

Internship Orientation 2009-10

- **When/how often do we get paid?**

You can choose to get paid under a 10-month (August 2009 through May 2010) or 11-month (August 2009 through June 2010) contract. Obviously, if you choose 10 months, each paycheck will be slightly larger, but you won't get paid in June. You get paid on the last working Friday of each month. Paycheck questions should be directed to Melissa or Stephanie at LTVEC (who is the actual employer for all interns).

- **Fingerprinting, TB test, Hep B vaccinations, drug tests**

For TIC employment, you will need to be fingerprinted. You will need to call Melissa or Stephanie at LTVEC to set this up because they'll need you in their system to pay for it. You might also need separate fingerprinting for your individual site, so that's something that you'll need to check on with HR during the first days of internship.

Also for TIC employment, you will need a TB test OR verification that you were screened by the Health Department and found to be low-risk (in which case the Health Dept will give you a card that you can turn in). Most interns went to the Knox County Health Department for this.

As a TIC employee, you are eligible for reimbursement for the Hep B vaccinations if you want them.

Some sites (e.g., Knox County) require a drug test, arranged through the site and its contracted lab. You will need to follow-up on this with your site.

- **Health insurance**

Health insurance is not included in your salary. This year (for the first time), TIC assisted current interns with the process of finding health insurance. We were provided a brochure on Assurant Health, which is a short-term health insurance company. Their plans allow you to have some choice regarding how much coverage you have. Their insurance is not as comprehensive as you may be accustomed to, but it will cover major illnesses and injuries. If you do not have another source of insurance, this can be a viable short-term option. They allow you to pay in one lump sum (which is cheaper), or they will charge you a monthly fee. If you are interested, check with Jerry Morton or look at Assurant Health online at www.assuranthealth.com.

- **Liability insurance**

We all ordered liability insurance from APA, which you can do online. <http://www.apait.org/apait/products/studentliability/>

- **UT parking passes**

Because group supervision takes place at UT, you will need a UT parking pass. You do not have to be a UT student to get a parking pass, and TIC has historically reimbursed for the cost of the pass. I think that most of us got "evening passes" that allow you to park in faculty lots after 4pm and commuter lots after 3pm. There's also a large student deck behind Neyland Stadium where we have been forced to park when nearer parking was unavailable, but you'll still need the parking pass. You will need to go to Parking Services to get it (unless you ARE a UT student, in which case you can order online now), and you might want to do that before the first week of internship.

<http://web.utk.edu/~ps0/index.php>

If you don't have a parking permit before the first days of internship, you can park in the public deck next to the University Center and get reimbursed by TIC.

- **When can we get a copy of the updated 2009-2010 Procedures Manual?**

You'll get a copy of this (either in person or electronically) during the first couple of weeks of internship.

- **When should we get in direct contact with our site supervisors regarding the upcoming start and site-specific questions?**

At this point, some of the supervisors for next year have not yet been determined, so now is not quite the time. For the school systems, you should probably wait until the staff has returned from summer break. You can check the system's

school calendars online to see when that might be. In general, you would want to try to get in touch with your supervisor probably no earlier than July 27 and no later than August 3. If you haven't made contact by the morning of August 5, be sure and let Jerry Morton know over the course of the day. Cherokee interns will likely have a group meeting the first week of internship with site supervisors.

We will be sending out some information soon about what to expect at the sites during the first week, so even if you can't get in touch with your supervisors or get all of your questions answered immediately, you'll still be armed with some reasonable expectations for your time and activities on August 6 and 7.

▪ **Useful books/websites/etc. for review prior to internship**

These are certainly not necessary, and you likely have similar books in your collections, so don't feel like you have to go out and buy anything!

Books:

- The Child Clinician's Handbook, 2nd Edition (Kronenberger & Meyer, 2001) ("the pink book")
- Functional Assessment and Program Development for Problem Behavior, 2nd Edition (O'Neill et al., 1997) ("the green book")
- Functional Assessments: A Step-By-Step Guide to Solving Academic and Behavior Problems (Witt, Daly, & Noell, 2000)
- Sattler (cognitive and behavioral/clinical)
- The Special Education Treatment Planner (Winkelstern & Jongsma, 2001)

Websites:

- Intervention Central: <http://www.interventioncentral.org/>
- Tennessee Department of Education-Special Education Assessment: <http://www.tennessee.gov/education/speced/assessment.shtml>
- What Works Clearinghouse: <http://ies.ed.gov/ncee/wwc/>

And you'll definitely want to peruse the sites of individual school systems, particularly the staff areas, any vision statements/strategic plans/yearly goals/etc., information about school populations/demographics, special education programming, school locations, etc.:

- Knox County Schools: <http://knoxschools.org/>
- Monroe County Schools: <http://www.monroe.k12.tn.us/>
- Sweetwater City Schools: <http://sweetwatercityschools.com/>

- **Activity logs for your university**

We would recommend confirming with your university what your record-keeping responsibilities will be for their purposes. For all of us, because TIC is an APA-accredited internship, we didn't have to keep an additional university log. However, some of us (e.g., Georgia State) did have an extra evaluation to complete mid-year.

- **Activity logs for TIC-recording hours**

You will receive an Excel file for "official" tracking of your internship hours in the following categories:

Testing*	Consultation*	Supervision: Group
Observing*	Report Writing	Supervision: Other
Interviewing*	Professional Development	Travel
Direct Intervention*	Program Planning/Implementation	Management
IEP Team*	Program Evaluation	Didactics
Parent Conference*	Research	TIC Committee Activity
Screening*	Peer Interaction	Other
Education*	Record Review	
Crisis Intervention*	Supervision: Direct	

You will need a total of 2000 hours between August 3, 2009, and July 31, 2010. 500 hours of those must be in Direct Client Contact activities (marked with *). You will need 100 hours of group supervision, and 100 hours (or 5% of total hours if more than 2000) of direct (one-on-one) supervision...so that's at least 700 of your hour's right there. Note that any group supervision and direct supervision is what occurs with licensed psychologists; you might be supervised by a site supervisor who is NOT a licensed psychologist, and those hours would be included in the "supervision: other" category. APA lets you count some hours of dissertation research toward your internship hours.

The Excel file will have more information to guide you in deciding how to log your activities. You'll also clarify some things in group supervision (Dr. Carlini will tell you to focus on the "primary purpose" of your activities during a time period). Most of us found it easier to record our time by rounding to the nearest quarter-hour (e.g., 20 minutes of something was .25 hours, as was 10 minutes of something). You will want to be as specific as possible when you record your activities. For example, if you record exactly what you did, rather than the category that you thought the activity fell into, it will be easier to correct a mistake or reassign hours more accurately if you need to.

It is a good idea to start your personal time tracking as soon as possible. Some folks just jotted their time into a notebook, while others used a monthly/weekly planner for both scheduling and tracking.

- **TIC portfolios**

We recommend going ahead and setting up your internship portfolio. You might consider using the following tabs, at least to start with:

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|---|----------------------------|
| - Internship Documents (insurance, letter of agreement, etc.) | - Direct Supervision Notes |
| - Goals/Objectives/Competencies | - Group Supervision Notes |
| - Activity Logs | - Evaluations |
| - Activity Documentation (reports, consultation notes, etc.) | - Professional Development |

You can certainly use whatever sections/titles you want or that fits with your internship experience, but definitely start organizing and getting a handle on what you have and need as soon as you can. This is partly because, for documentation of your activities, you'll need to begin saving things right at the beginning of internship.

Things you should make copies of for your notebooks: letter of agreement, Tennessee registration form (you'll get this the first week), all evaluations (both the ones you complete and the ones from your supervisors), and anything that documents participation in/completion of the competencies/objectives that you develop.

- **Didactics/group supervision/peer interaction afternoons**

For 2008-2009, didactics, peer interaction, and group supervision usually occurred on Wednesday afternoons. Didactics usually started at 1pm, peer interaction at 3pm, and group supervision at 5pm, lasting until 7pm. Didactics did not take place every week. Sometimes the times were adjusted to accommodate presenters' schedules, location changes, and other things. These activities usually took place at UT or Cherokee's Center City office, or both on the same day.

Before this past year, these internship activities occurred on Monday afternoons, so the day might change, and on any given day, there might be some change to the typical schedule. It will be important for you to account for these activities in considering time off-site and away from direct client contact opportunities, travel, etc.

- **Completing internship**

It is theoretically possible to complete all of your internship hours AND activities by the end of May (when school gets out). However, you have committed to working with an organization for a calendar year, so unless there are some pretty incredible extenuating circumstances, we recommend that you should plan to be available to your organization at least through June. Do remember that you have to complete both hours and activities...so even if you complete all of your activities, you still need 2000 total hours and 500 direct client contact hours and vice versa with completing your hours without completing your activities.

For interns in school systems, you should likely plan to continue to need direct client contact hours even after school is out for the summer. There will be various opportunities (some offered and some you'll need to find) for obtaining those hours in May, June, and July if need be. However, it would be better to get as many of those hours done during the school year as you can.

- **Calendars/Time Off**

The interns in school systems should plan to be in/out of school according to the systems' calendars for the year. Even if you are "out of school" on a day, you can still work on other activities at another location and count those hours toward internship. Also, be certain to remember that there will be some days that you'll be in schools, even if students aren't.

Knox County Schools 2009-2010:

<http://knoxschools.org/modules/cms/pages.phtml?pageid=81085&sessionid=4686e16f258437866459ff62ae4dfa21&sessionid=4686e16f258437866459ff62ae4dfa21>

Monroe County Schools 2009-2010:

<http://www.monroe.k12.tn.us/calendar/documents/2009Calendar.pdf>

Sweetwater City Schools 2009-2010:

<http://www.compurdy.com/scs2/09-10cal.pdf>

For interns at Cherokee, it typically follows a business schedule (e.g., no two-week Christmas break, off on federal holidays, etc.), but you will need to be mindful of the school calendars for any system that you're in, too.

For all interns, you will need to account for the fact that 2000 hours in 52 weeks might really be 2000 hours in 45-48 weeks, depending on the amount of off-days your sites take and any personal time that you'll need (being sick, personal errands, family commitments, holiday travel, etc.). It is a good idea to plan to work more than 40 hours per week in order to bank time for off-days, personal time, and unexpected events.

All time off (that's not built into a calendar in some way) needs to be cleared through your direct supervisor (and/or you'll need to clarify with your supervisor at the beginning of internship how to handle time-off requests).

- **Dissertation "release time"**

Time to work on dissertation is handled on an individual basis and negotiated with your direct supervisors. Many interns are able to integrate dissertation work into their daily schedules as needed or when available. You should discuss your individual needs with your direct supervisor.

- **Access to site resources (laptops, test kits, security badges, etc.)**

All sites have committed to providing each intern with a laptop, security badge (though often with limited access), access to test kits and protocols, and access to basic office supplies and equipment. Some of these might be provided at each individual school or setting, while others might be offered only from a central office. You will need to discuss these logistics with your direct supervisor.

- **OSHA training**

Early in the school year, you will need to obtain OSHA training and verify this with LTVEC. Cherokee offers this in-house as part of their orientation; Knox County interns attend LTVEC's OSHA training. Monroe County's OSHA training is online and can be completed at work.

- **TIC Board responsibilities**

All interns are TIC Board members (non-voting). At least one intern should represent the interns at each board meeting (though the more, the merrier—it's free breakfast!), and you'll be asked to provide input and some work hours on various things throughout the year (e.g., screening intern applications, managing the logistics for interview days). Also, each TIC intern is required to co-chair a TIC committee, and you'll want to think about this as soon as you can in the year in order to plan for the related committee activities.

- **For non-UT students, access to UT facilities**

Non-UT interns can obtain limited access to some UT facilities (e.g., the library but not the gym). Ask Jerry Morton for details.

- **For non-UT students, out-of-state status impact on tuition/fees**

Non-UT interns from out-of-state might be able to get a discount or waiver on tuition or fees because they are based off campus. For example, Georgia State University students who are participating in an internship more than 100 miles from campus are entitled to a waiver of most student fees. Be sure and check with your university or program to see if you are eligible for something like this.

- **For non-UT students, interaction with UT school psychology program/faculty/students/listserv**

Non-UT students are usually invited to the UT school psychology program social events with faculty and students. UT faculty also provides some of the didactic training for TIC. The UT school psychology program does not have a listserv.

- **For UT students, in-state tuition letter from Jerry Morton (and a form)**

UT students are eligible for in-state tuition while participating in TIC. You will need a letter from Jerry Morton and a Non-Resident Work Rule Application, and it can be found at <http://admissions.utk.edu/graduate/forms.shtml>. This form and letter are generally due before the semester start (which is August 19th); the application will need to be completed each semester.

- **For previously licensed/certified/practicing school psychologists with EdS**

Interns who have been previously certified/licensed (in Tennessee it's "licensed") for practice as a school psychologist in schools might consider obtaining TN licensure with their extant degree/credentials...although it is not necessary.