**The M.Ed. Internship Plan**

The full list of required activities during the internship year is included below with the acknowledgement that not all of them will apply to any single setting. At each agency, the intern will engage in the activities developed together with the supervisor, delineated in the individualized Internship Plan, and agreed upon in consultation with the agency administrator. It is the responsibility of the intern and supervisor to ensure that all activities are implemented across agencies.

**Field-Based** **Activities**

1. Participate in school-based teams, referral teams and/or agency consultation teams

2. Conduct individual psychoeducational assessments that demonstrate a broad knowledge of assessment tools as well as application of the CHC model and cross-battery approach

3. Prepare comprehensive written reports that:

* include relevant background and referral information,
* summarize and integrate assessment findings,
* apply DSM-5 and Ministry of Education (as relevant) diagnostic and identification criteria, and
* include links to intervention, treatment planning, and outcome monitoring

4. Engage in a Response to Intervention activity: consultation, direct delivery of service, and/or progress monitoring

5. Engage in activities at all three tiers of prevention/assessment/intervention:

5.i Tier One (Universal/Large Scale):

Participate in systems-level consultation and planning

Implement or assist with a school- or agency-wide assessment, screening, or intervention activity

Evaluate and report on outcomes using data-based, progress monitoring procedures

5.ii Tier Two (Group):

Participate in small group or class-wide consultation and planning

Implement or assist with a small group or class-wide assessment, screening activity, or intervention activity

Evaluate and report on outcomes using data-based, progress monitoring procedures

5.iii Tier Three (Individual):

Plan and implement or assist with an individual intervention (in consultation with school-based or agency teams)

Apply data-based, progress monitoring procedures to evaluate the success of the intervention and to adjust it as needed

Report to team on an ongoing basis

6. Provide professional services to students with diverse needs and from diverse backgrounds (e.g., language, culture, learning, and social-emotional needs)

7. Investigate and report on a mental health service, program or activity that is a resource for students or clients within the school system or in the broader community

8. Engage in weekly supervision sessions, including preparation for and active engagement in discussions

**Advanced Skills Training Program Activities**

9. Working with supervisor and agency administrator(s), complete and submit:

* Internship Agreement(s) (Appendix A)
* Supervisor/Supervisee Agreement(s) (Appendix B)
* Internship Plan (Appendix C)

10. Attend all scheduled didactic sessions and actively participate in scheduled group supervision activities

11. Prepare and present case conceptualization (n=3) and case problem presentations (n=2), and contribute to peer consultation, and discussion of presentations

12. Prepare and present a final integrated case study with supporting research

13. Identify an issue that raises an ethical dilemma and report on how it was managed/resolved

14. Participate in the two day-long Mental Health First Aid Workshops

15. Attend professional workshop, conference, and/or other professional development activities

16. Submit the Supervisory Experience Rating Form(s), Parts 1 & 2

17. Submit the Internship Training Program Feedback Form

18. Submit the Activities Summary Report (Appendix C)

**The Supervisor**

The supervisor is a registered psychologist or certified school psychologists with experience in the field of school psychology.

The supervisor has responsibility for the professional practice of the intern and ensures that the services provided by the intern meet high professional standards, including adherence to CPA’s *Canadian Code of Ethics for Psychologists* and *Practice Guidelines for Providers of Psychological Services*, and the College of Psychologists of B.C.’s *Code of Conduct.*

The supervisor(s) will provide the intern with a minimum of two hours per week of direct supervision (across agencies). The supervisor has professional responsibility for all casework undertaken by the intern, is identified on informed consent forms signed by parents or clients, and co-signs all written reports and case work records produced by the intern.

**Site Visits**

The Internship Consortium’s Internship Coordinator will conduct annual visits with the goal of maintaining contact with all site administrators and providing an ongoing liaison between the Training Program and the agencies.

**The Administrator**

The administrator, whether at the site or system level, plays a key role in the internship experience and agrees to engage in ongoing involvement with the intern, the supervisor, and the Internship Consortium. Any concerns about the work of the intern should be discussed directly with the intern’s supervisor.

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_