some instances it may be allowable for a student to substitute a UO course for a program required UO course, but only when the two courses are essentially similar, or cover the same basic foundations area. Such substitutions will not be approved for SPSY courses, but are only allowable for required courses taken outside the program, particularly foundations and breadth courses rather than methods or application courses. If such a substitution is sought, the student and their advisor jointly work out a plan for it, the advisor brings his or her recommendation to the next scheduled program faculty meeting, and the approval of the full faculty is sought. It may be useful to provide a justification statement or other information to clarify the purpose for the request. Approved course substitutions of this type must be clearly indicated on the student’s program plan.
Completion of a Master of Science degree in School Psychology at the University of Oregon requires a minimum of 93 credit hours, including required courses in four domains, practicum experiences, and a 1,200 clock hour internship. This program typically requires two years of full-time study on campus for completion of the coursework and practica, plus a full-time internship that is completed during the third year of the program. Students in the M.S. program complete a Professional Competencies Portfolio as a culminating project.

**PSYCHOLOGICAL AND EDUCATIONAL FOUNDATIONS (8 credits minimum)**

Theories of Learning and Instruction (4 credits)
SPED 660 Design of Instruction (4)

Human Development and Psychopathology (4 credits)
SPSY 650 Developmental Psychopathology (4)

*Recommended:*
SPSY 651 Cognitive and Affective Aspects of Behavior (4)
SPSY 652 Biological Aspects of Behavior (4)
CPSY 610 Social Aspects of Behavior (4)
CPSY 621 Lifespan Developmental Psych (3)

**MEASUREMENT AND ASSESSMENT (16 credits minimum)**

SPSY 617 Tests and Measurement in Education (4)
SPSY 671 Behavioral Assessment (4)
SPSY 672 Intellectual Assessment (4)
SPSY 674 Educational Assessment (4)

**STATISTICS AND RESEARCH (11 credits minimum)**

Statistics and Research Design (8 credits)
EDUC 614 Educational Statistics (4)
EDUC 650 Single-Subject Research Methods I (4)

Application of Research Skills (3 credits minimum)
SPSY 503 Master’s Thesis (1-16) (formal thesis option)

-O-R-
SPSY 601 Research team experience or independent research (1-16)
PRACTICE OF SCHOOL PSYCHOLOGY (37 credits minimum)

Consultation (8 credits)
SPSY 630  Introduction to Consultation (4)
SPSY 610  Advanced Consultation (4)

Academic and Social Behavioral Interventions (15 credits)
SPSY 610  Beginning Counseling Skills (3)
SPSY 610  Academic and Behavioral Interventions (4)
SPED 540  Early Literacy for Diverse Learners (4)
CPSY 642  Child-Family Interventions (4)

Recommended:
SPED 522  SPED Math Instruction (3)

Professional Standards and Ethics (14 credits)
SPSY 661  Principles and Practices in School Psychology (4)
SPSY 662  Foundations of Clinical Supervision (3)
SPED 628  Law and Special Education (3)
SPSY 663  Professional Ethics (3)
SPSY 605  Reading: Final Professional Competencies Portfolio (1)

PRACTICUM EXPERIENCES (12 credits and 480 clock hours minimum)

Field Studies (2 credits; 80 clock hours minimum)
Prior to completing the Integrated Practicum, students will enroll in two terms of SPSY 606 Field Studies (one credit per term) to gain applied experience engaging in a number of specific activities related to the practice of school psychology. These activities are linked to core school psychology coursework including assessment and consultation. Students enrolled in Field Studies are expected to work approximately 3 hours per week at their assigned site, plus one hour of group supervision (total of 4 hours per week per term).

Integrated Practicum (9 credits; 360 clock hours minimum)
SPSY 609  Practicum Field Experience (3) (Fall quarter) (120 clock hours)
SPSY 609  Practicum Field Experience (3) (Winter quarter) (120 clock hours)
SPSY 626  Final Supervised Field Experience (3) (Spring quarter) (120 clock hours)

Community Agency Practicum (1 credit; 40 clock hours minimum)
SPSY 609  Practicum Field Experience (1) (Summer quarter)

INTERNSHIP EXPERIENCE (9 credits and 1,200 clock hours minimum)

SPSY 704  School Psychology Internship (3) (Fall quarter)
SPSY 704  School Psychology Internship (3) (Winter quarter)
SPSY 704  School Psychology Internship (3) (Spring quarter)
NOTES

1If writing a Thesis, a minimum of nine credit hours of 503 Thesis is required by the Graduate School and College of Education. For the term in which a degree is granted, graduate students must register for at least 3 graduate credits. If submitting a master's degree thesis in this final term, registration must include at least 1 of the 3 credits as Thesis (503). See the Graduate School website for additional thesis and graduation requirements.

2SPSY 601 Research may include credits earned from working on a faculty-led research team, completing an independent research project that does not conform to the standards of a traditional Thesis, or working on student-directed dissertation research projects.

3Students register for SPSY 605 Reading: Final Professional Competencies Portfolio Evaluation during the term prior to beginning internship (typically spring of 2nd year).
APPENDIX B

UNIVERSITY OF OREGON
School Psychology Program
Master’s Degree Program Competencies
Revised August, 2014

1) Mastery of foundational knowledge in psychology and education.

a) Document completion of all courses listed in the Psychological and Educational Foundations domain of the program requirements, with a grade of B- or higher.

b) Submit a scholarly paper in which foundational knowledge in psychology and education is integrated, within a focus on a particular topic of interest to the student. If the paper was completed as part of a course, the student must document receiving a grade of B- or higher; if the paper was completed independently, then a member of the school psychology faculty must read and approve the paper.

2) Develop expertise in planning and participating in applied research in psychology and education.

a) Design at least one applied research study using a single-subject or group design. If you choose to complete a thesis, the thesis must be a study designed in addition to the study designed for this requirement. Studies will either be completed as part of a course and receive a grade of B- or higher or developed as part of a research team and approved by the supervising faculty member.

b) Assist with an empirical research study or conduct an original research study (Thesis). Assisting with a study may occur as part of a faculty-member’s research team or dissertation research conducted by a doctoral candidate in School Psychology. The thesis must conform to graduate school requirements. In either case, students must receive a grade of satisfactory or higher (Pass).

c) Successful completion of the Collaborative IRB Training Initiative (CITI) online course for ethical conduct of research.

3) Demonstrate proficiency in professional writing and scholarly analysis

a) Prepare a written review of at least one professional publication (e.g., journal articles, books, assessment tools, proposals). Reviews must either have received a grade of B- or better in a course or be approved by a school psychology faculty member.

b) Write at least one scholarly paper critically reviewing an area of school psychology and suggesting directions for the field. This could include a concept paper or a review of the
literature. Papers must either have received a grade of B- or better in a course or be approved by a school psychology faculty member.

4) **Deliver psychological services in school settings, including assessment, intervention, and consultation skills, with proficiency**

   a) Submit at least two comprehensive assessment reports, including one that is focused primarily on academic or cognitive assessment, and one that is focused primarily on behavioral or social-emotional assessment. Reports must be approved by a school psychology faculty member.

   b) Submit a written report of an intervention conducted with an individual student presenting with an academic or social-behavioral problem. Your report must include pre-intervention data and data collected after implementation of the intervention. Reports must be approved by a school psychology faculty member.

   c) Submit a written report of a consultation intervention conducted with a classroom teacher or parent as the consultee. Reports must be approved by a school psychology faculty member.

   d) Submit a written report of a consultation intervention, or a proposal for a consultation intervention, conducted at the systems level, such as a school (e.g., setting within school, entire school), school system, or agency. Reports must be approved by a school psychology faculty member.

   e) Submit ratings on all evaluations from practicum supervisors. Evaluations reflect satisfactory performance for all professional behavior and work characteristics, initial proficiency (prior to graduation) in all practice domains assessed by the Professional Growth Assessment, and earn a satisfactory rating in all areas on the Practicum Performance Evaluation.

5) **Demonstrate skills in leadership and professional service**

   a) Participate on a committee involved in program, department, college, university, or professional organizational operations for at least one quarter (e.g., service on the ASPS or OSPA board, student member of admissions or search committees.), and write a brief (1-2 page) analysis of your role and experience.

6) **Develop patterns of professional behavior and participate in experiences consistent with becoming a lifelong learner in the field of school psychology**

   a) Attend at least one state-wide, regional, or national professional conference or convention related to the practice of school psychology.

   b) Serve as primary or co-author for at least one of the following. Include relevant materials (e.g., paper, presentation slides/notes, videotape).
      i. Paper, poster, symposium, or workshop at a professional conference (national, regional, or local) related to the practice of school psychology.
ii. Publication of a journal article, book chapter, professional newsletter article, or training manual related to the practice of school psychology.

iii. Inservice training, workshop, or seminar related to the practice of school psychology for a school district, community agency, or professional group.

iv. Preservice training or class lecture related to the practice of school psychology.
School Psychology Program (M.S.) Graduate Student Annual Activity Summary

Revised August, 2014

Name: __________________

Year Entered Program: ___________

Academic Year Reviewed: _____ - _____

Advisor: __________________
School Psychology Program (M.S.): Graduate Student Annual Activity Summary

Instructions: The Activity Summary is designed to be a working document, one that you update each year. Thus, by the end of your time in the master’s program the Activity Summary will document successful completion of all competencies. Thus, when updating the Summary do not erase material from previous years, simply add to it. Do not be concerned if you do not have information to enter into some sections; the form serves students at all levels of training.

Please turn in the Activity Summary and supporting documents to Emily Cornell by no later than May 15 of the current academic year.

Name: __________________________________________ Date: ___/___/___

Date of entry to Program: ____/____/____  Advisor: __________________

1. Master of foundational knowledge in psychology and education.
   a. Document completion of all courses listed in the Psychological and Educational Foundations domain of the program requirements, with a grade of B- or higher. Include unofficial transcripts in your portfolio.
   b. Submit a scholarly paper in which foundational knowledge in psychology and education is integrated, within a focus on a particular topic of interest to the student. If the paper was completed as part of a course, the student must document receiving a grade of B- or higher; if the paper was completed independently, then a member of the school psychology faculty must read and approve the paper. Include a copy of the paper, with grading feedback from the Instructor, in your portfolio.

   Date completed: ____/____/____  Course: ________
   Topic: ___________________________________________
   Grade on paper or approval of faculty member: __________

2. Develop expertise in planning and participating in applied research in psychology and education.
   a. Design at least one applied research study using a single-subject or group design. If you choose to complete a thesis, the thesis must be a study designed in addition to the study designed for this requirement. Studies will either be completed as part of a course and receive a grade of B- or higher or developed as part of a research team and approved by the supervising faculty member. Include a copy in your portfolio. If you have planned additional studies, please copy and paste the study information and document them below.

   Study 1:
   Title of study: ____________________  Date design completed: ___/___/___
   Designed as part of (circle one): course        research team      independent project
   If course, grade received: __________  Have you run or do you plan to run this study?:  YES    NO
b. Assist with an empirical research study or conduct an original research study (Thesis). Assist with a study may occur as part of a faculty-member’s research team or dissertation research conducted by a doctoral candidate in School Psychology. The thesis must conform to graduate school requirements. In either case, students must receive a grade of satisfactory or higher (Pass). Include a copy in your portfolio.

Research team/Doctoral candidate and faculty supervisor: __________________

Dates of participation: From __/__/____ to __/__/____

Title of study: _________________________________

Your role: ___________________________________________________________________

c. Successful completion of the Collaborative IRB Training Initiative (CITI) online course for ethical conduct of research. Place a copy of the CITI certificate in your portfolio.

Date completed: ______/_____/_____

3. Demonstrate proficiency in professional writing and scholarly analysis

a. Prepare a written review of at least one professional publication (e.g., journal articles, books, assessment tools, proposals). Reviews must either have received a grade of B- or better in a course or be approved by a school psychology faculty member. Include the evaluative feedback you received from the Instructor or faculty member. Include a copy in your portfolio.

What did you review (select one): journal article   book    book chapter     other _____________

Date completed: ______/_____/_____

Course completed as part of (if applicable): ____________________    Grade: ________

Faculty member you completed the review with (if applicable): ____________________

b. Write at least one scholarly paper critically reviewing an area of school psychology and suggesting directions for the field. This could include a concept paper or a review of the literature. Papers must either have received a grade of B- or better in a course or be approved by a school psychology faculty member. Include the evaluative feedback you received from the Instructor or faculty member. Include a copy in your portfolio.

Date completed: ____/_____/_____ Course: ________ Title: ____________________________

Topic: _____________________________________________________________________________

Grade on paper or approval of faculty member: ____________

4. Deliver psychological services in school settings, including assessment, intervention, and consultation skills, with proficiency


a. Submit at least two comprehensive assessment reports, including one that is focused primarily on academic or cognitive assessment, and one that is focused primarily on behavioral or social-emotional assessment. Reports must be approved by a school psychology faculty member. Include the evaluative feedback you received from the Instructor or faculty member. Please include copies of all reports below in your portfolio—use pseudonyms or black out identifying information.

Report 1:
Date completed: ____/____/_____ Course: ________  Topic: ____________________________
Grade on paper or approval of faculty member: __________

Report 2:
Date completed: ____/____/_____ Course: ________  Topic: ____________________________
Grade on paper or approval of faculty member: __________

b. Submit a written report of an intervention conducted with an individual student presenting with an academic or social-behavioral problem. Your report must include pre-intervention data and data collected after implementation of the intervention. Reports must be approved by a school psychology faculty member. Include the evaluative feedback you received from the Instructor or faculty member.

Date completed: ____/____/_____ Course: ________  Topic: ____________________________
Grade on paper or approval of faculty member: __________

c. Submit a written report of a consultation intervention conducted with a classroom teacher or parent as the consultee. Reports must be approved by a school psychology faculty member. Include the evaluative feedback you received from the Instructor or faculty member.

Date completed: ____/____/_____ Course: ________  Topic: ____________________________
Grade on paper or approval of faculty member: __________

d. Submit a written report of a consultation intervention, or a proposal for a consultation intervention, conducted at the systems level, such as a school (e.g., setting within school, entire school), school system, or agency. Reports must be approved by a school psychology
faculty member. Include the evaluative feedback you received from the Instructor or faculty member.

Date completed: ____/____/_____ Course: ________ Topic: ____________________________

Grade on paper or approval of faculty member: ___________

e. Submit ratings on all evaluations from practicum supervisors. Evaluations reflect satisfactory performance for all professional behavior and work characteristics, initial proficiency (prior to graduation) in all practice domains assessed by the Professional Growth Assessment, and a satisfactory rating in all domains assessed on the Practicum Performance Evaluation. Below, list the term and supervisor for which you have submitted evaluations.

<table>
<thead>
<tr>
<th>Term</th>
<th>Supervisor</th>
<th>Placement (e.g., school)</th>
</tr>
</thead>
</table>

5. **Demonstrate skills in leadership and professional service**

a. Participate on a committee involved in program, department, college, university, or professional organizational operations for at least one quarter (e.g., service on the ASPS or OSPA board, student member of admissions or search committees.), and write a brief (1-2 page) analysis of your role and experience. Describe the purpose of the committee and the extent to which committee goals were met, in your view. What did you find especially worthwhile about this experience and, if you directed the committee, what might you change about the process?

Committee: ________________________  Your role: ________________________
6. **Develop patterns of professional behavior and participate in experiences consistent with becoming a lifelong learner in the field of school psychology**

a. **Attend at least one state-wide, regional, or national professional conference or convention related to the practice of school psychology.** Record your attendance (and presentations, if applicable) below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Conference(s) Attended</th>
<th>Type of Presentation</th>
<th>Faculty/students involved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Poster</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Paper in symposium</td>
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<td></td>
<td></td>
<td>Workshop</td>
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<tr>
<td></td>
<td></td>
<td>Panel</td>
<td></td>
</tr>
</tbody>
</table>

b. **Serve as primary or co-author for at least one of the following. Describe below.**
   
i. **Paper, poster, symposium, or workshop at a professional conference (national, regional, or local) related to the practice of school psychology.**
   
ii. **Publication of a journal article, book chapter, professional newsletter article, or training manual related to the practice of school psychology.**
   
iii. **Inservice training, workshop, or seminar related to the practice of school psychology for a school district, community agency, or professional group.**
   
iv. **Preservice training or class lecture related to the practice of school psychology.**

Date: ____________  Topic: ____________________________________
Audience: _____________________________________________________________________
Describe the activity and your role:

________________________________   _____/_____/_____
Student Signature    Date
APPENDIX D: M.S. Course Sequence

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPSY 610 Beg Counseling Skills (3)</td>
<td>SPSY 606 Field Study (1)</td>
<td>SPSY 606 Field Study (1)</td>
<td>SPSY 609 Practicum (Rdg Clinic, 1)</td>
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<td>SPSY 617 Tests &amp; Measurement (4)</td>
<td>SPSY 671 Behavioral Assessment (4)</td>
<td>SPSY 630 Intro to Consultation (4)</td>
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<td>SPSY 661 Principles &amp; Practices (4)</td>
<td>SPED 628 Law and Special Ed (3)</td>
<td>SPSY 672 Intellectual Assessment (4)</td>
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<td>SPED 540 Early Lit for Div Learn (4)</td>
<td>EDUC 650 Single-Subject Res Meth I (4)</td>
<td>SPSY 674 Educational Assessment (4)</td>
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<td><strong>Total Credits: 15</strong></td>
<td>CPSY 642 Child-Family Interv (4)</td>
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<td>SPSY 606 Field Study (1)</td>
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<td>SPSY 671 Behavioral Assessment (4)</td>
<td>SPSY 609 Practicum (Rdg Clinic, 1)</td>
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<td><strong>YEAR 2</strong></td>
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<td>SPSY 609 Practicum (3)</td>
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<td>SPSY 626 Final Field Experience (3)</td>
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<td>SPSY 610 Adv Consultation I (2)</td>
<td>SPSY 610 Adv Consultation II (2)</td>
<td>SPSY 650 Developmental Psychopath (4)</td>
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<td>SPSY 610 Acad &amp; Beh Interventions (4)</td>
<td>EDUC 614 Educational Stats (4)</td>
<td>SPSY 605 Rdg: Prof Portfolio Eval (1)</td>
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<td>SPSY 663 Professional Ethics (3)</td>
<td>SPSY 601 Research (3)</td>
<td>SPED 522 Math Instruction (3) – optional/recommended</td>
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<td>SPED 660 Design of Instruction (4)</td>
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<td>SPSY 626 Final Field Experience (3)</td>
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<tr>
<td>SPSY 610 Acad &amp; Beh Interventions (4)</td>
<td>EDUC 614 Educational Stats (4)</td>
<td>SPSY 650 Developmental Psychopath (4)</td>
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<td>SPSY 601 Research (3)</td>
<td>SPSY 605 Rdg: Prof Portfolio Eval (1)</td>
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<td>SPED 660 Design of Instruction (4)</td>
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<td>SPED 522 Math Instruction (3) – optional/recommended</td>
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<td>SPSY 704 Internship (3)</td>
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