School Psychology Program Committee
2018-2019

Faculty
Brian McKeivitt, School Psychology, Program Director
Adam Weaver, School Psychology
Lisa Kelly-Vance, School Psychology (on leave)

Brigette Ryalls, Developmental Psychology, Department Chair
Mark Shriver, Munroe Meyer Institute, Applied Behavior Analysis Program Director

Student Officers
Clarissa Adams, President, 3rd year student
Kaitlin Cloonan, Vice President, 2nd year student
Josey Svoboda, Secretary, 1st year student
Faculty

Lisa Kelly-Vance, Ph.D. (Indiana University)
Dr. Kelly-Vance has provided school psychology services to districts in Indiana, Michigan, and Iowa. Prior to coming to UNO in 1995, she worked for Area Education Agency 13 (now Green Hills Area Education Agency) in Council Bluffs, IA. There, she worked with children who ranged in age from Birth to 21. She also served as the Lead Psychologist and the President of the Iowa School Psychologists Association. Dr. Kelly-Vance is certified as a School Psychologist in Iowa. She is a member of the National Association of School Psychologists and serves on the Board of Directors as the President-Elect. She is also a member of the Nebraska School Psychologists Association and served as President, University Connections Chair and Webpage Editor. In addition, Dr. Kelly-Vance is the faculty sponsor of the annual summer reading program. Her undergraduate degree is from Purdue University and she has a MS and PhD from Indiana University.

Courses taught: Early Childhood Assessment, Psychology of Exceptional Children, Family Analysis and Treatment, Practicum in School Psychology, Internship, Advanced Educational and Psychological Consultation

Research interests: Play assessment and intervention in early childhood; summer reading programs; animal assisted reading interventions; and English Language Learners.

Contact information: (402) 554-3563; lkelly-vance@unomaha.edu

Brian McKevitt, Ph.D. (University of Wisconsin-Madison), Program Director
Dr. McKevitt served as a school psychologist in Heartland Area Education Agency 11 Iowa for six years before coming to UNO in 2006. There, he provided the full spectrum of school psychology services for children in grades kindergarten through eighth, supervised school psychology practicum students and interns, and coordinated the implementation of school-wide positive behavior support in over 30 schools in central Iowa. Here in Nebraska, Dr. McKevitt in a regional trainer and consultant for school-wide positive behavior supports and has worked with several local school districts and the Nebraska Department of Education on this work. He is a Nationally Certified School Psychologist, a certified School Psychologist in Iowa and Nebraska, a member of NASP and the Nebraska School Psychologists Association (NSPA), and the Nebraska Delegate for NASP.

Courses taught: Professional, Legal, and Ethical Foundations of School Psychology, School Age Assessment, Advanced Educational and Psychological Consultation, Educational Psychology, Foundations of Assessment, and Psychology in the Schools

Research interests: School-wide positive behavior support; evidence-based social, emotional, and behavioral interventions; testing accommodations; reliability and validity in assessment

Contact information: (402) 554-2498; bmckevitt@unomaha.edu

Adam Weaver, Ph.D. (Mississippi State University)
Dr. Weaver completed his undergraduate degree in history at Mississippi State University and earned MS and PhD degrees in School Psychology from Mississippi State University. He is a certified school psychologist in Iowa and worked as a school psychologist for Green Hills Area Education Agency for nine years before coming to UNO in
2013. In this role, Dr. Weaver worked in several rural school districts in southwest Iowa, served on several agency level committees, and supervised practicum students. Dr. Weaver has served as a challenging behavior consultant and met requirements for advanced level training in functional analysis from the Iowa Department of Education and the Center for Disabilities and Development at the University of Iowa.

**Courses taught:** Behavior Analysis and Intervention, Foundations of Assessment, Psychological and Educational Testing, Psychotherapeutic Interventions, Small n Research Designs

**Research interests:** School-based applied behavioral assessment and intervention, emotional labor among educators, and IEP Team meetings.

**Contact information:** (402) 554-3848; adamweaver@unomaha.edu

---

**Contributing Faculty**

*These individuals teach courses in School Psychology Curriculum and/or serve on School Psychology Committee.*

Juan Casas, Ph.D., UNO Psychology Department  
Wayne Harrison, Ph.D., UNO Psychology Department  
Sarah Kupzyk, Ph.D., BCBA-D., Munroe Meyer Institute  
Holly Roberts, Ph.D., Munroe Meyer Institute  
Brigette Ryalls, Ph.D., UNO Psychology Department, Department Chair  
Mark D. Shriver, Ph. D., Munroe Meyer Institute  
Suzanne Sollars, Ph.D., UNO Psychology Department

---

**Adjunct Faculty**

*These individuals teach courses in the School Psychology Curriculum.*

Vern Davis-Showell, Ed.S. School Psychologist - Papillion LaVista Public Schools  
Stephanie Dredge, Ed.S., Ed.D. School Psychologist - Green Hills Area Education Agency  
Kristy Feden, Ed.S., Director - Sarpy County Head Start  
Lynn Thompson, Ed.S., School Psychologist - Green Hills Area Education Agency  
School Psychology Program
University of Nebraska at Omaha

The contents of this handbook are intended to help current and prospective students understand the structural and procedural operations of the UNO School Psychology Graduate Training Program. In addition to program information, this handbook reviews relevant departmental and graduate school policies for the program. The School Psychology Program Committee will regularly review handbook contents and notify students of any change in program operations.

Program Description

The UNO School Psychology Program prepares students to serve as specialists in School Psychology providing a wide range of services, including consultation, assessment, and intervention. The program is one of six graduate programs in the Psychology Department in the College of Arts and Sciences. Students also take courses in the College of Education. The program has three full-time faculty who have degrees in School Psychology and is also supported by affiliated faculty from related fields. Practitioners from the Omaha metropolitan area schools work closely with the program to provide field supervision, collaborate on research projects, and give feedback about the training program.

Students earn a 36 credit-hour Master of Science (M.S.) degree in Psychology, with an emphasis in School Psychology, prior to the 36 credit-hour Specialist in Education (Ed.S.) degree in School Psychology. The M.S. consists of two years of coursework including field experiences and practicum and the Ed.S. requires an additional year of coursework, also including field experiences and practicum, followed by a year-long internship. Students who graduate with an Ed.S. degree are eligible for licensure as a School Psychologist in all states and can provide psychological services in schools. The UNO School Psychology program is accredited by the National Association of School Psychologists (NASP).

Program Philosophy

Consistent with the mission of the University of Nebraska at Omaha (UNO), the UNO School Psychology Program’s mission is to graduate students who have met high levels of academic excellence relevant to the knowledge and skills in the profession of school psychology and have engaged in and are committed to the community. The program is designed to prepare graduates to function as scientist-practitioners in service to children and their families, schools, and communities. The program emphasizes an indirect service delivery approach that is oriented in data-based problem-solving and is responsive to cultural and ecological contexts to address children’s emotional, social, and academic development. Our data driven problem-solving model is based on behavioral principles, systems level thinking, and psychological and educational research. Although indirect approaches are emphasized (e.g., consultation, assessment, prevention, and early intervention), graduates are prepared to apply direct psychological services (e.g., individual, group, and systems level interventions) when conditions warrant.

The program has a strong orientation towards utilizing community resources as partners in training, which allows for meaningful and diverse community service learning and field
experiences that are integrated throughout most core school psychology courses. The diverse metropolitan community of schools serves as a training ground for students in each year of the program. An expanded definition of diversity, which includes respect for individuals from all aspects of culture, ethnicity, sexual orientation, religious preferences, and socioeconomic background, is valued in the program. UNO is a metropolitan university that values the dynamic and culturally rich nature of the community, and the program is dedicated to training students in the importance of valuing and serving diverse individuals and groups. The university and the School Psychology Program adhere to applying these values to admissions, training, evaluation, research, and the community through service learning activities. In this capacity, the program provides educational leadership and community development to its constituents.

The sequential and comprehensive nature of the curriculum provides students with a program that builds from year to year, culminating with a year-long internship. Field experiences are integrated with theoretical foundations throughout the training experience.

The program builds on student strengths through close working partnerships between faculty and students in all facets of professional preparation, including professional development goals, individualized supervision, and annual progress reviews. Students have a solid voice in program decisions.

Program faculty engage in reflective practices and continuous improvement. This ongoing assessment of individual and program effectiveness allows the program and its graduates to track progress toward the program’s training objectives.

The program meets the Standards for Graduate Preparation of School Psychologists set forth by the National Association of School Psychologists (NASP, 2010) and views these standards as an integrated part of the program’s general training objectives. These standards include: 1) data-based decision making and accountability; 2) consultation and collaboration; 3) interventions and instructional support to develop academic skills; 4) interventions and mental health services to develop social and life skills; 5) school-wide practices to promote learning; 6) preventive and responsive services; 7) family-school collaboration services; 8) diversity in development and learning; 9) research and program evaluation; and 10) legal, ethical, and professional practice.
Training Objectives

As noted above, the UNO School Psychology Program adheres to the 10 domains of training and practice set forth by the National Association of School Psychologists (NASP, 2010). Therefore, the 10 NASP standards of training and practice have been adopted as the program’s core training objectives, with an additional objective added that focuses on professional characteristics. While these standards are shared by all NASP-approved graduate training programs, our program has several unique features that enhance students’ ability to meet these objectives. First, our program emphasizes community-based field experiences to meet the training objectives. We have numerous ties to the greater Omaha metropolitan community and use those ties to enhance students’ experiences with coursework, research, fieldwork, and other applied experiences. Second, the community exposes our students to children and families with a great deal of diverse characteristics—race, ethnicity, SES, gender, religious, sexual orientation, disability, etc. Finally, our program’s sequential coursework gradually moves students from closely supervised experiences to more independent practicum work over the course of the training program.

Our training objectives are integrated into every aspect of our training program. Each course delineate the specific objectives that are met by the course, recognizing that topics and field experiences embedded into each course often address multiple objectives. As such, the interrelated nature of the training objectives is clearly understood and articulated by program faculty in student supervision and coursework.

Objective 1: Data based decision making and accountability
Students have knowledge of varied models and methods of assessment that yield information useful in identifying strengths and needs, in understanding problems, and in measuring progress and outcomes. As part of a systematic and comprehensive process of effective decision making and problem solving that permeates all aspects of service delivery, students demonstrate skills to use psychological and educational assessment, data collection strategies, and technology resources and apply results to design, implement, and evaluate response to services and programs.

Objective 2: Consultation and Collaboration
Students have knowledge of varied methods of consultation, collaboration, and communication applicable to individuals, families, groups, and systems and used to promote effective implementation of services. As part of a systematic and comprehensive process of effective decision making and problem solving that permeates all aspects of service delivery, students demonstrate skills to consult, collaborate, and communicate effectively with others.

Objective 3: Interventions and Instructional Support to Develop Academic Skills
Students have knowledge of biological, cultural, and social influences on academic skills; human learning, cognitive, and developmental processes; and evidence-based curriculum and instructional strategies. Students, in collaboration with others, demonstrate skills to use assessment and data collection methods and to implement and evaluate services that support cognitive and academic skills.
Objective 4: Interventions and Mental Health Services to Develop Social and Life Skills
Students have knowledge of biological, cultural, developmental, and social influences on behavior and mental health; behavioral and emotional impacts on learning and life skills; and evidence-based strategies to promote social–emotional functioning and mental health. Students, in collaboration with others, demonstrate skills to use assessment and data-collection methods and to implement and evaluate services that support socialization, learning, and mental health.

Objective 5: School-wide Practices to Promote Learning
Students have knowledge of school and systems structure, organization, and theory; general and special education; technology resources; and evidence-based school practices that promote learning and mental and behavioral health. Students, in collaboration with others, demonstrate skills to develop and implement practices and strategies to create and maintain effective and supportive learning environments for children and others.

Objective 6: Preventive and Responsive Services
Students have knowledge of principles and research related to resilience and risk factors in learning and mental health, services in schools and communities to support multitiered prevention, and evidence-based strategies for effective crisis response. Students, in collaboration with others, demonstrate skills to promote services that enhance learning, mental and behavioral health, safety, and physical well-being through protective and adaptive factors and to implement effective crisis preparation, response, and recovery.

Objective 7: Home/School/Community Collaboration
Students have knowledge of principles and research related to family systems, strengths, needs, and culture; evidence-based strategies to support family influences on children’s learning, socialization, and mental health; and methods to develop collaboration between families and schools. Students, in collaboration with others, demonstrate skills to design, implement, and evaluate services that respond to culture and context and facilitate family and school partnership/interactions with community agencies for enhancement of academic and social–behavioral outcomes for children.

Objective 8: Diversity in Development and Learning
Students have knowledge of individual differences, abilities, disabilities, and other diverse characteristics; principles and research related to diversity factors for children, families, and schools, including factors related to culture, context, and individual and role differences; and evidence-based strategies to enhance services and address potential influences related to diversity. Students provide professional services that promote effective functioning for individuals, families, and schools with diverse characteristics, cultures, and backgrounds across multiple contexts. Understanding and respect for diversity in development and learning, and advocacy for social justice, are foundations for all aspects of service delivery.
Objective 9: Research and Program Evaluation
Students have knowledge of research design, statistics, measurement, varied data collection and analysis techniques, and program evaluation methods sufficient for understanding research and interpreting data in applied settings. Students demonstrate skills to evaluate and apply research as a foundation for service delivery and, in collaboration with others, use various techniques and technology resources for data collection, measurement, and analysis to support effective practices at the individual, group, and/or systems levels.

Objective 10: Legal, Ethical, and Professional Practice
Students have knowledge of the history and foundations of school psychology; multiple service models and methods; ethical, legal, and professional standards; and other factors related to professional identity and effective practice as school psychologists. Students demonstrate skills to provide services consistent with ethical, legal, and professional standards; engage in responsive ethical and professional decision-making; collaborate with other professionals; and apply professional work characteristics needed for effective practice as school psychologists, including respect for human diversity and social justice, communication skills, effective interpersonal skills, responsibility, adaptability, initiative, dependability, and technology skills.

Objective 11: Professional Work Characteristics
Students develop good rapport with students, teachers, staff members, parents, and site supervisors. They engage in professional behaviors that enable them to develop positive relationships (e.g., enthusiasm, dependability, cooperation) and they are reflective practitioners who use feedback to improve performance. They participate in the program's student organization and attend and contribute to local, state, and national conferences.
UNO School Psychology Program Evaluation

The UNO School Psychology Program strives to provide exemplary training consistent with our program mission and national standards set forth by NASP (2010). Our goal of preparing graduates to provide high quality service to children, families, and schools requires continuous improvement. Thus, the program engages in systematic reflective practice and seeks deliberate feedback as a means for monitoring program quality. Specifically, the data we reflect upon comes from a variety of sources, which is described below.

Internal Sources

- Student evaluations of courses: These include standardized end-of-course evaluations and periodic qualitative evaluations conducted as the course is in progress. Individual faculty use these data as general indicators of instructional effectiveness and to inform course revisions. They will also serve to inform our examination of cross-course content scope and sequence.
- Intervention case results: Intervention outcomes associated with relevant field experiences and practica are evaluated. This provides the program with data reflecting training effectiveness on improvements for children.
- Practica and internships logs and portfolios
- Practica and internship evaluations: Data from field supervisor ratings of practica students are summarized and used as general indicators of preparation relative to specific national training domains and program training goals.
- Student evaluation of practica and internship settings
- Ed.S. applied research projects
- Transcripts of graduate work
- Comprehensive portfolio evaluations

External Sources

- NASP Program Approval: This reflects periodic confirmation of how well our program meets national training standards set by the National Association of School Psychologists
- Core and Subject PRAXIS results
- NE Department of Education accreditation
- Surveys of alumni and practitioners
- Informal surveys of intern and practicum supervisors
Admissions Policies and Requirements

Master of Science (M.S.)
The first level of evaluation occurs when students initially apply for admission. Applicants are accepted based on demonstrated evidence of success in past career development activities, the potential for success in graduate school, and personal commitment to a career in School Psychology.

All Graduate College and Departmental admission requirements are prerequisite for admission to the UNO School Psychology Training Program. A minimum of 15 undergraduate semester hours or the equivalent of psychology courses including basic statistics and an upper level laboratory course emphasizing the experimental method, data collection, statistical analysis, and report writing are required.

The following information is required for every individual applying to the graduate program in School Psychology. The School Psychology Program Committee considers all materials for evidence of potential for success in graduate study as well as a match with program philosophy.

- Graduate Record Examination (GRE) Date of Exam and Scores
- Undergraduate and Graduate (if applicable) grade point average (GPA)
- 3 Letters of Recommendation
- Statement of Purpose
- Senior Authored Writing Sample (PDF)
- Vita/Resume
- 2 Official Transcripts
- Interview

Specialist in Education (Ed.S.)
Students are evaluated when they apply for the Ed.S. program. The School Psychology Program Committee considers their progress in the Training Objectives. Students not making adequate progress are denied admission to the Ed.S. program.

Students must earn a Master’s degree in School Psychology prior to admittance into the Ed.S. program. Some of the Ed.S. level coursework will be taken concurrently with the Master’s coursework. The application for the Ed.S. degree program should occur during the second year of the Master’s degree program. Admission to the Specialist program will be contingent upon successful completion of a Master’s program and School Psychology Program Committee review and acceptance. All applicants must submit an application to the Office of Graduate Studies at UNO by December 15. The Office of Graduate Studies website is: http://www.unomaha.edu/graduate-studies/.
Student Expectations and Code of Conduct

Background Check Policies and Procedures
All school psychology graduate students are required to complete a background check prior to any school-based experience or clinic-related practica (includes classroom observations, participation in assessment, school and clinic practica) associated with their graduate program. The purpose of this check is to evaluate the background of students with regard to their ability to complete school-based course and program requirements and be eligible for state certification and/or licensure.

The background check will be conducted:
- by a vendor selected by the university
- prior to the student’s participation in any public or private, PK-12, school-based experience (this may include activities participated in during the summer prior to enrollment)

Students will be responsible for:
- completing the online process required to initiate the background check
- completing the check with enough time to process results before any school-based experience (at least one month)
- printing/completing/signing/submitting necessary forms
- paying the fee (currently $38.36) directly to the vendor

As part of the process, students will be asked to access the vendor’s website where they will provide information regarding current/previous addresses (for the past 20 years), current/previous minors who have resided with them, social security number, birth date, previous names/aliases, driver’s license number, telephone number, and email address. These data will be stored in a secured server maintained by the vendor.

Once the database searches are completed, the vendor will forward each student’s background check report to the designated faculty member(s) in the Psychology Department (currently Brian McKeivitt). To ensure the safety and confidentiality of all students, the reports will be maintained in a secure manner by the Psychology Department.

The Psychology Department (and graduate programs within) will NOT share specific background check results with parties outside the University of Nebraska system or Nebraska Department of Education (for certification purposes). However, because the contents of the background check are public record, Psychology Department faculty may report (to a school district, for example) that a student “passed” the background check, along with a disclosure of what was checked. At the time it is determined a report is no longer needed, it will be destroyed following University of Nebraska guidelines.

School Psychology faculty members will screen all background check reports. It is possible that during this process, the screening may reveal information that would make a student ineligible to complete school-based experiences or clinic practica, or obtain certification as
a school psychologist. The School Psychology Program’s screening criteria are determined by the standards set by the Nebraska Department of Education in Rule #20 and #21 and are outlined below:

School Psychology graduate students who have an offense which may preclude them from participating in school-based experiences, clinic practica, and/or receiving a Nebraska Teaching Certificate will be:

- contacted immediately by a School Psychology faculty member
- asked to meet with staff members in the College of Education Student Services Office and/or the Psychology Department to discuss the background report
- allowed to review the report
- asked to provide documentation of the incident to keep on file with the College of Education Student Services Office and/or the Psychology Department

In most cases, sufficient documentation of court proceedings relevant to the issue will be required to allow a student to be eligible for school-based experiences and certification. Such documentation will be submitted with certification paperwork by the College of Education’s Certification Officer. If a student has a felony on his or her record, the student must work with the College of Education’s Certification Officer to determine the appropriate course of action for filing an appeal to be eligible for certification. If an appeal is not possible, then the student will not be eligible for school-based experiences, practica, or certification and will be dismissed from the program.

At any time during their time in the program, students may be asked to complete an additional background check. Students should report ANY misdemeanor or felony charge that occurs while enrolled in any graduate program IMMEDIATELY to program faculty members, upon which time the steps described above will be followed.

Please see Background Check Procedures at end of handbook for more information.
Academic Integrity
(School Psychology Program Policy)

The profession of school psychology requires constant collaboration and teamwork with other professionals. As such, the school psychology program at UNO strives to create a climate of collaboration and support among faculty and students. Students are encouraged to ask questions of faculty and other students to gain input, seek clarification, and enhance understanding related to course content and other professional experiences. Specific questions regarding assignment expectations, formatting, APA style, etc. should go directly to faculty. Students should not share class-related assignments, exams, projects, reports, etc. with other students without explicit permission from the course instructor. Doing so would detract from the student’s ability to demonstrate his or her own understanding of course content and would limit the faculty’s ability to obtain a valid evaluation of a student’s knowledge and skills. Additionally, class content and requirements may change from year to year, making previous years’ assignments irrelevant. Thus, it is the policy of the program that students refrain from sharing any physical or electronic copies of course materials (e.g., assignments, exams, projects, papers, reports) with other students. In instances where it is evident that materials have been shared, students will face consequences in accordance with the university’s academic dishonesty policy.
Graduate School Policies

Below, you will find excerpts from UNO's graduate school policies that are relevant to the school psychology program. For more information on policies that were not included in this handbook, for which you are still responsible, visit http://www.unomaha.edu/graduate-studies/

Grade point average: Students must maintain an overall GPA of "B" (3.0) in all graduate course work taken as a part of their degree/certificate course of study. Grades of "C-" or below result in dismissal from Graduate Studies and may not be used on a graduate plan of study. If a student pre-registers for a course to improve his or her grade, he or she must work with the Registrar’s Office to note this on his or her transcript.

Time Limit: The degree, certificate, or Ed.S. program must be completed within ten consecutive years. Coursework that is over 10 years old (30 consecutive terms) at the completion of the degree program (as defined by the plan of study and including any necessary comprehensive exams) cannot be used for a Master's or Ed.S. degree. The first day of class of the earliest course which appears on the student’s plan of study is the beginning of the student's graduate education.

Transfer of Graduate Credit: Approval of transfer of graduate credit for course work taken at another regionally accredited university (including extension credit but not including correspondence courses) is made at the time a Change in Plan of Study form is submitted to the Office of Graduate Studies. Grades received in courses for transfer of credit must be the equivalent of "B" (3.0 on a scale of 4.0) or higher. Transfer of graduate credits from a course taken with a pass/fail option must be recommended by the cognizant Graduate Program Committee, supported by a written evaluation from the instructor and approved by the Dean for Graduate Studies. All work accepted for transfer of credit must have been taken within the prescribed time limits for graduate degrees and is subject to restriction if previously used to satisfy requirements for another graduate degree. The only course work from other institutions posted on the UNO transcript will be those used on the approved plan of study.

Transfer of Credits Taken Outside the University of Nebraska: Up to one-third of the course work required for a graduate degree program may be accepted from an accredited institution other than a unit of the University of Nebraska when the transfer is supported by the student’s adviser and the appropriate Graduate Program Committee. Final approval will be made by the UNO Dean for Graduate Studies. All other policies regarding graduate programs will apply. An official transcript must be forwarded to the Office of Graduate Studies documenting the course(s) were taken for graduate credit.

Transfer of Credits Taken at the University of Nebraska: There are no prior limits on the transfer and applicability of credits earned in one program of the University of Nebraska toward meeting degree requirements in another such program, except as they are used to earn distinct degrees. However, such credits must be individually evaluated and
approved by the appropriate Graduate Program Committee and campus Dean for Graduate Studies before they can actually be transferred. UNO students who wish to take courses at the University of Nebraska-Lincoln, the University of Nebraska Medical Center, or the University of Nebraska at Kearney for transfer of credit should complete the intercampus application process.

**Special Performance Quality Rule (Psychology Department):** If at any time two grades of "C+" or below, (2.33 on a 4.0 scale) in graduate courses become a matter of record, a graduate student in the Department of Psychology will be placed on departmental probation. An unexcused grade of "W" in a proseminar course will be considered equivalent to a grade of "C+" for purposes of this policy. An excused "W" must be approved by the chair of the department of psychology. Students placed on this probation will forfeit any departmental graduate assistantship they may have and any approved programs of study will be subject to re-evaluation and change. Before registering for additional courses, a student placed on probation must, with the assistance and approval of his/her advisor, submit a plan for remediation of his/her academic problems, and have that plan approved by the Graduate Program Committee. The Graduate Program Committee will review and, if appropriate, modify the plan. Further, any enrollment in graduate courses must be approved by the Graduate Program Committee. The student will remain on departmental probation until the Graduate Program Committee approves termination of probation status.

If a student receives a grade of C or C+ in any course of his/her Program of Study, this course must be retaken and a grade of B- or better is necessary to receive credit toward degree completion. If the student wants to take the course at a different University or replace the course with a different course, the student must make a petition to the School Psychology Program Committee for approval.

**Academic Integrity (University Policy)**

In cases where a faculty member finds that a student has committed any form of academic dishonesty, the faculty member may, in the exercise of his or her professional judgment, impose an academic sanction as severe as giving the student a failing grade in the course. In cases involving an academic sanction, the faculty member shall initiate the following procedures, starting at Step 1 and continuing only as necessary to Steps 2 or 3.

**Step 1: Determination and Reporting of Offense and Sanctions**

The faculty member shall discuss the matter with the student either in person or through e-mail, and shall:

1. Explain to the student the basis for the suspicion of academic dishonesty; and
2. Give the student a reasonable opportunity to explain the matter.

If the student offers an unsatisfactory explanation, does not respond within seven school days after first being notified (in person or through e-mail) of the suspected academic
dishonesty, or if the faculty member otherwise concludes that the student has violated the academic integrity policy, the faculty member shall notify the student of any sanction for the offense through a letter or e-mail. The faculty member shall explain to the student his or her rights to mediation, as described in step 2, and appeal, as described in step 3.

Any sanction imposed by the faculty member, such as retaking a test or rewriting a paper, or failure in the entire course, shall be limited to the course. If the student does not respond or make a request for mediation or appeal within ten school days after the date of first being notified in writing of any sanction for academic dishonesty, then the student is considered to have accepted the sanction, and the faculty member shall make a written report of the facts of the case, including any pertinent materials related to the academic dishonesty. This report shall be retained by the faculty member for one year following the last day of the semester of the course in which the sanction for academic dishonesty was imposed, in keeping with the records policy of the NU Board of Regents referenced below.

Whenever an academic sanction is imposed that directly results in a grade of ‘F’ in the entire course, the faculty member’s report shall be conveyed to the department chair and dean of the college in which the course is offered, and to the UNO Office of Student Conduct & Community Standards, and the faculty member shall inform the student in writing that a report has been made. Student conduct proceedings shall be initiated, and students may be subject to disciplinary action up to and including expulsion under the UNO Student Code of Conduct. Students shall be informed of their right to appeal, in accordance with the procedures established by the UNO Student Code of Conduct. In keeping with Board of Regents policy, records of cases resulting in expulsion or suspension shall be retained indefinitely, and records of other cases shall be retained for six years. Upon graduation or after two years of separation from the university, students may request that records of any cases not resulting in expulsion or suspension be expunged.

Cases involving lesser sanctions that do not result in a grade of ‘F’ in the entire course, such as retaking a quiz or rewriting a paper, may be reported at the discretion of the faculty member. However, if a faculty member reports any sanction imposed for academic dishonesty to the department chair or dean of the college in which the course is offered, or to the Office of Student Conduct & Community Standards, then the faculty member shall inform the student in writing that a report has been made.

The Office of Student Conduct & Community Standards shall maintain a record of students who are reported to have violated the policy on Academic Integrity. Student conduct proceedings shall be initiated whenever a student is reported for violating the policy on Academic Integrity in more than one course. If a student is found not responsible for violating the academic integrity policy after mediation (Step 2) or appeal (Step 3), any records related to the incident shall be destroyed.

When academic dishonesty occurs in courses that are taught for a learning community, such as the Honors Program or a scholarship-based learning community, the faculty member may convey the report of any sanction to that learning community’s director or
academic adviser, and if so, the faculty member shall inform the student in writing that a report has been made.

\textbf{Step 2: Mediation}

If the faculty member and student cannot reach agreement as to the matter of an alleged incident of academic dishonesty, then either party may request the departmental chair or UNO Ombudsperson to serve as a confidential mediator, exploring the student’s intentions, the gravity of the suspected offense, and the appropriateness of the sanction. This request must be made within ten school days after the date of the first notification, either in person or via e-mail, of any form of sanction imposed for academic dishonesty. If the matter is satisfactorily resolved among these three parties, then a written record of the resolution shall be prepared by the mediator, communicated to both the faculty member and student, and retained by the faculty member for one year following the end of the course, in keeping with the Board of Regents policy on records retention. Any form of sanction agreed to in mediation that directly results in a grade of ‘F’ in the entire course shall be reported to the Office of Student Conduct & Community Standards as described in Step 1, and the mediator shall inform the student in writing that a report has been made. Lesser sanctions shall not be reported further.

\textbf{Step 3: Appeal within the College}

If the matter of an alleged incident of academic dishonesty cannot be resolved satisfactorily through mediation (Step 2), or if either the faculty member or the student do not wish the departmental chair to mediate, then either party may request the dean of the college to convene an appropriate college standing committee with student representation or impanel a committee with student representation to consider the matter of the alleged academic dishonesty. The request for appeal shall be made within ten school days after the date of the first notification of any form of sanction for academic dishonesty or, if Step 2 is pursued, within ten school days after the date of any unsuccessful attempt to resolve the issue through mediation. The membership of the college committee shall be drawn from the college in which the course is taught. The college committee shall function in accordance with the procedural guarantees provided in Section 5.4 of the Bylaws of the Board of Regents of the University of Nebraska.

If the committee finds the student did not violate the UNO academic integrity policy, the faculty member shall award a grade for the student’s work and course without prejudice, and all records related to the incident, apart from those normally retained for grading purposes, shall be destroyed. This includes any report of the incident which had been conveyed (see Step 1) to the department chair, dean of the college in which the course is offered, Office of Student Conduct & Community Standards, or learning community for which the course is offered.

If the committee finds that the student has violated the policy, it shall uphold the faculty member’s sanction. The dean shall convey a report of the incident, including the sanction and the committee's decision that the student has violated the policy, to the Office of Student Conduct & Community Standards, the student, and the faculty member. The
The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found responsible for violating the policy on Academic Integrity shall be subject to both academic and disciplinary sanctions. Violations of the policy on Academic Integrity include, but are not limited to, the following:

1. Cheating
   Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination or exercise.

2. Fabrication and Falsification
   Falsifying or fabricating any information or citation in any academic exercise, work, speech, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.

3. Plagiarism
   Presenting the work of another as one’s own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one’s own when such work has been prepared by another person or copied from another person. Materials covered by this prohibition include, but are not limited to, text, video, audio, images, photographs, websites, electronic and online materials, and other intellectual property.

4. Abuse of Academic Materials and/or Equipment
   Destroying, defacing, stealing, or making inaccessible library or other academic resource material.

5. Complicity in Academic Dishonesty
   Helping or attempting to help another student to commit an act of academic dishonesty.

6. Falsifying Grade Reports
   Changing or destroying grades, scores or markings on an examination or in an instructor’s records.

7. Misrepresentation to Avoid Academic Work
   Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid timely submission of academic work or to avoid or delay the taking of a test or examination.

8. Originality
   Misrepresenting work as newly created original work, when the work already has been submitted for another assignment or course without substantial revision.
9. Other
Academic units and members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute violation of this policy.
Accessibility Services Center (ASC)

Students with disabilities, who qualify, are provided with volunteer notetakers, testing accommodations, interpreters, taped or electronic textbooks, and other accommodations necessary to allow full access to the educational opportunities offered at UNO. Students are encouraged to meet with the Coordinator of Accessibility Services in advance to begin the accommodation planning process and make arrangements to secure services.

How to Register & Request Accommodations
Admitted students who have a disability are encouraged to register with Disability Services by following the steps listed below. Once eligibility is established and the student completes the registration process, he/she may request reasonable accommodations to ensure equal access to University programs and activities. Throughout the registration process, questions are expected and welcome. The five steps for becoming registered are described below.

1. Start Early- To ensure that the necessary accommodations are in place when classes begin, students are strongly encouraged to begin the registration process listed here as early as possible.
2. Request Documentation of a Disability - UNO has established documentation guidelines to describe what information the University needs in order to make disability and accommodation determinations. Documentation should be submitted by fax or email. Students who are unsure about what information to submit are strongly encouraged to talk with the Disability Services staff about their specific disability before pursuing any new documents or reports.
3. Accommodation Interview - Once your documentation is received, an appointment to meet with the staff will be made to discuss the accommodation request. At this time, students will learn about departmental policies and procedures. Following the meeting, students will receive a letter confirming their registration and approved accommodation. If you do not receive confirmation of receipt within three business days, call Disability Services to confirm delivery.

To Qualify:

Qualifying for an accommodation from Disability Services requires students to submit a current, signed and dated, assessment(s) on official letterhead. Recent documentation is recommended but it depends on the facts and circumstances of an individual's condition.

All information submitted to University of Nebraska at Omaha’s Disability Services remain within the Disability Services office. These document are separate from a student’s academic records.

IMPORTANT: Students must complete all four of these steps to be registered with Disability Services. When the registration process is complete, the student will receive written notification of their registered status.
School Psychology at UNO (SPUNO)

SPUNO is the student organization of the School Psychology graduate program. This organization was originally developed by two graduate students who believed that it was important for the students to obtain more information on topics outside of the classroom that related to the field of School Psychology. Today, SPUNO serves as a resource where students can learn about various community organizations, develop and strengthen their leadership skills, discuss current issues in the field, and receive program updates. The organization functions to promote cohesion among students and faculty, and offers opportunities for professional development beyond the classroom. Meeting agendas include officer and committee updates and discussions about opportunities for research involvement, current trends in the field, guest speakers, volunteer and employment opportunities, and participation at conferences. SPUNO also consists of various committees (see below).

Each year, the members of SPUNO elect officers who take on leadership roles within the School Psychology program. There are various ways in which students can become involved in these roles. Each class is represented by one officer position. These officer positions include President, Vice-President, and Secretary all of whom attend the School Psychology Program Committee’s monthly meetings. (Note: If an officer cannot attend the committee meeting, they will find another person from that class to attend.) The School Psychology Program Committee is the governing body of the program and the purpose of these meetings is to make decisions for the program. Students are an integral part of the decisions and together they can vote on non-student issues, such as curriculum modifications and changes in requirements. Their combined voice counts as one vote.

Leadership and Committees

SPUNO Officers: Officers meet monthly with the faculty sponsor to plan SPUNO meetings and address any program concerns. The officers are responsible for disseminating program updates to their respective cohorts and collecting information from them when requested.

President: Third-year student, spokesperson for SPUNO, presides over meetings
Vice-President: Second-year student, serves as Acting President in absence of President
Secretary: First-year student, records minutes of meetings, maintains records

Mentoring
The purpose of the mentoring committee is to provide support to all first year school psychology students in their transition into the program as well as throughout their first year. Such activities include meeting with new students over the summer, helping with the New Student Orientation, and meeting regularly with first year students. The committee coordinates the student portion of the interview process in the spring semester, conducts a Question and Answer session for School Psychology applicants and interested students, and promotes School Psychology Awareness week in November.
Philanthropic/Social Committee
The philanthropic/social committee organizes social and community activities for the academic year. The student group offers support to the community, while also providing beneficial social interactions during graduate school.

Treasurer/Fund Raising
The treasurer has access to the SPUNO account is responsible for all banking activities. Any officer or member needing funds needs officer approval and the treasurer will then make the transaction. The treasurer also organizes and participates in fundraising activities. Below is the process for requesting funds:
1. Email treasurer regarding the proposed purchase and include the following information:
   a. What the request is for
   b. How much money it will cost
   c. Who the check will be made out to
2. Approval (please allow one week for approval by email)
   a. Purchases under $25 will need to be approved by the treasurer and Program Director.
   b. Purchases over $25 will be voted on by SPUNO members.
      i. An anonymous poll will be taken
      ii. Votes not cast will be counted as a “Yes”
   c. Purchases cannot be approved if they make the account drop below the $50 fundraising budget.
3. Once you receive approval, you may make the purchase.
4. Provide the receipt to the treasurers.
5. Pick up the reimbursement check from MavCard Services Office one week after the receipt is submitted.

Camp UNO: Summer Reading Program
Students within the program developed a Camp UNO Summer Reading Program where they volunteer their time to provide reading services at a local parochial grade school. This committee strives to fight the “summer reading gap” in which students lose their skills throughout the summer by providing a jump start to structured reading before the initiation of the school year. Student leaders are actively involved in developing and implementing plans for the summer program, including direct skills assessment, progress monitoring, large and small group lesson plans, and educational games and activities involving reading. Data are collected to determine program effectiveness. The committee leader of the Camp UNO Summer Reading Program initiative is an appointed position.

Wellness
This committee was created to improve graduate students’ experience within the School Psychology program at UNO by providing information resources and a supportive culture of wellness. In addition this committee promotes health and wellness among graduate students by providing health information, relaxation tips, and workout groups.
Social Media
This committee provides educational resources and promotes our program and the profession through social media sites such as Facebook, Twitter, etc.

NSPA Representative
The NSPA Representative serves on the Nebraska School Psychology Association board, assists with conference preparations, attends board meetings, and writes a regular column for the Newsletter.

NASP Representative
The NASP Representative provides student-directed communications from NASP, promotes the association’s activities, and attends student leadership meetings at the NASP annual conference.
SPUNO Officers and Committee Chairs, 2018-2019

**Faculty**
Brian McKeveitt & Adam Weaver

**Student Officers**
**President:** Clarissa Adams, **Vice President:** Kaitlin Cloonan  
**Secretary:** Josey Svoboda  
**Treasurer**  
**Treasurer:** Vince Winkler

**Professional Representatives: NASP/NSPA**
**Chair:** Molly Meyer, **Co-chair:** Laura Dilley  
**Members:** Maria Jimenez

**Mentoring**
**Chair:** Katy Reilly, **Co-chairs:** Laura Dilley  
**Members:** Josey Svoboda, Tara Deschaine, Maria Jimenez, Jamie Wredt

**Philanthropy & Social**
**Chair:** Peter Cummings, **Co-chair:** Miranda Cormaci & Anna Welch  
**Members:** Tara Deschaine, Regan Gaynor

**Camp UNO: Summer Reading Program**
**Chair:** Nichole Cordle, **Co-Chairs:** Haley Ferguson & Alexa Kastanek  
**Members:** Holden Ray, Kaitlin Cloonan, Jared Torell, Maria Jimenez, Jamie Wredt,  
Veronica Botts

**Social Media**
**Chair:** Meghan Morrissey  
**Members:** Josey Svoboda

**Wellness**
**Co-Chairs:** Yesenia Rodriguez, Jared Torell  
**Members:** Clarissa Adams, Avy Zheng, Veronica Botts, Reagan Gaynor

**Diversity**
**Chair:** Holden Ray, **Co-Chair:** Yesenia Rodriguez  
**Members:** Laura Dilley, Avy Zheng
School Psychology Organizations

National Association of School Psychologists (NASP)
www.nasponline.org /
https://www.facebook.com/nasponline/

The national organization provides numerous resources to members and nonmembers. The annual convention is an opportunity for students and faculty to present research and learn about current trends in the field. Information about membership, resources and convention updates can be found online.

Nebraska School Psychologists’ Association (NSPA)
https://nspa.wildapricot.org /
https://www.facebook.com/Nebraska-School-Psychologists-Association-161206993906039/

NSPA provides members with regular newsletters and opportunities for professional development.
An Outstanding Student from each training program is recognized at the fall conference. The UNO student is selected by the School Psychology Training Committee.
Coursework (for those entering 2016 and earlier*)

Master of Science in Psychology
Proseminars
PSYC 9230: Proseminar: Behavioral Neuroscience
PSYC 9440: Proseminar: Social Psychology
PSYC 9560: Proseminar: Developmental Psychology
PSYC 9130: Applied Statistics

School Psychology Core Coursework
PSYC 8000: The Profession of Psychology (no credit)
PSYC 8500: Professional, Legal, and Ethical Foundations of School Psychology
PSYC 8520: Foundations of Assessment
PSYC 8530: Early Childhood Assessment
PSYC 8540: School Age Assessment
PSYC 8576: Behavior Analysis and Interventions
PSYC 8590: Psychology of Exceptional Children
PSYC 8970: Master's Level Practicum in School Psychology
Multicultural Education course (List available from Program Director)

Total Credit Hours: 36

*Modifications to the requirements may be requested. If interested, please see the program director to discuss the process.

Specialist in Education in School Psychology
(Successful completion of Master's Degree courses is required.)
PSYC 8250: Family Analysis and Treatment
PSYC 8550: Psychotherapeutic Interventions
PSYC 9320: Seminar in Program Evaluation
PSYC 9780: Advanced Educational and Psychological Consultation
PSYC 9940: School Psychology Applied Research Project (6 credit hours)
PSYC 9970: Ed.S. Level Practicum in School Psychology (6 credit hours)
PSYC 9980: Internship in School Psychology (6 credit hours)
COUN 8280: Crisis Intervention Strategies and Techniques (3 credit hours)

Electives: Graduate course in Psychology or Education (3 credit hours)
Elective course must be approved by School Psychology Program Committee. Students must submit a written justification to the Program Director stating how the proposed elective course fits into their Plan of Study. Include the course title, number, instructor and catalog description in the justification.

Total Credit Hours: 36
Coursework (for those entering 2017 and later)

Master of Science in Psychology

Proseminars
- PSYC 9230: Proseminar: Behavioral Neuroscience
- MMI 904: Proseminar: Learning
- PSYC 9560: Proseminar: Developmental Psychology
- PSYC 9130: Applied Statistics

School Psychology Core Coursework
- PSYC 8000: The Profession of Psychology (no credit)
- PSYC 8500: Professional, Legal, and Ethical Foundations of School Psychology
- PSYC 8520: Foundations of Assessment
- PSYC 8530: Early Childhood Assessment
- PSYC 8540: School Age Assessment
- PSYC 8576: Behavior Analysis and Interventions
- PSYC 8590: Psychology of Exceptional Children
- PSYC 8970: Master’s Level Practicum in School Psychology

Multicultural Education course (List available from Program Director)

Total Credit Hours: 36

Specialist in Education in School Psychology

(Successful completion of Master’s Degree courses is required.)
- PSYC 8250: Family Analysis and Treatment
- PSYC 8550: Psychotherapeutic Interventions
- PSYC 9100: Small N Research Designs
- PSYC 9320: Seminar in Program Evaluation
- PSYC 9780: Advanced Educational and Psychological Consultation
- PSYC 9940: School Psychology Applied Research Project (3 credit hours)
- PSYC 9970: Ed.S. Level Practicum in School Psychology (6 credit hours)
- PSYC 9980: Internship in School Psychology (6 credit hours)
- COUN 8280: Crisis Intervention Strategies and Techniques (3 credit hours)

Electives: Graduate course in Psychology or Education (3 credit hours)

Elective course must be approved by School Psychology Program Committee. Students must submit a written justification to the Program Director stating how the proposed elective course fits into their Plan of Study. Include the course title, number, instructor and catalog description in the justification.

Total Credit Hours: 36
Program of Study (for those entering 2016 and earlier)

**FIRST YEAR**

**Fall**
- PSYC 8000: The Profession of Psychology (no credit)
- PSYC 8500: Professional, Legal, and Ethical Foundations of School Psychology (3)
- PSYC 8520: Foundations of Assessment (3)
- PSYC 9560: Proseminar: Developmental Psychology (3)

**Spring**
- PSYC 8540: School Age Assessment (3)
- PSYC 8590: Psychology of Exceptional Children (3)
- PSYC 9130: Applied Statistics (3)

**Summer**
Multicultural Course (list of course options available from program director)

**SECOND YEAR**

**Fall**
- PSYC 8530: Early Childhood Assessment (3)
- PSYC 8576: Behavior Analysis and Intervention (3)
- PSYC 8970: Master's Level Practicum in School Psychology (1)
- PSYC 9440: Proseminar: Social Psychology (3)

**Spring**
- PSYC 8550: Psychotherapeutic Interventions; Ed.S. level course (3)
- PSYC 8970: Master's Level Practicum in School Psychology (2)
- PSYC 9230: Proseminar: Behavioral Neuroscience (3)
- PSYC 9780: Advanced Educational and Psychological Consultation; Ed.S. level course (3)

**Summer**
Graduate course in Education; must be approved by School Psychology Program Committee (3) (May also be taken during the summer between the first and second year)
- PSYC 9940: School Psychology Applied Research Project (3) (can take all 6 credits in fall of 3rd yr instead)

**THIRD YEAR**

**Fall**
- PSYC 9320: Seminar in Program Evaluation (3)
- PSYC 9970: Ed.S. Level Practicum in School Psychology (3)
- PSYC 9940: School Psychology Applied Research Project (3)

**Spring**
- PSYC 8250: Family Analysis and Treatment (3)
- PSYC 9970: Ed.S. Level Practicum in School Psychology (3)
- COUN 8280: Crisis Intervention Strategies and Techniques (3)
FOURTH YEAR

Fall
PSYC 9980: Internship in School Psychology (3)

Spring
PSYC 9980: Internship in School Psychology (3)
Program of Study (for those entering 2017 and later)

**FIRST YEAR**

**Fall**
- PSYC 8000: The Profession of Psychology (no credit)
- PSYC 8500: Professional, Legal, and Ethical Foundations of School Psychology (3 credit hours)
- PSYC 8520: Foundations of Assessment (3)
- MMI 904: Proseminar: Learning (3)

**Spring**
- PSYC 8540: School Age Assessment (3)
- PSYC 8590: Psychology of Exceptional Children (3)
- PSYC 9130: Applied Statistics (3)
- PSYC 9100: Small N Research Designs; Ed.S. level course (3)

**Summer**
- Multicultural Course (3) (list of course options available from program director)

**SECOND YEAR**

**Fall**
- PSYC 8530: Early Childhood Assessment (3)
- PSYC 8576: Behavior Analysis and Intervention (3)
- PSYC 8970: Master's Level Practicum in School Psychology (1)
- PSYC 9560: Proseminar: Developmental Psychology (3)

**Spring**
- PSYC 8550: Psychotherapeutic Interventions; Ed.S. level course (3)
- PSYC 8970: Master's Level Practicum in School Psychology (2)
- PSYC 9230: Proseminar: Behavioral Neuroscience (3)
- PSYC 9780: Advanced Educational and Psychological Consultation; Ed.S. level course (3)

**Summer**
- Graduate course in Education; must be approved by School Psychology Program Committee (3) (May also be taken during the summer between the first and second year)

**THIRD YEAR**

**Fall**
- PSYC 9320: Seminar in Program Evaluation (3)
- PSYC 9970: Ed.S. Level Practicum in School Psychology (3)
- PSYC 9940: School Psychology Applied Research Project (3)
Spring
PSYC 9970:    Ed.S. Level Practicum in School Psychology (3)
COUN 8280:    Crisis Intervention Strategies and Techniques (3)
PSYC 8250:    Family Analysis and Treatment (3)

FOURTH YEAR

Fall
PSYC 9980:    Internship in School Psychology (3)

Spring
PSYC 9980:    Internship in School Psychology (3)
Applied Experiences

Service Learning: (PSYC 8590: Psychology of Exceptional Children)

The service learning experience takes place at a local parochial school in Omaha. Because the students attend a private parochial school, they do not receive direct special education services; however, some would meet the criteria for exceptionalities such as Learning Disability.

Students are assigned one or two students who have been referred by their teacher. Students work individually with the child and consult with the child’s teacher and parent(s). Students gain in-depth knowledge of classrooms, curriculum, instructional procedures and interventions for students who may have learning and/or behavioral problems. The graduate student develops an intervention plan following the problem-solving process.

Service Learning: (PSYC 8530: Early Childhood Assessment)

Students gain experience working with the early childhood population through regular preschool visits. Students collect play assessment data and consult with classroom teachers to determine which children would benefit from play or social skills interventions. The students work with children individually or in small to address a need.

Service Learning: (PSYC 8576: Behavior Analysis and Intervention)

Students are matched with school psychologists and classroom teachers from local schools to practice behavioral assessment techniques, consult with educators about behavior, and recommend possible changes to behavior support plans.

Organizational Consultation Project; (PSYC 9780: Advanced Educational and Psychological Consultation)

Students work with a local school district to collect, analyze, and summarize school- or district-wide data relating to academic or behavioral performance of students. Projects vary per semester, but typically involve presenting findings to school district staff and making recommendations to staff based on those findings.

Additional Opportunities for Applied Experiences:

• Norming Data Collection
  o Students are encouraged to participate in norming and screening data collection, such as through the use of Curriculum Based Measurements, in local schools. These opportunities often become available through Practicum students’ needs at their sites, through faculty research and through Holy Name Elementary.
• **Summer Reading Program (Camp UNO)**
  - The UNO students lead an annual summer reading program at a local school where they work with school-aged students to improve reading skills and experiences. Reading data is collected to monitor student progress throughout the program.
Practicum

Master’s Level
In addition to course-based applied experiences, students will also complete a Master’s Level Practicum during their second year.

Description and Setting

The Master’s practicum is a year-long 150-hour supervised experience through the Academic Evaluation and Intervention Clinic at the University of Nebraska Medical Center’s Munroe-Meyer Institute (MMI) which involves applying basic academic assessment, intervention design, and consultation skills. Students provide assessment and consultation services to students, parents, and schools seeking intervention assistance for educational problems.

Requirements

During their second year, students register for the Master’s level practicum (PSYC 8970) and complete the minimum 150 clock hours across the entire year but register for 1 credit in the Fall and 2 credits in the Spring. One evening a week, students are required to work with clients, provide peer supervision, and attend a clinic peer-faculty review seminar. Students are also required to maintain case management records consistent with ethical principles for the profession of psychology.

Supervision and Student Evaluation

Students are supervised by advanced graduate students and faculty from MMI. and are evaluated based on their professional case management skills, application of academic assessment, intervention design, and basic consultation skills. The supervisor completes an evaluation of each student. Students are also evaluated on their participation during regular meetings with the course instructor.

Specialist in Education Level School-Based Practicum

Description and Setting

The purpose of the school-based practicum is for students to integrate and apply their knowledge and skills to the delivery of school psychology services in the public schools in a year-long experience. The school-based practicum can potentially encompass the Birth–21 continuum and the spectrum of school psychology services. Placements are in the Omaha Metro area and students participate in activities that prepare them for internship.

Requirements

The school-based practicum is a minimum of 400 hours completed during the UNO academic year in consecutive semesters. Students register for PSYC 9970 in the fall and spring semesters (3 credits per semester) and develop an individualized plan that includes
a set of specific and ambitious goals reflecting each of the Program Objectives. The student develops the plan collaboratively with the site supervisor, and it is approved by the university supervisor. The practicum student shall maintain a log of activities and supervision received.

**Supervision**

The practicum student is assigned to one or more school psychologist(s) who is responsible for evaluating and monitoring his/her activities. The supervising psychologist must have a minimum of two years experience as a School Psychologist and hold valid certification. Students are required to receive a minimum of one hour of individual, face-to-face supervision per week from the supervisor. In addition, the student is required to attend weekly university supervision meetings. Throughout the practicum year, the on-site supervisor and the university supervisor shall maintain close coordination of and communication about the practicum student’s performance.
Student Research

The scientist-practitioner model emphasizes the importance of utilizing empirically-based practices. To this end, the UNO School Psychology Program trains students to be critical thinkers when reading research and to be able to conduct independent research projects. Along with reviewing research in coursework and carrying out a study in the Program Evaluation course, students are required to participate in research and conduct an independent applied research project.

Research Participation

School Psychology students are required to participate in research led by a UNO Psychology faculty member and/or other graduate students throughout their graduate studies. It is the faculty member's responsibility to ensure that the experiences include a balance of reading and involvement, with enough breadth and depth for the student to meet the objective (i.e., develop critical thinking skills in research, conduct independent research project) of research participation. Announcements about research participation opportunities will be distributed regularly.

Research activities may include: reading about the research process, reviewing literature, collecting data, entering data, analyzing data, writing manuscripts, preparing and/or giving presentations, and discussing findings. While hours vary, students should expect to contribute a minimum of 50 hours per semester. Five to ten hours per semester should be spent assisting other graduate students with their research. Students log their activities and hours and include the log in their Comprehensive Portfolio. Students have the option of registering for research credit under PSYC 9960 – Research Other Than Thesis (1 credit for every 50 hours).

Research Advising

Faculty will assign students a research advisor during the first year. Once assigned to an advisor, the student works with that faculty member to complete the Ed.S. Applied Research Project (described below). In addition, advisees continue to assist the faculty and other graduate students on their own research.

Ed.S. Applied Research Project

The Ed.S. applied research project concerns topics of interest to school psychologists (e.g., assessment techniques, intervention strategies, classroom management, etc.) and demonstrates the student’s capacity to conduct an independent study or research project. The work will not necessarily be original research, but it may be a new application of ideas.

In order to complete the Ed.S. project requirements, School Psychology students will be required to complete various activities. At a minimum, School Psychology students will be required to: (a) develop and complete an original project that is approved by the student’s
advisor and other committee members; (b) obtain approval (if needed) from the Institutional Review Board (IRB) to conduct the research; (c) collect and analyze data obtained in the research; (d) orally defend the final written draft of the Ed.S. research project to the student’s advisor and committee members; and (e) submit a manuscript to the graduate office. With the advisor’s approval, students may also submit the manuscript to a professional journal. Students also are highly encouraged to present their research at a professional conference.

The Ed.S. project is a requirement that School Psychology students are responsible to complete outside of normal coursework. Although students will be given 3 credit hours (PSYC 9940) for completion of the Ed.S. project, no specific class time is provided for the activities. Students register for 3 credits for PSYC 9940 during the Fall Semester of the third year.

**Project Options**

The topic and substance for a student’s project may be related to faculty members’ activities or a student may choose a project related to practicum, work experience, community needs, or faculty suggestions.

**Project Development and Proposals**

Students will develop their project under the supervision of their advisor. At the point that the student is clear about the research question(s), literature base, and methodology, s/he will present the proposed project to their committee. At a minimum of one week prior to the proposal, students provide their committee with a thorough review of the relevant literature and a detailed description of the proposed methodology.

At the proposal, students present a PowerPoint detailing the rationale for the study, literature support, research questions, and methodology. Committees will consist of a minimum of two psychology faculty (MMI or UNO) and a faculty member from a department other than psychology. All committee members must have graduate faculty status at their university. Committee members must be approved by the student’s advisor prior to invitation. Outside members are selected based on expertise and interest in the research topic.

Upon approval of the proposed project, the committee members will sign the project proposal approval form, which serves as the student’s contract for the methodology. Any changes must be approved by the committee. The committee will also sign the Supervisory Committee Form.


Supervisory Committee Form: [http://www.unomaha.edu/graduate-studies/_files/supervisory-committee-form.pdf](http://www.unomaha.edu/graduate-studies/_files/supervisory-committee-form.pdf)
Proposals that will utilize new data collection will be proposed to committee between September 1 and February 1 of the second year in the student’s program. Proposals utilizing existing data or practicum cases will be proposed between September 1 and March 31 of that same year. Proposals will not be allowed outside of those dates unless a student chooses to propose in their first year of the program.

**Project Completion**

Students write up their project in manuscript-ready format, utilizing the Guidelines for Authors in any of the core school psychology journals. Students provide their manuscript to their committee, present the results in the traditional defense format, and, upon completion, submit their project to the graduate school. Students may also submit the manuscript to a professional journal with the advisor’s approval. Students are responsible for bringing a hard copy of the Report on Completion of Degree form for their committee to sign. **Students may not apply for internships until the project is completed (i.e., defended, revised when applicable, and submitted to graduate office (ProQuest).**

Send your final ProQuest approval (make sure the email states that everything was approved) and the final version of your manuscript to your advisor.

Report on Completion of Degree Form

http://www.unomaha.edu/graduate-studies/_files/report-completion-degree-form.pdf

The manuscript should follow the format required for the graduate school

http://www.unomaha.edu/graduate-studies/current-students/thesis-format.php

Instructions and links to ProQuest can be found at:

http://www.unomaha.edu/graduate-studies/current-students/thesis-submit.php
Ed.S. Research Project Timeline

**1ST SEMESTER (engage in a minimum of 50 hours)**

**Explore Research Opportunities**
- Review School Psychology and related field journals.
- Ask current School Psychology students about their research projects and experiences.
- Talk with faculty about their research.
- Attend NSPA Fall Conference.

**Gain Research Experience**
- Participate in research activities.
- Take online IRB course for CITI training ([http://www.unmc.edu/irb/](http://www.unmc.edu/irb/)).
- Review literature for research topic of interest.
- Listen to NASP podcasts related to your research interests.
- Assist other students with their projects.
- Read about the research process and methods.

**2ND SEMESTER (engage in a minimum of 50 hours)**

**Gain Additional Research Experience (minimum 50 hours)**
- Continue with the activities from 1st semester.
- Commit to working 2-5 hours per week developing your project, assisting others with their research, and participating in research meetings.
- Attend the NASP Annual Convention, if possible.

**Focus your Project**
- Work with your assigned advisor.
- Identify potential research question(s) and hypotheses and discuss them with your advisor.
- Search the literature and review all related work.
- Develop your outline.

**3RD SEMESTER**

**Proposal Development**
- Work with your advisor to contact potential study sites to ensure that your project is realistic. If possible and when appropriate, formal or informal approval from the study site is encouraged prior to the proposal. CC your advisor on any correspondence with potential research sites.
- Develop your literature review and methods. Continue to make revisions and incorporate feedback from your advisor until your advisor says that you are ready to propose.
Proposal Preparation (some of these activities may occur in the 4th semester)

- Prepare your PowerPoint presentation
- Select committee members.
  - Committee members should have an interest in your project and be able to contribute to the improvement of your study.
  - You must have, at a minimum, your advisor, 1 additional member from the psychology department (this includes MMI) and 1 outside member (e.g., education, social work, etc.).
  - If you are weak in statistics and have a complicated design, you may wish to select a member who could assist you in this area.
  - Discuss your selection with your advisor and obtain approval before asking anyone to be a committee member.
  - Discuss the project with each member individually prior to the meeting and ask if they would be available to serve as a committee member. If they are unavailable, ask if they have suggestions of other faculty members who may be interested. Be sure to CC your advisor on any correspondence with potential committee members.
  - After you have selected your committee, call the graduate office to make sure your selections qualify as a complete committee.
- Distribute your proposal to your committee a minimum of 1 week prior to meeting.
- Arrange the proposal meeting
  - Establish a time in which all members can attend.
  - Sign up for a room with the department secretary.
  - Notify your committee members of the time and location.

3rd or 4th SEMESTER (Preferably 3rd)
Proposal Meeting

- If using new data: Propose to committee between September 1 and February 1.
- If using existing data: Propose to committee between September 1 and March 31.
- Bring the Thesis/Thesis-Equivalent Proposal Approval Form and Proposed Supervisory Committee Form to the proposal meeting. They are both available on the Graduate School’s website: http://www.unomaha.edu/graduate-studies/current-students/forms-resources.php
- Present the study to your committee in a professional manner, and accept questions and feedback. Remember that you know the research. Be confident!
- Meetings generally last for 1-1.5 hours.
- After committee members have asked questions and provided feedback, you will be asked to leave the room. When you return, you will be informed as to whether you passed, passed with revisions, or did not pass and another proposal meeting will be necessary.
- Obtain signatures on the two forms, make a copy for your records, get Graduate Program Chair’s signature, and submit to the Psychology Department secretary for graduate programs.

Post-Meeting Activities

- Discuss all revisions with your advisor to ensure common understanding.
• Write and submit your **IRB application**. Forms and procedures are available online at [http://www.unmc.edu/irb/](http://www.unmc.edu/irb/). You cannot begin any data collection until you have obtained IRB approval. If using existing data, check with your advisor to see if IRB has been completed. It may still be needed for archival data.

• Steps in IRB process (do not wait until the last minute if having others review it):
  - Obtain an online IRB account at [https://net.unmc.edu/rss/](https://net.unmc.edu/rss/).
  - Review existing applications, available from faculty, advisor, or fellow students.
  - Obtain letter of support/permission from any off-campus study sites.
  - Write application, permission forms, cover letters, etc.
  - Have your advisor review the application and provide feedback.
  - Email Department Chair for review and electronic signature when ready.
  - After obtaining electronic signatures, submit application online at [https://net.unmc.edu/rss/](https://net.unmc.edu/rss/).
  - Receive feedback and make revisions, if necessary.
  - Upon approval, you may use your permission forms.
  - Copy advisor on any correspondence from the IRB office

• Note: With advisor permission, you may submit your IRB application prior to the proposal meeting.

**4TH or 5TH SEMESTER (or summer in between)**

**Data Collection/Analysis**

- Recruit volunteers to help with data collection, if necessary (volunteers must be included on your IRB).
- Meet with study site personnel to determine a mutually agreed upon timeline.
- Collect your data and keep your advisor updated on progress.
- Make **NO** changes in your methodology, including number of participants, without written approval from your advisor and committee members.
- Analyze data. Remember that this is your responsibility. You will be expected to understand your statistics thoroughly. Seek assistance if necessary but do not hire someone else to do your statistics for you. You may, however, hire a statistical consultant. Ph.D. students are often good resources.

**5TH and 6TH SEMESTER (Preferably 5th)**

**Write Manuscript**

- Review General Manuscript Guidelines and rubric for Technical and Mechanical writing rubrics.
- Write project in manuscript-ready format
- See grading rubric of final project.
- Adhere to APA style.
- When you have completed your best attempt at a final draft, submit an electronic and paper version (if requested) to your advisor. Your advisor will most likely review several drafts of the write-up. It is helpful if you provide a copy of the most recently reviewed draft along with your revised version. The faster the turn-around time on your part, the faster your advisor can provide feedback. It is much easier to read a
version after having seen the manuscript a couple of weeks earlier than waiting a
couple of months. When your advisor says that you are ready to defend, schedule the
meeting.

**Final Defense**

- Once the draft is approved by advisor, schedule your final defense meeting in the same
manner that you did for your proposal meeting. A practice defense is highly
recommended.
- Submit your project to your committee 1-2 weeks prior to your defense.
- Your final defense format will be similar to your proposal meeting with a few
exceptions. Briefly review the Introduction and focus more time on your Method,
Results and Discussion. Questions and feedback will occur in the same format. The
advisor will withhold his/her signature until discussed revisions have been made.
- Review the Graduate Office requirements and bring one printed copy of the Report on
Completion of Degree Form to the meeting: [http://www.unomaha.edu/graduate-
studies/current-students/forms-resources.php](http://www.unomaha.edu/graduate-
studies/current-students/forms-resources.php). The advisor will adapt form to meet the
School Psychology requirements.

**Post-Meeting Activities**

- Make the revisions and have your advisor review them.
- Once approved, submit your completed project to the graduate office according to
their guidelines. See [http://www.unomaha.edu/graduate-studies/current-
students/thesis-masters.php](http://www.unomaha.edu/graduate-studies/current-
students/thesis-masters.php)
- Create ProQuest account to upload approved PDF file of project, see [http://dissertations2.umi.com/unomaha/](http://dissertations2.umi.com/unomaha/)
- Assistance can be obtained for formatting [http://www.unomaha.edu/graduate-
studies/current-students/thesis-format.php](http://www.unomaha.edu/graduate-
studies/current-students/thesis-format.php) and submission
  [http://www.unomaha.edu/graduate-studies/current-students/thesis-submit.php](http://www.unomaha.edu/graduate-studies/current-students/thesis-submit.php)

Submit your manuscript to a journal (if applicable) and send an electronic copy to your
advisor.
- CC or forward all correspondence with ProQuest and journal editors to your advisor
and the program director.

**Ed.S. Project Tips**

- Make sure all drafts are proofed and are your best work. Don’t frustrate your advisor.
Accept feedback positively. This is a learning experience. You will receive many written
comments on your drafts. Don’t be shocked when you see it. Appreciate the time and
effort your advisor puts into your review.
- You may want to schedule regular meetings with your advisor. This helps you make
consistent forward progress.
- Keep your advisor updated on every stage of the project and CC her or him on any
correspondence with research sites or committee members concerning your project.
- **Important:** All of the work that requires your advisor will occur during the
academic year (one week prior to the start of classes through one week after
classes are completed for the year). Your advisor is not on contract during the
summer. Therefore, no formal Ed.S. project work (i.e., reviewing drafts, preparing
PowerPoints) will occur over the summer.
Research Support

Office of Sponsored Programs and Research (SPR)

Funds may be available for student research through the Graduate Research and Creative Activity (GRACA) and the University Committee on Research and Creative Activity (UCRCA). The application deadline for GRACA is November 1 while the UCRCA accepts applications the first working day of each month (by 11:59pm) October through March. For more details regarding the application process read the proposal guidelines and complete the application found on the Office of Research and Creative Activity student website: [http://www.unomaha.edu/office-of-research-and-creative-activity/students/index.php](http://www.unomaha.edu/office-of-research-and-creative-activity/students/index.php)

Haas Foundation

Funds are also available to support Ed.S. applied research projects through the generous contributions from the Haas family. They have designated these funds for UNO School Psychology students who need financial assistance in completing their Ed.S. research projects. First apply to the Office of Sponsored Programs and Research and then to the Haas Foundation. The following guidelines will assist students in their applications:

1) The project proposal must have full approval by the committee prior to submitting the application.

2) **If available, students must first apply to Office of Sponsored Programs and Research (SPR) for funding.** Students should contact SPR early in the academic year to inquire about funding availability. Documentation of the application to SPR or lack of funds should be provided with the Haas application. If, in times of budget cut-backs, funds are not available through SPR, this will not be a requirement.

3) IF SPR funds are available, students will submit the same SPR application to the School Psychology Program Committee for review. If SPR funding is not available students will provide the following information to the School Psychology Program Committee:
   a. Title of project
   b. Status of SPR funds and contacts
   c. Advisor
   d. Brief background of the project (1-2 paragraphs)
   e. Summary of methodology (1-2 paragraphs)
   f. Itemized budget with justification for each item

4) Proposals are due to the Program Director by **February 28**. Applications will be reviewed at the March committee meeting.

5) The amount of funding will vary annually and the School Psychology Program Committee will ensure that quality projects will receive a fair share of the funds available for that year.

6) Funding can be retroactive. All receipts must be submitted for reimbursement.

7) If funded, write a thank-you note to the Haas family. This is required before you will be awarded the funds.
General Manuscript Guidelines

I. Introduction and Statement of the Problem
   A. Reason why the study is important
   B. How the study will contribute to the field of school psychology
   C. Set the stage for you literature review

II. Literature Review (justification of your research questions)
   A. Related research
      1. Use headings – these should reflect the main topics of your paper that include all related research and theory
      2. Operationally define all your variables (will probably use these variables as your headings)
      3. Organize your literature review by main ideas, not by previous studies. Previous studies are used to support your main ideas.
   B. Summary/Conclusion
      1. Provide a summary that pulls together all the main points of your literature review
      2. State why/how your study will make a unique contribution to our knowledge base in the proposed area of study
   C. Current Study
      1. Briefly state what you will do in this study (i.e., methodology)
      2. State your research question(s)
      3. State your hypothesis/hypotheses, supported by literature review

III. Method (used to answer your research questions)
   A. Participants
      1. Sample size
      2. Selection criteria
      3. Participant recruitment procedures
      4. Age, grade, gender, ethnicity (when applicable)
      5. Income level
   B. Setting
   C. Materials/Measures/Instruments (use only the terms that apply to your research) - quantitative measure of your variable(s)
      1. Description of the measure
      2. Rationale for including this measure
      3. Description of the scores reported from the measure
      4. Reliability and validity of the measure and justification that they are sufficient
   D. Procedures – design of the study
      1. Groups used in the study
      2. How groups were formed
      3. Experimental and measurement procedures given to each group (be very specific so the procedures could be replicated)
4. Sequential order of procedures
5. How procedures relate to research question(s)
6. A rationale for the procedures used in terms of the research questions
E. Analysis – how you operationalized the research question as a statistical analysis.
   1. The name and description of the statistical analysis used
   2. Clear explication of the independent and dependent variables

IV. Results (findings – answer to your research questions)
   A. Organized according to research question
   B. Present descriptive data first
   C. Use tables for larger amounts of data

V. Discussion (the meaning of the findings)
   A. General summary of findings (1 paragraph)
   B. Interpretations of findings
      - Organize by research questions
      - Emphasize main points or “take home” messages
      - Relate findings to your literature review (use citations)
   C. Implications for School Psychologists
   D. Limitations and Suggestions for Future Research
   E. Conclusion

*Your papers must strictly adhere to APA style. Technical writing is important. Resources are available to assist you with both of these requirements.
Student Evaluation

Master’s Level Evaluation

- Course assessments (e.g., grades, specific rubrics, papers, and other outcome measures)
- Extra-curricular products (professional presentations, grant and conference proposals)
- Interactions with faculty, students, and other professionals
- Progress of case consultations in practicum and other field experience settings
- Ed.S. Applied Research Project progress (e.g., literature review, proposal, data collection)
- Master’s Comprehensive Portfolio evaluation (See below)
- School Psychology Program: Annual Review (Faculty evaluations)

Master’s Degree Comprehensive Portfolio

Description
Students are required to submit a Comprehensive Portfolio (CP) toward the end of their Master’s work. A portfolio is a systematic and purposeful collection of work that documents a student’s professional competencies within the program’s training objectives. The CP meets the graduate school’s Master’s level comprehensive examination requirement. The portfolio is intended to represent the student's progress towards meeting program outcomes and his or her ability to effect positive change for children, schools, and families. Thus, it is a formative and summative evaluation of student progress through the program’s training objectives. As a formative assessment, the portfolio enables the student to identify areas of strengths and weaknesses that can be targeted for improvement in subsequent years of the program. As a summative assessment, the portfolio demonstrates attainment of the competencies set forth by the program for completion of the Master’s Degree.

Purpose
1. To demonstrate the student’s progress towards and accomplishment of the program’s training objectives
2. To allow the student to self-reflect on his or her progress towards meeting the program’s training objectives
3. To provide the student with feedback about his or her performance relative to the program’s training objectives
4. To allow faculty to evaluate the effectiveness of the program and to use information from portfolios to make positive programmatic changes
Content

The portfolio consists mostly of original documents created by the student for the purpose of demonstrating competency with the program’s training objectives. These documents, as well as additional contents, are described below:

1. **Curriculum Vita**
   A curriculum vita is an extended resume that details your professional accomplishments, including education, employment, research experience, presentations and publications, service, and professional affiliations.

2. **Domain Papers**
   For each of the 11 program objectives, include a two-page paper that documents your competency in that domain. Papers should be succinct reflections on your own accomplishments in the domain. The statements should be based on coursework, practicum experiences, applied experiences, research, and relevant experiences you have had outside of the graduate program (e.g., employment). They should summarize discreet skills and interests and provide examples of your work. After reading the papers, one should be able to know “who you are and what you can do” as a developing school psychologist.

   The 11 Program Objective Papers are:
   - Data-based decision making and accountability
   - Consultation and collaboration
   - Interventions and instructional support to develop academic skills
   - Interventions and mental health services to develop social and life skills
   - School-wide practices to promote learning
   - Preventive and responsive services
   - Home/school/community collaboration
   - Diversity in development and learning
   - Research and program evaluation
   - Legal, ethical, and professional practice
   - Professional work characteristics

3. **Supplemental Evidence**
   If there are assignments, papers, or other work you’ve done that you believe exemplify your competence with the training domains, include them as supplemental evidence to go along with your Program Objective Papers. Please include no more than three sources of supplemental evidence. Consider including items that show competence in several domains.

4. **Self-rating of Competence**
   Using the Annual Review of Student Progress form, evaluate yourself on the contents of each training domain. You should complete your ratings after writing your Program Objective Papers. Turn in your ratings as part of your portfolio.
5. Goals for School-based Practicum
   Identify specific goals you have set for yourself for your school-based practicum year.

6. Research Hours
   Include the fall and spring semester log of your first year research activities.

7. Praxis Scores
   The official Praxis I Core score sheet reflecting passing scores in reading, arithmetic, and writing are part of your portfolio.

**Evaluation**

Personnel:
Core School Psychology Faculty

Evaluation Steps:
1. Students will present the portfolio to the faculty evaluation committee on the date designated below. Students should provide **one electronic copy to a specified Box folder**.

2. Faculty will review the portfolios.

3. Faculty will meet to discuss the evaluation of the student’s performance using the Annual Review of Student Progress form. Evaluation will be based on the portfolio’s contents, as well as knowledge about the student’s performance from coursework, research, and other experiences. Based on their evaluations, faculty will generate questions or discussion points to which the student will respond in an oral defense meeting. The purpose of the questions is to allow faculty members to request additional information related to the objectives and/or to engage the student in more in-depth discussion about a topic.

4. Students will respond to faculty questions/discussion points in front of the evaluation committee during a pre-specified portfolio defense meeting time. During this time, students will also obtain feedback about their performance and discuss strengths, weaknesses, and plans of action.

5. Oral feedback will be provided to the student by a committee members during the defense.

Criteria:
Evaluation of portfolios is completed using the Annual Review Form
Master’s students must receive an average of 3.0 or higher on each training objective. Any score below 3.0 will necessitate remediation. The student and committee will develop the remediation plan.

**Timeline**
- April 1: Submit portfolio to committee
- April 10-20: Portfolio defenses
- May 1: Remediation plan due in writing
Ed.S. Level Evaluation

- Practicum site supervisors’ evaluations
  - Consultant Effectiveness Scale
  - Professional Work Characteristics
  - School Psychology Field Evaluation (completed by school-based Practicum supervisor)
- Course evaluation (e.g., grades, specific rubrics), papers, and other outcome measures
- Extra-curricular products (professional presentations, grant and conference proposals)
- Interactions with faculty, students, and other professionals
- Progress of case consultations in practicum and other field experience settings
- Successful defense of Ed.S. Applied Research Project to Committee
- School Psychology Program: Annual Review (Faculty evaluations)
- Ed.S. Level Practicum portfolio
  *Students are required to complete a portfolio to evaluate their performance at the end of the Spring semester during the Ed.S. level practicum. Specific requirements for this portfolio may be found in the Practicum Manual available from the Program Director.
State and National Exams/Certification

PRAXIS: Core Academic Skills for Educators
The Praxis Core measures academic skills in reading, writing, and mathematics. All students must take the Praxis Core exam and include their scores in their comprehensive Master’s portfolio. This assessment should be taken during the spring semester of 1st year in the program. The Praxis can be taken on campus in the Testing Center; dates when the exam is open are available online. Students can register for the Praxis online at the following link: https://www.ets.org/praxis/register. More information about the Praxis Series exams can be found at https://www.ets.org/s/praxis/pdf/praxis_information_bulletin.pdf and at the end of this handbook.

In Nebraska, those applying for teacher certification (this includes school psychologists) must have a passing score on each measure of the Praxis Core exam. Passing scores are as follows: Reading-156, Mathematics-150, and Writing-162. More information on obtaining Nebraska teaching certification can be found in the Nebraska Certification Manual at: https://www.education.ne.gov/tcert/pdfs/Manual%20web-5.pdf

PRAXIS: Subject Assessment
UNO School Psychology students are required to take and pass the PRAXIS Subject Assessment in School Psychology. The PRAXIS School Psychologist assessment is also required for full certification in Nebraska. This assessment should be taken during the spring semester of 3rd year in the program. A passing score of 147 satisfies the program, state, and national (Nationally Certified School Psychologist) requirements.

Nationally Certified School Psychologist (NCSP)
NASP states on their website:

Graduates of NASP-Approved school psychology graduate programs qualify for the NCSP credential when applying within 10 years of completing the program (effective January, 2016). Applicants must complete and submit the application and all necessary forms, submit an official copy of graduate transcripts, and register for and complete the Praxis School Psychologist Exam administered by the Educational Testing Service (ETS). The current passing score is 147. When registering for the exam, list NASP as a score recipient by using the code “1549.” If you do not list NASP as a score recipient when you take the exam, an additional fee will be charged by ETS to have the score sent to NASP.

Additional information on National Certification can be found on the NASP website at http://www.nasponline.org/standards-and-certification/national-certification.

Internship

Eligibility

Students are eligible to apply for an internship when their coursework is near completion, and they have approval from the program director. The Ed.S. Applied Research Project must be successfully defended and submitted to the graduate office and approved by ProQuest before the student may apply for internship. An internship placement and its conditions require approval from the Program Director. In order to start the internship, students must have all required coursework completed except the 6 hours of internship credit. This site may be in any school district or other approved site where the internship and supervision requirements can be met.

Application Process

The application process varies by school district. Students should call the personnel office in the district where they are considering applying and ask for an application. At that time they can also ask if there are any internship openings projected. Students should also update their vita and develop an application portfolio to take to interviews that provides samples of their work. The Program Director writes letters of recommendation for all students who are applying for internship, stating that the student is eligible for certification. Other letters of recommendation should be solicited from professors and supervisors. Each year, the Program Director meets with those students applying for internship to discuss the application process, interviewing, and developing portfolios. The NASP website also has numerous resources for job seekers.

Requirements

An internship of at least 1,200 clock hours must be completed. The internship experience must be full-time and continuous over two consecutive semesters. With special approval, it is potentially possible to do the internship on a half-time basis over four consecutive semesters. The student shall receive three credit hours for each of the two semesters. To fulfill the Ed.S. degree program requirements, a grade of "B-" or better must be earned in both semesters of the internship. Any endorsement for full certification by the University requires being awarded the Ed.S. degree. An intern orientation meeting is held at the end of the spring semester and all requirements are reviewed at that meeting.

The intern shall maintain a log of activities (including techniques, instruments, methods and strategies used, the service recipients, and time required) and supervision received throughout the entire school contract. The content of supervision should be specified in the log. All identifying information should be removed from logs. The intern will submit logs, via email, to the university supervisor on a schedule determined by the university supervisor. The university supervisor will review the logs and provide feedback.
Setting

Students are responsible, with the assistance of the program faculty, for securing their own internship site. This site may be in any school district or other approved site where the internship and supervision requirements can be met. A minimum of 600 hours must be in a school setting, but all 1,200 clock hours must involve School Psychology services. Students who wish to spend a portion of their hours in a non-school setting must receive approval from the School Psychology Program Committee.
Graduation Policies

During what is expected to be the semester of graduation and prior to the posted deadline, students should apply for the conferral of the degree in the Office of the Registrar or through Mavlink. Graduation deadlines are available through the Office of Graduate Studies. See Graduation Checklist: http://www.unomaha.edu/graduate-studies/current-students/graduation-checklist.php

Deadlines to apply for graduation online:

- The last day to file a May graduation application is March 8, 2019
- The last day to submit the requirements listed below is April 20, 2019.
- The last day to file an August graduation application is July 5, 2019.

The following requirements are due 12 working days prior to commencement:

- Comprehensive Examination Results (Comprehensive Portfolio results)
- "Incompletes" and "NR" grades from a previous term must be removed so that the grade will be in the Office of Graduate Studies.
- Deliver all copies of thesis, thesis equivalent project or Ed.S. field project to the Office of Graduate Studies for final approval.
- Pay all fees/fines and satisfy all obligations to the University.

For students currently enrolled in courses that are a part of their plan of study, enrollment must be maintained to be eligible for graduation. A grade for any current enrollment must be received by the Registrar's Office no later than the close of business on the fifteenth working day following the date of commencement.

***IMPORTANT: Ed.S. Graduates are only eligible for August graduation, but may choose to attend the May commencement ceremony, as there is no August ceremony. The program director will process the necessary paperwork for those who want to attend the May ceremony.

**If you have questions about missing requirements on MavLink, please contact the Program Director NOT the graduate office.
### Plan of Study Checklist (for those entering 2016 and earlier)

**M.S.**

- [ ] PSYC 8000: The Profession of Psychology (no credit)
- [ ] Multicultural Education course
- [ ] PSYC 8500: Professional, Legal, and Ethical Foundations of School Psychology
- [ ] PSYC 8520: Foundations of Assessment
- [ ] PSYC 8530: Early Childhood Assessment
- [ ] PSYC 8540: School Age Assessment
- [ ] PSYC 8576: Behavior Analysis and Intervention
- [ ] PSYC 8590: Psychology of Exceptional Children
- [ ] PSYC 8970: Master's Level Practicum in School Psychology
- [ ] PSYC 9130: Applied Statistics
- [ ] PSYC 9230: Proseminar: Behavioral Neuroscience
- [ ] PSYC 9440: Proseminar: Social Psychology
- [ ] PSYC 9560: Proseminar: Developmental Psychology
- [ ] Master's Level Portfolio
- [ ] Praxis Core Exam

**Ed.S.**

- [ ] PSYC 8250: Family Analysis and Treatment
- [ ] PSYC 8550: Psychotherapeutic Interventions
- [ ] PSYC 9320: Seminar in Program Evaluation
- [ ] PSYC 9780: Advanced Educational and Psychological Consultation
- [ ] PSYC 9940: School Psychology Applied Research Project (6 credit hours)
- [ ] PSYC 9970: Ed.S. Level Practicum in School Psychology (6 credit hours)
- [ ] PSYC 9980: Internship in School Psychology (6 credit hours)
- [ ] Graduate course in Education
- [ ] COUN 8280: Crisis Intervention Strategies and Techniques
- [ ] Praxis School Psychologist Exam
- [ ] Internship Portfolio
- [ ] PREPaRE Workshop 1 (Crisis Prevention and Preparedness: Comprehensive School Safety Planning)
- [ ] PREPaRE Workshop 2 (Crisis Intervention and Recovery: The Roles of the School-Based Mental Health Professional)
Plan of Study Checklist (for those entering 2017 and later)

M.S.

_______ PSYC 8000: The Profession of Psychology (no credit)
_______ Multicultural Education
_______ PSYC 8500: Professional, Legal, and Ethical Foundations of School Psychology
_______ PSYC 8520: Foundations of Assessment
_______ PSYC 8530: Early Childhood Assessment
_______ PSYC 8540: School Age Assessment
_______ PSYC 8576: Behavior Analysis and Intervention
_______ PSYC 8590: Psychology of Exceptional Children
_______ PSYC 8970: Master’s Level Practicum in School Psychology
_______ PSYC 9130: Applied Statistics
_______ PSYC 9230: Proseminar: Behavioral Neuroscience
_______ MMI 904: Proseminar: Learning
_______ PSYC 9560: Proseminar: Developmental Psychology
_______ Master’s Level Portfolio
_______ Praxis Core Exam

Ed.S.

_______ PSYC 8250: Family Analysis and Treatment
_______ PSYC 8550: Psychotherapeutic Interventions
_______ PSYC 9100: Small n Research Design
_______ PSYC 9320: Seminar in Program Evaluation
_______ PSYC 9780: Advanced Educational and Psychological Consultation
_______ PSYC 9940: School Psychology Applied Research Project (3 credit hours)
_______ PSYC 9970: Ed.S. Level Practicum in School Psychology (6 credit hours)
_______ PSYC 9980: Internship in School Psychology (6 credit hours)
_______ Graduate course in Education
_______ COUN 8280: Crisis Intervention Strategies and Techniques
_______ Praxis School Psychologist Exam
_______ Internship Portfolio
_______ PREPaRE Workshop 1 (Crisis Prevention and Preparedness: Comprehensive School Safety Planning)
_______ PREPaRE Workshop 2 (Crisis Intervention and Recovery: The Roles of the School-Based Mental Health Professional)
### UNO Training Objectives Represented in Courses

<table>
<thead>
<tr>
<th>COURSES</th>
<th>DOMAINS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCHOOL PSYCHOLOGY COURSES</strong></td>
<td>1</td>
</tr>
<tr>
<td>PSYC 8250: Family Analysis and Treatment</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 8500: Professional, Legal, and Ethical Foundations of School Psychology</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 8520: Foundations of Assessment</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 8530: Early Childhood Assessment</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 8540: School Age Assessment</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 8550: Psychotherapeutic Interventions</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 8576: Behavior Analysis and Intervention</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 8590: Psychology of Exceptional Children</td>
<td></td>
</tr>
<tr>
<td>PSYC 8970: Master’s Practicum in School Psychology</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 9100: Small n Research Design</td>
<td></td>
</tr>
<tr>
<td>PSYC 9780: Advanced Educational and Psychological Consultation</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 9940: School Psychology Applied Research Project</td>
<td></td>
</tr>
<tr>
<td>PSYC 9970: Ed.S. Practicum in School Psychology</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 9980: Internship</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PROSEMINARS</strong></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 9130: Applied Statistics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMI 904/PSYC 9040: Learning</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 9230: Behavioral Neuroscience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PSYC 9440: Social Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 9560: Developmental Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OTHER REQUIRED COURSES</strong></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 8000: The Profession of Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PSYC 9320: Seminar in Program Evaluation</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TED 8210: Multicultural Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>SPED 8556: Special Needs Students from Diverse Communities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN 8280: Crisis Intervention Strategies and Techniques</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Exact domains addressed by these courses depend on the course topics.*
### Class Participation

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount</strong></td>
<td>Balanced amount of talking-not too much or too little</td>
<td>Balanced amount of talking-not too much or too little</td>
<td>Talks too much, too little, or not at all</td>
</tr>
<tr>
<td></td>
<td>- makes several comments throughout entire class period</td>
<td>- makes several comments at one point in class period</td>
<td></td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Asks insightful questions; comments include supporting evidence from readings and/or experience</td>
<td>Demonstrates an understanding of the material through comments</td>
<td>Incorrect or irrelevant statements</td>
</tr>
<tr>
<td><strong>Facilitation</strong></td>
<td>Discussion frequently generates comments from classmates</td>
<td>Discussion sometimes generate comments from classmates</td>
<td>Discussion does not generate comments from classmates</td>
</tr>
<tr>
<td><strong>Complexity and Application</strong></td>
<td>Comments always reflect higher-order thinking skills such as integration and application</td>
<td>Comments occasionally reflect higher-order thinking skills such as integration and application</td>
<td>Comments rarely reflect higher-order thinking skills such as integration and application</td>
</tr>
<tr>
<td><strong>Integration</strong></td>
<td>Comments often relate current discussions to other topics already addressed in course readings, activities, or discussion</td>
<td>Comments occasionally relate current discussion to other topics already addressed in course readings, activities, or discussion</td>
<td>Comments rarely relate current discussion to other topics already addressed in course readings, activities, or discussion</td>
</tr>
</tbody>
</table>
### Journal of Critical Reflection

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length</strong></td>
<td>Paper meets length requirement</td>
<td>Paper is approximately ¼ to ½ page too short</td>
<td>Paper is over ½ page too short</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Asks several insightful questions; comments always include supporting</td>
<td>Asks some insightful questions; comments usually include supporting</td>
<td>Reiterates/summarizes readings; incorrect or irrelevant statements; Asks very few insightful questions;</td>
</tr>
<tr>
<td></td>
<td>evidence from reading and/or experiences; demonstrates that all material</td>
<td>evidence from readings and/or experiences; demonstrates that all material</td>
<td>comments do not include supporting evidence from readings and/or experiences</td>
</tr>
<tr>
<td></td>
<td>was read; does not simply summarize readings</td>
<td>was read; does not simply summarize readings</td>
<td></td>
</tr>
<tr>
<td><strong>Complexity and Application</strong></td>
<td>Statements always reflect higher-order thinking skills such as integration and application</td>
<td>Statements frequently reflect higher-order thinking skills such as integration and application</td>
<td>Statements rarely reflect higher-order thinking skills such as integration and application</td>
</tr>
<tr>
<td><strong>Integration</strong></td>
<td>Statements often relate current discussion to other topics already addressed in course readings, activities, or discussion</td>
<td>Statements occasionally relate current discussion to other topics already addressed in course readings, activities, or discussion</td>
<td>Statements rarely relate current discussion to other topics already addressed in course readings, activities, or discussion</td>
</tr>
<tr>
<td><strong>Problem Solving Approach</strong></td>
<td><strong>Name:</strong> ______________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Completeness</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Problem Definition**      | 1 = Target behavior is identified, but not described (i.e., names referral problem with no description; states the problem in very general terms).  
2 = Target behavior is identified and described generally.  
3 = Target behavior is identified; stands up to stranger test; no examples or nonexamples; examples and non-examples that do not match the target behavior.  
4 = Target behavior is identified; stands up to stranger test; includes either examples or non-examples (but not both)  
5 = Target behavior is clearly identified; stands up to stranger test; and includes examples and nonexamples that directly related to the target behavior. |
| **Problem Analysis**        | 1 = No possible reason chosen or problem analysis.  
2 = Some possible reasons are considered, but none are chosen or one reason is chosen but problem analysis wasn’t evident.  
3 = One changeable reason is chosen and matches the intervention, but other possible reasons are not listed. Possible reasons are tested through applicable components of RIOT.  
4 = Some of the reasons are considered and one changeable reason is chosen that matches the intervention. Possible reasons are tested through applicable components of RIOT.  
5 = All possible reasons are considered: conditions (antecedents & consequences); environmental; expectations, resources, physical, & student characteristics.  
-- One changeable reason is chosen that matches the intervention; indicated by using a hypothesis statement.  
-- Possible reasons are tested through applicable components of RIOT. |
| **Data Collection Procedures for Baseline and Progress Monitoring** | 1 = Measurement strategy not defined or baseline and progress monitoring procedures don’t match  
2 = Meets 1 of the 4 criteria listed below.  
3 = Meets 2 of the 4 criteria listed below.  
4 = Meets 3 of the 4 criteria listed below.  
5 = Measurement strategy clearly defined. Includes information regarding:  
a) how behavior will be measured  
b) who will measure  
c) what will be used to measure the behavior  
d) where measurement will occur |
| **Baseline Data** | 1 = No baseline data.  
2 = Estimates or general descriptive information about student’s behavior used.  
3 = Fewer than 3 data points reported.  
4 = At least three samples of behavior in the natural setting are reported, but they are not stable.  
5 = A minimum of at least three stable samples of direct measures of student behavior in the natural setting are reported (e.g., three baseline probes in reading). |
| **Goal** | 1 = No specific goal or objective is identified.  
2 = A general goal is identified but no other information is provided (e.g., “reading rate will increase”).  
3 = Goal has been identified, behavior described, criterion has been set, conditions are not listed, but goal date is missing.  
4 = The desired goal or target behavior has been established with a specific, clearly stated criterion level (how much and when), conditions (setting, time frame, goal date, stimuli to elicit behavior), and description of the behavior to be measured.  
5 = The desired goal or target behavior has been established with a specific, clearly stated criterion level (how much and when), conditions (setting, time frame, goal date, stimuli to elicit behavior), and description of the behavior to be measured. Rationale for goal selection is described (i.e., how performance standard was selected). |
| **Intervention Development (front-loading)** | 1 = No systematic intervention plan.  
2 = Vague, general information about interventions.  
3 = A plan of action is devised in response to a hypothesized reason for behavior, but not all specifics are provided.  
4 = A plan of action is devised in response to a hypothesized reason for behavior which lists instructional procedures, materials, arrangements, time, and motivational strategies used.  
5 = A plan of action is devised in response to a hypothesized reason for behavior which specifically addresses instructional procedures, materials used, arrangements made with student and staff, time frame, and motivational strategies used. The selected intervention is empirically-based and evidence is provided. |
| Treatment Integrity          | 1 = No information about treatment integrity is provided.  
|                            | 2 = Vague, general statement about the integrity of the intervention is provided (e.g., an assertion that the intervention occurred).  
|                            | 3 = Integrity monitored, data provided about integrity, but no evidence given (e.g., no meetings held).  
|                            | 4 = Data about the integrity of the intervention are provided, (e.g., regular meetings with treatment provider were held to establish treatment integrity).  
|                            | 5 = Integrity monitored and documented regularly by someone other than person delivering the intervention, data and feedback provided, and when necessary, integrity improves. |
| Progress Monitoring of Response to Intervention | 1 = No comparison is made between the student’s postintervention performance and baseline data or there is a description of student response to intervention, but data collected are not quantifiable. Results are not graphed.  
|                            | 2 = Some quantifiable data are reported and graphed about the student’s response to intervention.  
|                            | 3 = Comparison made to baseline, results charted (graph), trendline but no aimline present, or aimline but no trendline present.  
|                            | 4 = Evaluation of the intervention is conducted by reviewing the charted results of the intervention (e.g., evidence of a graph with a trendline) and comparing these with the baseline (e.g., baseline and aimline on graph).  
|                            | 5 = Evaluation of the intervention is conducted by reviewing the charted results of the intervention (e.g., evidence of a graph with a trendline) and comparing these with the baseline (e.g., baseline and aimline on graph). Percent of non-overlapping data and effect sizes calculated and reported. |
| Decision-Making Plan (pre-intervention)          | 1 = No plan or plan was unclear and no changes were made when data indicated for it (e.g. three or four data point rule: three or four consecutive data points above goal – raise goal; three or four consecutive data points below goal – change intervention)  
|                            | 2 = Plan was clear, but no changes were made when data indicated for it or changes were made but plan wasn’t clear.  
|                            | 3 = Changes were made, but not in response to plan or data.  
|                            | 4 = Plan was clear, changes were made in response to data.  
|                            | 5 = Plan was clear, changes were made in response to data. Changes are clearly depicted on graph. |
| **Student Outcome** | 1 = Overall there is evidence that the student has regressed significantly from baseline or overall student fluctuated between regressing and staying the same, but did not progress.  
2 = Overall there is evidence the student’s performance has remained at approximately the same level as baseline.  
3 = Overall student fluctuated between staying the same and progressing.  
4 = Overall student made slow but consistent improvement in performance  
5 = Overall student performance improved significantly from baseline. |

**Comments:**
## Presentations

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Adequate</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appropriateness to Target Audience</strong></td>
<td>All content was highly relevant to the designated audience</td>
<td>Most of the content was highly relevant to the designated audience</td>
<td>Part of the content was highly relevant to the designated audience</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td>Audience could clearly understand the main points of the presentation; presenter introduced the content at the beginning and summarized it at the end; 3 main points were the focus of the presentation</td>
<td>Audience could usually understand the main points of the presentation; presenter introduced the content at the beginning and summarized it at the end</td>
<td>Main points were not clear</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Presenter did not try to cover too much or too little; main points were highlighted throughout the presentation so they were always in the forefront of importance; all content was clearly related to the main points</td>
<td>Presenter did not try to cover too much or too little; main points were highlighted</td>
<td>Presenter covered too much or too little; main points were not highlighted</td>
</tr>
<tr>
<td><strong>Use of Voice and Body Language</strong></td>
<td>During the entire presentation, the presenter could be easily understood; appropriate inflections were used; body language included movement without pacing, eye contact with audience, and professional posture</td>
<td>During most of the presentation, the presenter could be easily understood; appropriate inflections were used; body language included movement without pacing, eye contact with audience, and professional posture</td>
<td>Inconsistently throughout the presentation, the presenter could be easily understood; appropriate inflections were used; body language included movement without pacing, eye contact with audience, and professional posture</td>
</tr>
<tr>
<td><strong>Pacing</strong></td>
<td>All of the presentation was easy to follow and presented at a rate where audience members could follow but not get bored</td>
<td>Most of the presentation was easy to follow and presented at a rate where audience members could follow but not get bored</td>
<td>The presentation was not easy to follow and was not presented at a rate where audience members could follow but not get bored</td>
</tr>
<tr>
<td>Materials/Handouts</td>
<td>All handouts were relevant to the topic and useful to help clarify points. Written documentation of the main points of the presentation was provided and directly followed the presentation sequence. Additional information was provided to highlight the points of the presentation. Participants could take the handout home and clearly remember the main and supplemental points of the presentation.</td>
<td>Handouts were relevant to the topic and useful to help clarify points. Written documentation of the main points of the presentation was provided and directly followed the presentation sequence.</td>
<td>Handouts were incomplete and did not facilitate the presentation. Materials were not clearly related to the presentation.</td>
</tr>
<tr>
<td>Use of Technology</td>
<td>Technology facilitated and added to the information provided by the presenter; was easy to see; clearly related to the main points; technology worked</td>
<td>Technology facilitated the presentation; was easy to see</td>
<td>Technology did not assist in the presentation and may interfere. Presenter did not check equipment prior to the presentation</td>
</tr>
</tbody>
</table>

Comments:______________________________________________________________
**Videos:** (check the appropriate box)  

<table>
<thead>
<tr>
<th>No Errors</th>
<th>A Few Errors (Didn’t impact child’s score)</th>
<th>Errors (Could or did impact child’s score)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adherence to Standardization</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scoring-Accuracy</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administration of Subtests/Items</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Examiners’ Behavior

**Excellent**
- Examiner interacted appropriately with child; introduced the testing to the child; used age appropriate language; good eye contact and engagement with the child.

**Good**
- Examiner interacted appropriately with child; introduced the testing to the child; used age appropriate language; good eye contact and engagement with the child.

**Needs Improvement**
- Examiner did not interact with the child in a manner that facilitated the test administration.

**Rapport**
- Examiner's behavior allowed child to be very relaxed and engaged in the testing process. Interactions were age appropriate for the child.

**Pace of Administration**
- Pace is smooth and reflects that the examiner is highly familiar with the test materials. Rarely refers to manual.

**Use of Voice**
- Voice is animated and varies when needed to keep child's attention. Demonstrates that the examiner is responding to the needs of child.

**Comments/suggestions:** (additional comments may be found on back of form)

PASS_______ RESUBMIT_______ POINTS EARNED ________
<table>
<thead>
<tr>
<th>Reports</th>
<th>Name: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parent-friendly Language (also applies to any non-school psychologist reading this report)</strong></td>
<td><strong>Excellent</strong></td>
</tr>
<tr>
<td>Parents could read the report and comprehend it in its entirety. The rationale for the report and assessments, and the intervention is clearly stated. The report provides information about the assessment results and intervention recommendations. It also makes the process (e.g., SAT, Special Education) explicit.</td>
<td>No or minimal jargon used. If used, terms are explained. The report provides information about the assessment results and intervention recommendations.</td>
</tr>
<tr>
<td><strong>Organized</strong></td>
<td>Organized by referral concern and is child focused; report has a clear pattern; paragraphs are organized by topic sentence. The organization makes the process (e.g., SAT, Special Education) explicit.</td>
</tr>
<tr>
<td><strong>Appropriate Content</strong></td>
<td>Thorough background presented. More discussion of interventions than tests; interventions comprise approximately 75% of the report; assessment data focused on reason for referral and leads to interventions.</td>
</tr>
<tr>
<td><strong>Parent Friendly Procedures</strong></td>
<td>Parents are provided with the report and the psychologist discusses it with them prior to the school/group meeting.</td>
</tr>
<tr>
<td>Integration of Assessment Data</td>
<td>Assessment techniques are described and integrated into the referral question and lead directly to intervention design. Assessment techniques are not the main focus of the report. Educational implications of assessments are described.</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Behavioral Examples Provided</td>
<td>Ample evidence provided for all general statements made about a child’s behavior. Behaviors are described in enough detail to be readily recognized.</td>
</tr>
<tr>
<td>Interventions are Described</td>
<td>Interventions are described in detail and implementation can begin with consultation.</td>
</tr>
<tr>
<td>Child Focused</td>
<td>The child’s strengths, areas of need and how the two are tied together is the complete focus of the report. State what the child can do (not what s/he can’t) and compare performance to appropriate standard.</td>
</tr>
</tbody>
</table>

**Comments:**
### Primary Trait Scoring Rubric for Technical Writing

#### Name: ____________

<table>
<thead>
<tr>
<th>Trait</th>
<th>Exceptional</th>
<th>Acceptable</th>
<th>Amateur</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td>Writing is purposeful with logic maintained throughout.</td>
<td>Maintains clear logical subject/position.</td>
<td>Subject/position is vague with no unifying statement. Drifts or has lapses in logic. Paper consists of repetitions and redundancies.</td>
<td>Insufficient writing to show that criteria are met.</td>
</tr>
<tr>
<td><strong>Support</strong></td>
<td>All major points fully developed and supported evenly by specific detail throughout the paper (e.g. explanation, evidence, examples, figures, tables and/or graphs). Supporting evidence is understandable and well-organized.</td>
<td>All key points developed and supported by specific detail; some key points may be less developed than others (not even or balanced). Supporting evidence illustrates the key points but lacks depth.</td>
<td>Some key points are developed by specific detail; some may be general and some may lack depth. Supporting evidence is minimal and/or not easily interpreted.</td>
<td>Insufficient or repetitious writing that fails to develop key points. Lacks supporting evidence and/or supporting evidence is unrelated to key points.</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td>Structure is clear, appropriate and effective. All paragraphs are appropriate and purposeful. Coherence (paragraph to paragraph) and cohesion (sentence to sentence) are effectively demonstrated throughout paper. All points are logically presented and interrelated.</td>
<td>Structure is clear and appropriate to purpose. Most major points are appropriately paragraphed. Coherence (paragraph to paragraph) and cohesion (sentence to sentence) are demonstrated with appropriate transitions. Most points logically presented and organized.</td>
<td>Structure is evident. May have inappropriate or intrusive transitions that disrupt the progression of ideas. Some major points appropriately paragraphed. Has coherence (paragraph to paragraph) but lacks cohesion (sentence to sentence) or vice versa. May have one or more minor digressions.</td>
<td>Structure is missing or attempted but not obvious to the reader. Limited evidence of appropriate paragraphing. Little structure within paragraphs. May have one or more major digressions.</td>
</tr>
<tr>
<td><strong>Focus</strong> (applies to theses, term papers and essays)</td>
<td>Clearly sets purpose of paper through introduction or overview. Effective conclusion that relates to introduction and unifies the writing.</td>
<td>Clearly sets purpose of paper through introduction or overview. Clear conclusion.</td>
<td>Subject/position identified by only a brief, general introductory statement. Conclusion is absent or only a verbatim reiteration of the introduction.</td>
<td>Subject/position (or issue) is unclear.</td>
</tr>
<tr>
<td>Trait</td>
<td>Exceptional</td>
<td>Acceptable</td>
<td>Amateur</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Sentences and Paragraphs</strong></td>
<td>Usage of sophisticated sentence patterns. Paragraphs indicate shift in thought and are used to make sequence of events clear.</td>
<td>Simple and some complex sentences are used. Some paragraphing to show sequence of events/ideas.</td>
<td>Sentence structure is usually correct. Simple sentences are used. Little attempt made to paragraph writing.</td>
<td>Sentences do not make sense. No paragraphing.</td>
</tr>
<tr>
<td><strong>Word Choice</strong></td>
<td>Words are used correctly and precisely.</td>
<td>Acceptable vocabulary. Words are technologically appropriate.</td>
<td>Simple vocabulary.</td>
<td>Incorrect vocabulary.</td>
</tr>
<tr>
<td><strong>Spelling</strong></td>
<td>Spelling is correct, including complex and irregular words.</td>
<td>Spelling is generally accurate.</td>
<td>Frequent spelling errors.</td>
<td>Spelling errors interfere with understanding.</td>
</tr>
<tr>
<td><strong>Punctuation</strong></td>
<td>A range of punctuation including commas, apostrophes, colons and semicolons is used accurately and effectively.</td>
<td>Periods and capitals are used correctly and punctuation is beginning to be used within the sentence.</td>
<td>Frequent punctuation errors.</td>
<td>Insufficient or lacks punctuation. Incorrect use of capital letters.</td>
</tr>
</tbody>
</table>
## Canvas Posting Scoring Guidelines

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question content</strong></td>
<td>Asks insightful question; comments include supporting evidence from reading and/or experiences; demonstrates that material was read</td>
<td>Asks insightful question</td>
<td>Question is not based on current reading</td>
</tr>
<tr>
<td><strong>Complexity and Application</strong></td>
<td>Question and responses reflect higher-order thinking skills such as integration and application to a high degree</td>
<td>Question and responses reflect higher-order thinking skills such as integration and application to an adequate degree</td>
<td>Question and responses minimally reflect higher-order thinking skills such as integration and application</td>
</tr>
<tr>
<td><strong>Integration</strong></td>
<td>Question and responses reflect current discussion to other topics already addressed in course readings, activities or discussion to a high degree</td>
<td>Questions and responses reflect current discussion to other topics already addressed in course readings, activities or discussion to an adequate degree</td>
<td>Questions and responses rarely reflect current discussion to other topics already addressed in course readings, activities or discussion</td>
</tr>
<tr>
<td><strong>Content of Responses</strong></td>
<td>All responses include supporting evidence from reading and/or experiences; demonstrates that material was read</td>
<td>Most responses include supporting evidence from reading and/or experiences; demonstrates that material was read</td>
<td>Few responses include supporting evidence from reading and/or experiences; demonstrates that material was read</td>
</tr>
<tr>
<td><strong>Requirements</strong></td>
<td>Posted question and response to every other question on time</td>
<td>Posted question and response to every other question on time</td>
<td>Did not meet posting requirement</td>
</tr>
<tr>
<td>Practicum Portfolio</td>
<td>Name: ______________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Goal Development</strong></td>
<td><strong>Excellent</strong></td>
<td><strong>Adequate</strong></td>
<td><strong>Needs Improvement</strong></td>
</tr>
<tr>
<td></td>
<td>Numerous, highly ambitious, and highly creative goals that go beyond the typical practicum goals; student selected goals that would challenge their level of comfort and provide exposure to many new learning opportunities.</td>
<td>Ambitious, relevant goals. Developed with supervisor.</td>
<td>Goals were not well developed; did not reflect ambitious learning opportunities.</td>
</tr>
<tr>
<td><strong>Goal Attainment</strong></td>
<td>Went beyond the goals for the class and the goals developed and added new learning opportunities. Went beyond expectations of the course.</td>
<td>Met all goals that were available; if a goal wasn't met it was because that learning opportunity was not available (e.g., observing a crisis).</td>
<td>Not all goals were met; student changes goals periodically throughout semester in a random manner; justification for not meeting goals was not provided in portfolio.</td>
</tr>
<tr>
<td><strong>Diversity of Activities</strong></td>
<td>Each training objective had 1-2 learning opportunities that were challenging and informative (e.g., not simply observing in a classroom but interacting with students, staff, teachers, etc.).</td>
<td>Represents all training objective domains with some domains being represented more than others.</td>
<td>Most but not all training objectives were represented.</td>
</tr>
<tr>
<td><strong>Logs</strong></td>
<td>Logs provided highly descriptive information about how time was spent. Supervision hours were documented. Log was written in a journaling style and included student reflections and questions related to the activities. No identifying information was included. Log was submitted on time.</td>
<td>Submitted on time. Content was complete and informative. No identifying information. Supervision hours and content documented.</td>
<td>Logs were not always submitted on time and the information was incomplete or inaccurate.</td>
</tr>
<tr>
<td><strong>Practicum Requirements</strong></td>
<td>Went beyond specific requirements and may have added cases, or other activities reflecting the syllabus goals.</td>
<td>Met all requirements in syllabus and executed at high level of quality.</td>
<td>Partially met or did not meet syllabus requirements.</td>
</tr>
<tr>
<td>Professional and Ethical Behavior</td>
<td>Ratings and reports of professional behavior were consistently in the highest category of rating. Behaviors were beyond the level of the typical practicum student in terms of independence, competence, interaction style, and courteousness.</td>
<td>All areas rated above average by field supervisor. University supervisor’s observations were consistent.</td>
<td>Some or all of the areas were rated below average by the field supervisor. Concerns were documented.</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Field Supervision</td>
<td>Was highly prepared for supervision meetings. Actively sought out supervision. Asked questions and brought cases, issues, materials to meetings. Incorporated feedback and responded by changing behavior and asking for additional feedback. Sought opportunities for field supervisor to observe.</td>
<td>Was prepared for supervision by bringing cases and issues. Asked questions in supervision. Incorporated feedback and responded by changing behavior.</td>
<td>Responded to but did not actively engage in supervision and/or did not change behavior in response to supervisor feedback.</td>
</tr>
<tr>
<td>University Supervision</td>
<td>Was highly prepared for supervision meetings. Actively sought out supervision. Asked questions and brought cases, issues, materials to meetings. Incorporated feedback and responded by changing behavior and asking for additional feedback. Sought opportunities for university supervisor to observe.</td>
<td>Was prepared for supervision by bringing cases and issues. Asked questions in supervision. Incorporated feedback and responded by changing behavior.</td>
<td>Responded to but did not actively engage in supervision and/or did not change behavior in response to supervisor feedback.</td>
</tr>
<tr>
<td>Academic Interventions</td>
<td>Documentation of intervention is complete (see - documentation was unclear or incomplete.</td>
<td>Documentation of intervention is complete (see - documentation was unclear or incomplete.</td>
<td>Documentation of intervention is complete (see - documentation was unclear or incomplete.</td>
</tr>
<tr>
<td>Eligibility Assessments/Report</td>
<td>All assessments followed the school district requirements</td>
<td>Psychometrically sound assessments that were appropriate</td>
<td>Assessments provided minimal information and</td>
</tr>
</tbody>
</table>
but also included documentation of the use of a Response to Intervention process. Reports were informative and of high quality (see rubric).

for the referral were administered. Some of the assessments included a Response to Intervention process. Reports were informative and of high quality (see rubric).

reports were incomplete.

<table>
<thead>
<tr>
<th><strong>School Wide, General Education Activity</strong></th>
<th>The activity applied to the entire general education population, was based on a need and utilized data.</th>
<th>The activity was based on need and utilized data.</th>
<th>No data were included.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reflection</strong></td>
<td>Activities are related to the program philosophy and training objectives and the student’s model of professional practice. Incorporates prior experience and training and develops goals for future.</td>
<td>Activities are related to the program philosophy and training objectives and the student’s model of professional practice.</td>
<td>Activities are generally described.</td>
</tr>
<tr>
<td><strong>Evaluations</strong></td>
<td>All evaluations were above what is expected for a practicum student.</td>
<td>All evaluations were rated as adequate for a practicum student.</td>
<td>Some or all evaluations were below expectation for a practicum student.</td>
</tr>
<tr>
<td><strong>Poster Session</strong></td>
<td>Poster represented the student's best work and it was a challenging case. Presentation was highly professional and the student engaged with attendees by responding to questions and giving additional information.</td>
<td>Poster represented the student's best work, was professional and the student engaged with attendees by responding to questions and giving additional information.</td>
<td>Poster represented the student's work but was not professionally presented.</td>
</tr>
<tr>
<td><strong>Hours Requirement</strong></td>
<td>Exceeded hours</td>
<td>Met requirement</td>
<td>Did not meet requirement</td>
</tr>
</tbody>
</table>

**Comments:**

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
# INTERNSHIP PORTFOLIO

Name: ________________________________   Year: __________

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Adequate</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Development</strong></td>
<td>Numerous, highly ambitious, and highly creative goals that go beyond the typical intern goals; student selected goals that would challenge their level of comfort and provide exposure to many new learning opportunities.</td>
<td>Ambitious, relevant goals. Developed with supervisor.</td>
<td>Goals were not well developed; did not reflect ambitious learning opportunities.</td>
</tr>
<tr>
<td><strong>Goal Attainment</strong></td>
<td>Went beyond the goals for the class and the goals developed and added new learning opportunities. Went beyond expectations of the course.</td>
<td>Met all goals that were available; if a goal wasn’t met it was because that learning opportunity was not available (e.g., observing a crisis).</td>
<td>Not all goals were met; student changed goals periodically throughout semester in a random manner; justification for not meeting goals was not provided in portfolio.</td>
</tr>
<tr>
<td><strong>Diversity of Activities</strong></td>
<td>Each Training domain had 1-2 learning opportunities that were challenging and informative (e.g., not simply observing in a classroom but interacting with students, staff, teachers, etc.).</td>
<td>Represents all Training domains with some domains being represented more than others.</td>
<td>Most but not all Training domains were represented.</td>
</tr>
<tr>
<td><strong>Logs</strong></td>
<td>Logs provided highly descriptive information about how time was spent. Supervision hours were documented. Log was written in a journaling style and included student reflections and questions related to the activities.</td>
<td>Submitted on time. Content was complete and informative. No identifying information. Supervision hours and content documented.</td>
<td>Logs were not always submitted on time and the information was incomplete or inaccurate.</td>
</tr>
<tr>
<td><strong>Professional Behavior</strong></td>
<td>Ratings and reports of professional behavior were consistently in the highest category of</td>
<td>All areas rated above average by field supervisor. University supervisor’s</td>
<td>Some or all of the areas were rated below average by the field.</td>
</tr>
<tr>
<td>Participation in and Responsiveness to Field Supervision</td>
<td>Participation in University Supervision</td>
<td>Consultation</td>
<td>Academic Interventions</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>----------------------------------------</td>
<td>--------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Was highly prepared for supervision meetings. Actively sought out supervision. Asked questions and brought cases, issues, materials to meetings. Incorporated feedback and responded by changing behavior and asking for additional feedback. Sought opportunities for field supervisor to observe.</td>
<td>Was highly prepared for supervision meetings. Actively sought out supervision. Asked questions and brought cases, issues, materials to meetings. Incorporated feedback and responded by changing behavior.</td>
<td>Documentation of completing the problem solving process through consultative indirect service delivery is complete. The results are evaluated and effectiveness is reported.</td>
<td>Documentation of intervention is complete (see PSA form) for all interventions and all the</td>
</tr>
<tr>
<td>Observations were consistent.</td>
<td>Was prepared for supervision by bringing cases and issues. Asked questions in supervision. Incorporated feedback and responded by changing behavior.</td>
<td>Documentation is missing steps in the problem solving process.</td>
<td>Documentation of intervention is complete (see PSA form) for all interventions. Most of</td>
</tr>
<tr>
<td>Responded to but did not actively engage in supervision and/or did not change behavior in response to supervisor feedback.</td>
<td>Documentation is unclear or incomplete.</td>
<td>Documentation was unclear or incomplete.</td>
<td></td>
</tr>
<tr>
<td><strong>Behavioral Interventions</strong></td>
<td>Documentation of intervention is complete (see PSA form) for all interventions and all the steps were followed for every intervention. If different forms were required for the school district, those were included also. The interventions resulted in behavioral change for the client. Modifications were made when needed. PND and ES are reported.</td>
<td>Documentation of intervention is complete (see PSA form) for all interventions. Most of the steps were followed for every intervention. Results in behavioral change for the client. Modifications were made when needed. If different forms were required for the school district, those were included also.</td>
<td>Documentation was unclear or incomplete.</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Small Group or Classroom Intervention or Skills Training</strong></td>
<td>Documentation includes summary report, plan, outcome summary and effectiveness data. Group intervention resulted in behavior change.</td>
<td>Documentation includes summary report, plan, outcome summary but missing effectiveness data or no behavior change resulted.</td>
<td>Incomplete description of activities.</td>
</tr>
<tr>
<td><strong>Counseling Case</strong></td>
<td>Documentation of use of problem solving process is complete for counseling cases. The counseling resulted in client change.</td>
<td>Documentation of use of problem solving process is complete for counseling cases. The counseling resulted in some client change.</td>
<td>Documentation was unclear or incomplete.</td>
</tr>
<tr>
<td><strong>Quality of Assessments</strong></td>
<td>All assessments follow the school district requirements but also Psychometrically sound assessments that are appropriate for the</td>
<td></td>
<td>Assessments provide minimal information</td>
</tr>
<tr>
<td>Professional Development Activity</td>
<td>Summary of activity contains evidence of using best practices in delivery of professional development including plan to evaluate and follow up. Evaluation data included.</td>
<td>Summary of activity contains evidence of some elements of best practices in delivery of professional development including plan to evaluate and follow up. No evaluation data included.</td>
<td>No evidence provided of following best practice in delivering professional development. No evaluation data included.</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Personal Professional Development</td>
<td>Documentation includes thorough description of activities as well as reflection of how activities promoted professional growth.</td>
<td>Documentation includes description of activities.</td>
<td>Minimal documentation of activities.</td>
</tr>
<tr>
<td>Reflection</td>
<td>Activities are related to the program philosophy and training objectives and the student’s model of professional practice. Incorporates prior experience and training and develops goals for future.</td>
<td>Activities are related to the program philosophy and training objectives and the student’s model of professional practice.</td>
<td>Activities are generally described.</td>
</tr>
</tbody>
</table>

**Comments:**

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
<table>
<thead>
<tr>
<th>Relevance of Research Question</th>
<th>Excellent</th>
<th>Adequate</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study is the response to an issue in the field, is highly applied in nature and is justified and supported with research from a thorough literature review.</td>
<td>Application to field of school psychology and education; study is adequately justified and supported with research from a thorough literature review.</td>
<td>Application to school psychology is not readily apparent. Study is not adequately justified nor supported with research from a thorough literature review.</td>
<td></td>
</tr>
</tbody>
</table>

| Unique Contribution of the Study | Highly creative study that is unique to the field. Minimal research is available in the area of study. | Study provides new information to the field; can be a replication or case study. | Study provides little new information to the field; cannot be replicated. |

| Literature Review | Thorough review including diverse references that completely reflect every variable in the study; studies reviewed are described in complete detail so the reader understands their relevance to current study and the inclusion of the variables. | Thorough review including diverse references; studies reviewed are described in adequate detail so the reader understands their relevance to current study. | Literature review provides marginal justification for the study and omits relevant citations. |

| Organization (also see Technical Writing rubric) | The entire paper (intro, literature review, method, results, and discussion) is organized and the structure allows for the reader to see how points are interrelated. | Effective structure; points are logically presented and interrelated; writing style facilitates the reader’s understanding of the study; headings are used. | Structure is not consistently organized nor written in a style that facilitates the reader’s understanding of the study. |

| Clarity | Terms are completely operationalized; writing style is effective in conveying meaning and could be understood by others outside the field of school psychology. | Terms are operationalized; writing style is effective in conveying meaning. | Terms are sometimes sometimes operationalized; writing style is not always effective in conveying meaning. |

| Oral Defense | Presentation is clear and engaging; Power point effectively guides the presentation; student is able to address questions. | Presentation and power point are clear; student addresses most questions | Student is unable to effectively convey the main points of the study in the presentation and cannot answer the committee member's questions. |
| **Data Collection and Analysis Procedures (Method)** | Data collection reflects a high level of creativity and knowledge of data collection procedures. Sample size and characteristics are appropriate for study; procedures are sound and justified; instruments are psychometrically sound; methods include enough detail that the study could be replicated. | Sample size and characteristics are appropriate for study; procedures are sound and justified; instruments are psychometrically sound; methods are described in enough detail that the study could be replicated. | One or more areas of data collection were less than adequate (i.e., participants, procedures, instruments, data analysis). |
| **Discussion of Findings** | Unifies the paper; results are thoroughly compared to methodology of studies described in literature review. Findings are related to the literature review; claims do not go beyond the data; implications for practitioners are explained and are directly related to the finding of the study; limitations are explained; future research is suggested; appropriate conclusions are drawn. | Findings are related to the literature review; claims do not go beyond the data; implications for practitioners are explained and are directly related to the finding of the study; limitations are explained; future research is suggested; appropriate conclusions are drawn. | Discussion of findings is incomplete and may inconsistently be related to literature review; sections of the discussion may be omitted or incomplete. |
| **Technical Writing and Adherence to APA Style (refer to Technical Writing rubric)** | Writing style adheres to the principles of technical writing and all APA standards are followed. | All APA standards are followed and technical writing is adequate. | APA standards are violated and/or principles of technical writing were not followed. |
| **Contribution to the Field** | Study was accepted as a journal publication and/or presentation at a national conference. | Study was submitted to a journal or for a presentation at a national conference but was not accepted. Study was accepted at a state conference. | Study was not submitted for publication in a journal, nor to a conference. |

**Comments:**
Consultant Effectiveness Scale

Name of Person Being Evaluated: _______________________   Date___________

Please rate the school psychologist’s skills, knowledge, and professional practice according to the following scale:

1 = Not At All   2 = To A Slight Degree   3 = To A Considerable Degree
4 = To A Large Degree   5 = To A Very Large Degree

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Skillful</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2)</td>
<td>Empathetic</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3)</td>
<td>Express Affection (Was Supportive)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4)</td>
<td>Interested (Concerned)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5)</td>
<td>Trustworthy</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>6)</td>
<td>Encourages Ventilation</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>7)</td>
<td>Skilled in Questioning</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8)</td>
<td>Able to Overcome Resistance</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>9)</td>
<td>Open-Minded</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>10)</td>
<td>Tolerant</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>11)</td>
<td>Attentive</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>12)</td>
<td>Accepting (Non-Judgmental)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>13)</td>
<td>Shows Respect for the Consultee</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>14)</td>
<td>Pleasant</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>15)</td>
<td>Tactful</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>16)</td>
<td>Warm</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>17)</td>
<td>An Active Listener</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>18)</td>
<td>An Efficient User of Time</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>19)</td>
<td>Give Clear, Understandable Directions</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>20)</td>
<td>Have a Clear Sense of Identity</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>21)</td>
<td>Emotionally Well-Adjusted/Stable</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>22)</td>
<td>Collaborative (Share Responsibility)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>23)</td>
<td>Encouraging</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>24)</td>
<td>Gives and Receives Feedback</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>25)</td>
<td>A Team Player</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>26</td>
<td>Document for Clear Communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>27</td>
<td>An Astute Observer/Perceptive</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>28</td>
<td>Effective at Establishing Rapport</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>29</td>
<td>Willing to Get Involved</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>30</td>
<td>Clarifies His/Her Role</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>31</td>
<td>Review Client Records</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>32</td>
<td>Specific</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>33</td>
<td>Active</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>34</td>
<td>Maintain an “I'm OK-You’re OK” Position</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>35</td>
<td>Flexible</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>36</td>
<td>A Good Facilitator</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>37</td>
<td>Approachable</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>38</td>
<td>Skilled in Conflict Resolution</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>39</td>
<td>Good at Problem-Solving</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>40</td>
<td>Have a Positive Attitude</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>41</td>
<td>Practice in an Ethical Manner</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>42</td>
<td>Maintain Confidentiality</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>43</td>
<td>Have Feelings and Behaviors that were Consistent</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>44</td>
<td>Self-Disclose</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>45</td>
<td>Anticipate Possible Consequences</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>46</td>
<td>Employ Appropriate Personal Distance</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>47</td>
<td>Take Risks/Willing to Experiment</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>48</td>
<td>Identify Clear Goals</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>49</td>
<td>Evaluate/Focus Ideas</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>50</td>
<td>Specify the Contract (Time, Effort, Cost)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>51</td>
<td>Aware of Relationship Issues</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>52</td>
<td>Pursues Issues/Follows Through</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
**Professional Work Characteristics**

Student ______________________________________________________

Supervisor _____________________________________________________

**Field Experience (circle one) M.S. Ed.S. Internship**

Date ______________________________________________________

Please rate the student on the following professional work characteristics using this scale:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Below average</td>
<td>Average</td>
<td>Above average</td>
<td>Outstanding</td>
</tr>
</tbody>
</table>

*(Specific examples of these behaviors can be provided in the Comments section.)*

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cooperative/collaborative</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>2. Warm and friendly</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>3. Listens to others</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>4. Facilitates discussions</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>5. Expands on the previous ideas of others</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>6. Provides constructive feedback to consultees</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>7. Uses effective communication skills</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>8. Appropriately assertive (not aggressive)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>9. Considers multiple perspectives</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>10. Open and non-judgmental</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>11. Aware of feelings of others</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>12. Displays a sincere interest in people</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>13. Sensitive to values of others</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>14. Social awareness of own behavior</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td></td>
<td>Ethical behavior</td>
</tr>
<tr>
<td>---</td>
<td>-----------------</td>
</tr>
<tr>
<td>16.</td>
<td>Respects human diversity</td>
</tr>
<tr>
<td>17.</td>
<td>Enthusiastic</td>
</tr>
<tr>
<td>18.</td>
<td>Dependable</td>
</tr>
<tr>
<td>19.</td>
<td>Prompt</td>
</tr>
<tr>
<td>20.</td>
<td>Takes initiative</td>
</tr>
<tr>
<td>21.</td>
<td>Productive</td>
</tr>
<tr>
<td>22.</td>
<td>Creative</td>
</tr>
<tr>
<td>23.</td>
<td>Flexible/adaptable</td>
</tr>
<tr>
<td>24.</td>
<td>Positive rapport with students</td>
</tr>
<tr>
<td>25.</td>
<td>Positive rapport with teachers</td>
</tr>
<tr>
<td>26.</td>
<td>Positive rapport with staff</td>
</tr>
<tr>
<td>27.</td>
<td>Positive rapport with administrators</td>
</tr>
<tr>
<td>28.</td>
<td>Positive rapport with parents</td>
</tr>
<tr>
<td>29.</td>
<td>Positive rapport with site supervisor</td>
</tr>
<tr>
<td>30.</td>
<td>Solicits feedback from supervisor</td>
</tr>
<tr>
<td>31.</td>
<td>Prepared for supervision meetings</td>
</tr>
</tbody>
</table>

**Comments:**
University of Nebraska Omaha
School Psychology Evaluation

Student: ________________________________ Year in Program: 1 2 3 4

Date of Evaluation: ________________

Please provide your feedback regarding the student’s level of performance, with respect to provision of psychological services. Your ratings should be based on actual observation and/or reports of performance received from instructors, school personnel, parents, and other individuals that are directly associated with the student’s educational and practicum experiences.

1. = Competence/performance considered to be in need of significant further training and/or to require additional growth, maturation, and change on the part of the student in order for him/her to be effective in the various skill areas; student should not be allowed to function independently.

2. = Competence/performance currently considered to be in need of further training but which, with further supervision and experience, is expected to develop satisfactorily; independent functioning not recommended and close supervision is required. (Expected at the end of the 1st year: Ready for clinical practicum.)

3. = Competence/performance at least at the minimal level necessary for functioning with moderate supervision required. (Expected at the end of the 2nd year: Ready for school-based practicum.)

4. = Competence/performance assessed to be at a level when the student can function independently with periodic need for supervision. (Expected at the end of the 3rd year: Ready for internship.)

5. = Competence/performance assessed to be very developed, and student can function independently with little or no supervision required.

N/A This area of competency was NOT APPLICABLE. (An extensive number of items checked with N/A indicates that the student may not be receiving a full spectrum of experiences.)

Please include comments after each Domain.
## I. DATA-BASED DECISION MAKING AND ACCOUNTABILITY

**Domain Description:** School Psychologists have knowledge of varied models and methods of assessment that yield information useful in identifying strengths and needs, in understanding problems, and in measuring progress and outcomes. As part of a systematic and comprehensive process of effective decision making and problem solving that permeates all aspects of service delivery, school psychologists demonstrate skills to use psychological and educational assessment, data collection strategies, and technology resources and apply results to design, implement, and evaluate response to services and programs.

### a. Selects and applies appropriate assessment method:

<table>
<thead>
<tr>
<th>Description</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of appropriate assessment tools designed to answer the referral question</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Test administration, scoring, and interpretation (norm referenced, criterion referenced)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Behavioral assessment: interviewing, systematic direct observation, functional assessment/analysis, descriptive analysis</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Curriculum-based assessment, curriculum-based measurement, and curriculum-based evaluation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Ecological/environmental assessment (home/classroom/school, community)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Permanent product (e.g., work products, school records)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Integration of assessment results into written report</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### b. Understands and uses data in the problem solving process:

<table>
<thead>
<tr>
<th>Description</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to operationally define problems and analyze the reason for the problem</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Use of data to demonstrate student problems/needs</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Use of assessment data to guide intervention/instruction</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Ability to graph data</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Use of data to demonstrate outcomes</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Ability to evaluate the effectiveness of a treatment (e.g., effect size, percent of nonoverlapping data)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### c. Understands and uses assessment in an accountability context:

<table>
<thead>
<tr>
<th>Description</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of assessment to identify systems level needs (e.g., classwide intervention, improved parent-school communication, more effective problem solving team functioning, less reliance on testing)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Use of assessment information to make decisions regarding student needs (e.g., Tier 2 level supports, special education eligibility, talented and gifted program eligibility)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Use of assessment to identify outcomes of systems level practices, activities, and projects</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Comments:**
**II. CONSULTATION AND COLLABORATION**

**Domain Description:** School Psychologists have knowledge of varied methods of consultation, collaboration, and communication applicable to individuals, families, groups, and systems and used to promote effective implementation of services. As part of a systematic and comprehensive process of effective decision making and problem solving that permeates all aspects of service delivery, school psychologists demonstrate skills to consult, collaborate, and communicate effectively with others.

**a. Displays appropriate interpersonal communication skills**

<table>
<thead>
<tr>
<th>Skill Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listens attentively to others</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Displays appropriate empathy, genuineness, and positive regard</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Paraphrases, summarizes, and questions appropriately</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Participates in group discussions</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Displays appropriate communication with educational personnel and parents</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Develops rapport with students as appropriate.</td>
<td>1 2 3 4 5 N/A</td>
</tr>
</tbody>
</table>

**b. Conveys information accurately and effectively**

<table>
<thead>
<tr>
<th>Skill Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writes clearly, coherently, and effectively</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Speaks clearly, coherently, and effectively</td>
<td>1 2 3 4 5 N/A</td>
</tr>
</tbody>
</table>

**c. Works collaboratively with others**

<table>
<thead>
<tr>
<th>Skill Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicits and considers the viewpoints of others</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Establishes trust in relationships; is reliable</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Promotes collaboration through modeling and facilitative skills</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Handles disagreements appropriately</td>
<td>1 2 3 4 5 N/A</td>
</tr>
</tbody>
</table>

**d. Displays knowledge and skill in consultative problem solving**

<table>
<thead>
<tr>
<th>Skill Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Models support for problem solving initiatives at the individual level</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Models support for problem solving initiatives at the small group and/or classroom level</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Models support for problem solving initiatives at the whole school/systems level</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Applies a complete and systematic problem solving process that includes:</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>-identification and clarification of the problem situation</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Task</td>
<td>Rating</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>- analysis of factors related to the problem</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>- implementation and monitoring of interventions</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>- evaluation of outcomes and follow-up</td>
<td>1 2 3 4 5 N/A</td>
</tr>
</tbody>
</table>

**Comments:**
III. INTERVENTIONS AND INSTRUCTIONAL SUPPORT TO DEVELOP ACADEMIC SKILLS

Domain Description: School psychologists have knowledge of biological, cultural, and social influences on academic skills; human learning, cognitive, and developmental processes; and evidence-based curriculum and instructional strategies. School psychologists, in collaboration with others, demonstrate skills to use assessment and data collection methods and to implement and evaluate services that support cognitive and academic skills.

a. Interprets, recommends, and supports accountability standards and procedures

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is familiar with federal, state, and local accountability standards and procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommends and assists with appropriate procedures for demonstrating attainment of standards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Knows when and how to use empirically validated academic intervention strategies

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knows empirically validated components of effective academic interventions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses school wide academic assessment data to plan targeted interventions for students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotes the use of instructional and intervention strategies for diverse learners.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. Suggests and is able to apply appropriate cognitive/academic intervention monitoring methods

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understands intervention acceptability as a factor influencing use of interventions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishes reasonable goals based on appropriate expectations or standards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supports intervention integrity through development of appropriate monitoring techniques</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assists in designing and implementing data collection procedures that are appropriate to the nature of the intervention, its goals, and relevant child and environmental factors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
IV. INTERVENTIONS AND MENTAL HEALTH SERVICES TO DEVELOP SOCIAL AND LIFE SKILLS

Domain Description: School psychologists have knowledge of biological, cultural, developmental, and social influences on behavior and mental health; behavioral and emotional impacts on learning and life skills; and evidence-based strategies to promote social–emotional functioning and mental health. School psychologists, in collaboration with others, demonstrate skills to use assessment and data-collection methods and to implement and evaluate services that support socialization, learning, and mental health.

a. Knows when and how to use empirically validated behavioral intervention strategies

<table>
<thead>
<tr>
<th>Uses data to select appropriate behavioral interventions for students</th>
<th>1  2  3  4  5  N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is able to identify sources for empirically supported interventions</td>
<td>1  2  3  4  5  N/A</td>
</tr>
</tbody>
</table>

b. Knows when and how to use short-term counseling approach

<table>
<thead>
<tr>
<th>Develops and implements appropriate counseling plans that are empirically validated</th>
<th>1  2  3  4  5  N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses data to monitor the effectiveness of counseling services</td>
<td>1  2  3  4  5  N/A</td>
</tr>
</tbody>
</table>

c. Knows when and how to use small group skill-development training

<table>
<thead>
<tr>
<th>Develops and implements appropriate small group interventions that are empirically validated</th>
<th>1  2  3  4  5  N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses data to monitor the effectiveness of the skill-development program</td>
<td>1  2  3  4  5  N/A</td>
</tr>
</tbody>
</table>

c. Suggests and is able to apply appropriate intervention monitoring methods

| Understands intervention acceptability as a factor influencing use of interventions     | 1  2  3  4  5  N/A |
| Establishes reasonable goals based on appropriate expectations or standards             | 1  2  3  4  5  N/A |
| Supports intervention integrity through development of appropriate monitoring techniques | 1  2  3  4  5  N/A |
| Assists in designing and implementing data collection procedures that are appropriate to the nature of the intervention, its goals, and relevant child and environmental factors | 1  2  3  4  5  N/A |

Comments:
## V. SCHOOL WIDE PRACTICES TO PROMOTE LEARNING

**Domain Description:** School psychologists have knowledge of school and systems structure, organization, and theory; general and special education; technology resources; and evidence-based school practices that promote learning and mental and behavioral health. School psychologists, in collaboration with others, demonstrate skills to develop and implement practices and strategies to create and maintain effective and supportive learning environments for children and others.

### a. Knows the components of effective problem solving team structure and operation

- **Is familiar with the components of effective problem solving team structure and operation**
  - 1 2 3 4 5 N/A

- **Demonstrates effective “process” skills in team activities (inviting, redirecting, conflict management, summarizing, eliciting agreements, role assignments)**
  - 1 2 3 4 5 N/A

### b. Is able to conceptualize change-related phenomena (resistance, crisis, etc.) in “systems” terms, and to recommend/implement corresponding and effective strategic responses

- **Maintains professional objectivity**
  - 1 2 3 4 5 N/A

- **Suggests/implements strategies to respond to change-related system phenomena**
  - 1 2 3 4 5 N/A

### c. Conducts training activities for professional staff and parents/caregivers

- **Assesses potential training needs**
  - 1 2 3 4 5 N/A

- **Develops a training plan**
  - 1 2 3 4 5 N/A

- **Conducts/assists with training(s) using best practices in professional development**
  - 1 2 3 4 5 N/A

- **Evaluates training impact/outcomes**
  - 1 2 3 4 5 N/A

### d. Facilitates the development of attitudes and practices that foster a positive school climate

- **Demonstrates knowledge of effective disciplinary polices and practices**
  - 1 2 3 4 5 N/A

- **Participates in activities and programs to foster a positive school climate**
  - 1 2 3 4 5 N/A

### e. Demonstrates knowledge and skill of a multi-tiered system of support (MTSS) service delivery model

- **Uses knowledge of universal screening programs to identify students in need of instructional and behavioral support services.**
  - 1 2 3 4 5 N/A

- **Evaluates effectiveness of core instruction for academics and behavior**
  - 1 2 3 4 5 N/A

- **Monitors student progress when given evidence-based instruction and intervention and uses decision rules to determine when instructional changes are necessary**
  - 1 2 3 4 5 N/A

- **Monitors and reports fidelity of intervention delivery.**
  - 1 2 3 4 5 N/A

### Comments:
VI. PREVENTION AND RESPONSIVE SERVICES

**Domain Description:** School psychologists have knowledge of principles and research related to resilience and risk factors in learning and mental health, services in schools and communities to support multitiered prevention, and evidence-based strategies for effective crisis response. School psychologists, in collaboration with others, demonstrate skills to promote services that enhance learning, mental and behavioral health, safety, and physical well-being through protective and adaptive factors and to implement effective crisis preparation, response, and recovery.

- Uses knowledge of risk and protective factors to address problems such as school completion, truancy, bullying, youth suicide, and school violence.
- Provides or contributes to prevention and intervention programs that promote learning, mental health and physical well being of students.
- Knows and is able to apply principles for responding to crises (e.g., suicide, death, natural disaster, violence, sexual harassment).
- Participates in and evaluates programs that promote safe and violence-free schools and communities.

<table>
<thead>
<tr>
<th>Activity</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses knowledge of risk and protective factors to address problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>such as school completion, truancy, bullying, youth suicide, and school</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>violence.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides or contributes to prevention and intervention programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>that promote learning, mental health and physical well being of students.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knows and is able to apply principles for responding to crises</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e.g., suicide, death, natural disaster, violence, sexual harassment).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participates in and evaluates programs that promote safe and violence-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>free schools and communities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**
**VII. HOME/SCHOOL/COMMUNITY COLLABORATION**

**Domain Description:** School psychologists have knowledge of principles and research related to family systems, strengths, needs, and culture; evidence-based strategies to support family influences on children’s learning, socialization, and mental health; and methods to develop collaboration between families and schools. School psychologists, in collaboration with others, demonstrate skills to design, implement, and evaluate services that respond to culture and context and facilitate family and school partnership/interactions with community agencies for enhancement of academic and social–behavioral outcomes for children.

<table>
<thead>
<tr>
<th>Maintain visibility and accessibility in the school.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knows how family characteristics and practices affect patterns of attitudes, feelings and behavior.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Promotes home-school collaboration through effective communication with parents/caregivers.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Works to inform parents of their rights, explain eligibility criteria, and invite parent participation throughout the special education evaluation process</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>Collaborates with community-based agencies, resources and other professionals.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Comments:**
VIII. DIVERSITY IN DEVELOPMENT AND LEARNING

**Domain Description:** School psychologists have knowledge of individual differences, abilities, disabilities, and other diverse characteristics; principles and research related to diversity factors for children, families, and schools, including factors related to culture, context, and individual and role differences; and evidence-based strategies to enhance services and address potential influences related to diversity. School psychologists provide professional services that promote effective functioning for individuals, families, and schools with diverse characteristics, cultures, and backgrounds across multiple contexts. Understanding and respect for diversity in development and learning, and advocacy for social justice, are foundations for all aspects of service delivery.

<table>
<thead>
<tr>
<th>Understands potential influence of biological, social, cultural, ethnic, experiential, socioeconomic, gender-related and linguistic factors in development and learning.</th>
<th>1 2 3 4 5 N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possesses an adequate knowledge base regarding age, race, ethnicity, gender, disability, sexual orientation, and culture-related issues</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Is able to identify needs and appropriate modifications related to student diversity.</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Demonstrates sensitivity in working with individuals of diverse characteristics</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Demonstrates skill in working with individuals of diverse characteristics</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Understands influence of own culture, value, and belief systems</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Recognizes limits of own cultural knowledge, awareness and skills</td>
<td>1 2 3 4 5 N/A</td>
</tr>
<tr>
<td>Promotes fairness and social justice in school policies and programs</td>
<td>1 2 3 4 5 N/A</td>
</tr>
</tbody>
</table>

**Comments:**
IX. RESEARCH AND PROGRAM EVALUATION

**Domain Description:** School psychologists have knowledge of research design, statistics, measurement, varied data collection and analysis techniques, and program evaluation methods sufficient for understanding research and interpreting data in applied settings. School psychologists demonstrate skills to evaluate and apply research as a foundation for service delivery and, in collaboration with others, use various techniques and technology resources for data collection, measurement, and analysis to support effective practices at the individual, group, and/or systems levels.

| Uses research findings as the foundation for effective service delivery | 1 2 3 4 5 N/A |
| Uses data to evaluate services at the individual, group, and systems level | 1 2 3 4 5 N/A |
| Assists teachers in collecting meaningful student data | 1 2 3 4 5 N/A |
| Applies knowledge of evidence-based interventions to evaluate the fidelity and effectiveness of school-based intervention plans | 1 2 3 4 5 N/A |

**Comments:**
X. LEGAL, ETHICAL, AND PROFESSIONAL PRACTICE

Domain Description: School psychologists have knowledge of the history and foundations of school psychology; multiple service models and methods; ethical, legal, and professional standards; and other factors related to professional identity and effective practice as school psychologists. School psychologists demonstrate skills to provide services consistent with ethical, legal, and professional standards; engage in responsive ethical and professional decision-making; collaborate with other professionals; and apply professional work characteristics needed for effective practice as school psychologists, including respect for human diversity and social justice, communication skills, effective interpersonal skills, responsibility, adaptability, initiative, dependability, and technology skills.

a. Knows and applies laws and regulations governing special education identification and placement activities.

| Demonstrates fluent knowledge regarding special education eligibility criteria, procedural safeguards, and parent and student rights | 1 2 3 4 5 N/A |
| Is familiar with requirements related to evaluation activities and IEP development | 1 2 3 4 5 N/A |

b. Knows and applies pertinent legal and ethical standards in professional activities

| Observes the codes of ethics of state and national professional associations | 1 2 3 4 5 N/A |
| Observes laws pertaining to the delivery of professional services (e.g., child abuse reporting, status offenses, confidentiality, informed consent) | 1 2 3 4 5 N/A |
| Observes laws, regulations, and ethical guidelines regarding student discipline (e.g., seclusion and restraint) | 1 2 3 4 5 N/A |

c. Participates in appropriate professional development activities

| Attends conferences, workshops, trainings, etc. | 1 2 3 4 5 N/A |
| Engages in continuous learning (readings, webinars, etc) | 1 2 3 4 5 N/A |
| Participates in and contributes to the school psychology student organization. | 1 2 3 4 5 N/A |

d. Displays appropriate attitudes and behavior related to professional and employment status

| Adheres to district policies and procedures | 1 2 3 4 5 N/A |
| Accepts and responds constructively to feedback and suggestions (e.g., acknowledges errors, works toward improvement) | 1 2 3 4 5 N/A |
| Respectfully cooperates with directives from supervisor, school administrators, etc. | 1 2 3 4 5 N/A |
| Shows respect for the expertise and contributions of other professionals | 1 2 3 4 5 N/A |
| Employs effective organizational strategies (calendar, caseload tracking and management, prioritizing, time management) | 1 2 3 4 5 N/A |
| Recognizes limitations and seeks advice and information as circumstances dictate | 1 2 3 4 5 N/A |
| Demonstrates knowledge of information sources and technology relevant to the practice of school psychology. | 1 | 2 | 3 | 4 | 5 | N/A |

**Comments:**
## XI. PROFESSIONAL WORK CHARACTERISTICS

**Domain Description:** Students develop good rapport with students, teachers, staff members, parents, and site supervisors. They engage in professional behaviors that enable them to develop positive relationships (e.g., enthusiasm, dependability, cooperation) and they are reflective practitioners who use feedback to improve performance. They participate in the program’s student organization and attend and contribute to local, state, and national conferences.

(5 is high/positive; 1 is low/negative)

**Rapport with:**

<table>
<thead>
<tr>
<th>Rapport with</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>No Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Administrators</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Staff</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Parents</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Site supervisor</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
</tbody>
</table>

**General performance characteristics**

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>No Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect for diversity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takes initiative</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Reflective</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Open and nonjudgmental</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Enthusiastic</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Dependable</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Prompt</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Productive</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Creative</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Adaptable/flexible</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Cooperative</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Collaborative</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Independent</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Motivated</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Ethical</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
<tr>
<td>Professional self-image</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>No Data</td>
</tr>
</tbody>
</table>

**Comments:**

**Overall Impressions:**
Background Check Procedures

All school psychology graduate students are required to complete a background check prior to any school-based experience or clinic-related practica (includes classroom observations, participation in assessment, school and clinic practica) associated with their graduate program. The purpose of this check is to evaluate the background of students with regard to their ability to complete school-based course and program requirements and be eligible for state certification and/or licensure.

The background check will be conducted:

- by a vendor selected by the university
- prior to the student’s participation in any public or private, PK-12, school-based experience (this may include activities participated in during the summer prior to enrollment)

Students will be responsible for:

- completing the online process required to initiate the background check
- completing the check with enough time to process results before any school-based experience (at least one month)
- printing/completing/signing/submitting necessary forms
- paying the fee (currently $38.36) directly to the vendor

As part of the process, students will be asked to access the vendor’s website where they will provide information regarding current/previous addresses (for the past 20 years), current/previous minors who have resided with them, social security number, birth date, previous names/aliases, driver’s license number, telephone number, and email address. These data will be stored in a secured server maintained by the vendor.

The vendor contracted to conduct the UNO Psychology Department background checks is One Source—The Background Check Company. Many Nebraska school districts and teacher preparation programs also use this vendor to conduct background checks on prospective employees and practicum students. In addition, the university uses this vendor to conduct background checks on its employees and new hires. If you are an employee of UNO or UNMC, you may still need to complete a separate background check for Human Resources. The Psychology Department does not share its database with Human Resources; the checks are for two different purposes and Human Resources has its own policies and procedures.

One Source will be conducting a background check that is similar to those used by most K-12 school districts, many non-profit organizations, and health care facilities. The background check includes:
• **Applicant Verification.** A search of the Social Security Administration (SSA) Database to confirm that the SSN is valid, when the SSN was issued, and if registered as a SSN reported as deceased.

• **County Criminal History (Statewide if Available).** The criminal history will cover all names and locations from the last 7 years. The County Criminal Records report includes a search of felony, misdemeanor and all non-traffic infraction court records in applicants’ counties of residence. If statewide is available, all counties within the state will be investigated. The report will include jurisdiction, case number, disposition and date, charges, amended charges, and how the record was verified.

• **Multi-Court Jurisdictional Database.** The Nationwide Alert is a Multi-Court Jurisdictional Database that includes:
  - Proprietary Offender Data
  - Department of Corrections
  - Administrative Office of the Courts-dated back 7 years
  - Department of Public Safety
  - Traffic Court

• **National Sex Offender Registry.** This search includes Sex Offender Registration Information from all 50 states, the District of Columbia, Puerto Rico, and Guam.

• **Federal Criminal Search.** One Source searches the government’s Public Access to Court Electronic Records (PACER) U.S. Party Case Index. This search is a national index for U.S. district and appellate court cases. One Source cross references these searches with a search of Federal Bureau of Prisons.

• **Global Watch.** This search involves accessing a variety of federal, state, and industry sanctions lists or Terrorist Watch Lists. These lists include:
  - OFAC Specially Designated nationals (SDN) & Blocked Persons
  - OFAC Sanctioned Countries, including major cities and ports
  - Non-Cooperative Countries and Territories
  - Department of State Trade Control (DTC) Debarred Parties
  - U.S. Bureau of Industry and Security Unverified Entities List, Denied Entities List, Denied Persons List
  - FBI Most Wanted Terrorists and Seeking Information, Top 10 Most Wanted
  - INTERPOL Most Wanted List
  - Bank of England, OSFI Canadian, United Nations Sanctions List
  - Politically Exposed Persons List
  - European Union Terrorism List
  - World Bank Ineligible Firms

• **State Health and Human Services Adult and/or Child Abuse Registry.** Searches the Department of Health and Human Services or designated state agency records for documented records/reports of abuse against children or adults.

• **OIG.** OIG-Office of Inspector General-Department of Health and Human Services, under a Congressional mandate, established a program to exclude individuals and entities affected by these various legal authorities, contained in sections 1128 and 1156 of the Social Security Act, and maintains a list of all currently excluded parties called the List of Excluded Individuals/Entities. This legislation is to prevent certain individuals and businesses from participating in federally-funded health care
programs. Basis for exclusion include convictions for program-related fraud and patient abuse, licensing board actions and default on Health Education Assistance Loans.

- **System for Award Management (SAM).** The System for Award Management (SAM) combines federal procurement systems and the Catalog of Federal Domestic Assistance into one system. SAM includes Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application and Excluded Parties List System (EPLS).

Once the database searches are completed, the vendor will forward each student’s background check report to the designated faculty member(s) in the Psychology Department (currently Brian McKeveit). To ensure the safety and confidentiality of all students, the reports will be maintained in a secure manner by the Psychology Department.

The Psychology Department (and graduate programs within) will NOT share specific background check results with parties outside the University of Nebraska system or Nebraska Department of Education (for certification purposes). However, because the contents of the background check are public record, Psychology Department faculty may report (to a school district, for example) that a student “passed” the background check, along with a disclosure of what was checked. Students may request a copy of their background check.

School Psychology faculty members will screen all background check reports. It is possible that during this process, the screening may reveal information that would make a student ineligible to complete school-based experiences or clinic practica, or obtain certification as a school psychologist. The School Psychology Program’s screening criteria are determined by the standards set by the Nebraska Department of Education in Rule #20 and #21 and are outlined below:

**School Psychology graduate students who have an offense which may preclude them from participating in school-based experiences, clinic practica, and/or receiving a Nebraska Teaching Certificate will be:**

- contacted immediately by a School Psychology faculty member
- asked to meet with staff members in the College of Education Student Services Office and/or the Psychology Department to discuss the background report
- allowed to review the report
- asked to provide documentation of the incident to keep on file with the College of Education Student Services Office and/or the Psychology Department

In most cases, sufficient documentation of court proceedings relevant to the issue will be required to allow a student to be eligible for school-based experiences and certification. Such documentation will be submitted with certification paperwork by the College of Education’s Certification Officer. If a student has a felony on his or her record, the student must work with the College of Education’s Certification Officer to determine the appropriate course of action for filing an appeal to be eligible for certification. If an appeal
is not possible, then the student will not be eligible for school-based experiences, practica, or certification and will be dismissed from the program.

At any time during their time in the program, students may be asked to complete an additional background check. Students should report ANY misdemeanor or felony charge that occurs while enrolled in any graduate program IMMEDIATELY to program faculty members, upon which time the steps described above will be followed.

**Procedures for Completing the Background Check**

To begin, please visit the website, [http://www.onesourcebackground.com/](http://www.onesourcebackground.com/).

**Instructions**

1. At the top of the page, click on the link that says “Tools” then select “Students.”

2. Click on the link for University of Nebraska-Omaha.

3. Click on the link that says “Psychology Department” then click on the red link for “Background Check │ Psychology Department.”

4. A new window will open for you to begin your check. Read the E-sign Act disclosure statement.

5. There are two parts to the background check, the Nebraska Abuse Registry search and the One Source search. You must complete both checks.

6. Click on the link to complete the Nebraska Abuse Registry search. This will open a new window for the State of Nebraska website to complete this portion of the background check. Please follow all instructions. Be sure you select both Child and Adult Abuse Registry checks if given the option. You will not need to make a separate payment for this portion of the background check. Once you have completed this portion, return to the open One Source page.

7. Please read all instructions for completing the online form for the One Source portion of the check. Follow the directions and complete the appropriate personal and payment information. *NOTE: Do not enter any information in the “Department/Position” field.*

8. When finished, click “Enter Order” at the bottom of the page.

9. You will then be instructed to read and e-sign a disclosure and authorization form. Please read this form and if you agree to the terms, click “I Agree” followed by “Enter Order.” Please note that selecting “I Agree” serves as your signature and you are agreeing to the release of information, payment terms, etc.

10. Once you have completed the online submission for both searches, you have completed the background check. If you have questions, please contact Dr. Brian McKevitt at
bmckevitt@unomaha.edu, 402-554-2498, or One Source at 402-933-9999 or 1-800-608-3645.
Praxis I-CORE Academic Skills for Educators
All UNO School Psychology students are required to take the Praxis I-CORE Academic Skills for Educators in the spring semester of the first year. This assessment measures basic proficiency in reading, writing, and mathematics and is required of all individuals seeking teacher certification in the state of Nebraska, which includes School Psychologists. Competency is demonstrated by the person’s ability to achieve a qualifying score on the assessment. Students must provide their scores to the Program Director and include them in their Master’s Portfolio.

Cost:
The Combined Test is cheaper than taking the three content area tests separately. The Praxis tests are administered by computer at a test center.

$150 for Combined test
   If you take the tests separately, they are $90 each

Continuous testing dates are available.

Website Link:
Ets.org/praxis/

Register
Go online to the Praxis website at http://www.ets.org/praxis to register. A computerized version of the Praxis I-CORE Academic Skills for Educators is available.

Select a Testing Center
When registering online for the Praxis, you will choose your testing center location. The following are Omaha Testing Centers that administer the Praxis:
- Testing Center at Kayser Hall, Room 522, 402-554-4800. (Code = 7577)
- Prometric Testing Center at 15606 Elm Street, Suite 104, 402-614-4343. (Located one block south of 156th & Center Street)

Costs/Payment
Payment is required at the time of registration. Costs vary depending on which version and sections of the test are taken. Contact the Testing Center or check with the ETS website for current costs. NO CASH payments can be accepted. Payment must be by check, money order, or credit card (Mastercard, Visa, or American Express).

Passing Scores
UNO’s minimum passing scores, on a scale of 100-200, are:
- READING 156 (31 out of possible 50 raw score)
- MATH 150 (29 out of possible 50 raw score)
- WRITING 162 (44 out of possible 70 raw score)
If a student has passed one or more sections by August 1, the current standards will apply for other section(s).

**Designating Recipients for your Score Reports**
When registering for the Praxis, designate your scores be sent to the University of Nebraska at Omaha (RA 6420) AND the Nebraska Department of Education (R 7643). Please include an accurate social security number this is what NDE uses to track individual scores.

**Timeline**
Allow 4-6 weeks for the test results to be returned.

**Viewing Your Scores**
- You will need to access the scores online at: [http://www.ets.org/praxis/scores/get/](http://www.ets.org/praxis/scores/get/) (scroll down to "online" and create a "My Praxis Account").
- Online scores are downloadable for only 45 days; after that time a $40 fee is charged per score report request.
- Print off and keep a personal copy of your scores as ETS only retains scores for nine (9) years.

**Notes:**
- Photo ID is required on the day of the test. See the Praxis website for acceptable photo IDs.

**Test Preparation Information**
Resources are available to assist you in preparing for the test.
- Study guides by Arco, Barron’s, Cliff Notes, and REA (Research and Education Association)
- The UNO Library has Praxis I, sample tests. Information is available at [http://libguides.unomaha.edu/education/praxis](http://libguides.unomaha.edu/education/praxis)
- On-line courses are available for each section of the test through Metropolitan Community College. (EDUC 0090, 0091 and 0092) Check the MCC Website for information.
- Test information and questions can be found on-line at: [http://www.studyguidezone.com/praxis.htm](http://www.studyguidezone.com/praxis.htm)
- ETS Store for Praxis (search for Praxis CORE)