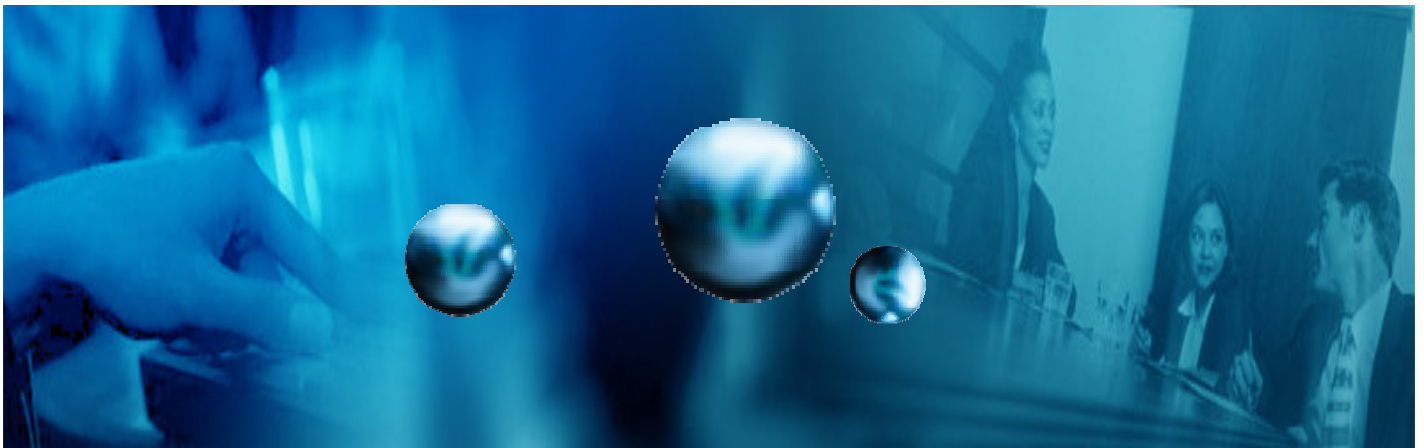


Preparing for Your School Psychology Internship



Alicia M. Scott, Ph.D.
Rhonda W. Said, Ed.S.

**2006 Florida Association of
School Psychologists Conference**



Presenters

- Alicia M. Scott, Ph.D., NCSP
Licensed School Psychologist
Private Practice in Gainesville
drscott@scottpsychology.com
- Rhonda Said, Ed.S., NCSP
Supervisor of School Psychology Services
Duval County Public Schools
saidr@educationcentral.org



Researching Positions

- Use internship listing sources (e.g., FASP web site, APPIC book, NASP Communiqué, APA Monitor, etc.) to locate possible internship sites.
- Internship Characteristics to Consider
 - What experiences do you want to have?
 - What type of supervision do you need?
 - What skills do you have to offer?
 - Is there a particular geographic area in which you would like to live and work?
- Initial Inquiries by Phone
 - Intern responsibilities / typical activities
 - Salary
 - Availability of appropriate supervision



Letters of Recommendation

- Choose your letter writers carefully.
 - Obtain letters from individuals who can specifically talk about your abilities. Examples include your graduate program advisor, your teaching/research assistantship supervisor, a professor with whom you've taken several classes or with whom you've worked closely on a project. Make sure you choose people who will say positive things about you.
- Allow plenty of time for the writer to prepare your letter.
 - Give each letter writer at least two weeks (more may be preferable) to write your letter. Make sure they know when the letter is due, and whether it is to be mailed directly to someone at the school district or given to you to include in your application packet. Ask your letter writers as soon as possible. Many people will also be asking these individuals to write letters; asking early helps ensure that the writer will be thorough and not rush through the letter.
- Provide the writer with sufficient information about the internship for which you are applying. Give the writer:
 - A list of the individuals (including their contact information) to whom the letters should be addressed
 - General information about the position for which you are applying
 - A correctly addressed and stamped envelope if you are asking the writer to mail the letter
 - Note: if you are using a recommendation form, fill in the appropriate blanks in advance
- Provide the writer with sufficient information about yourself.
 - The writer will need a copy of your resume/vitae, samples of your work, and a list of things you would like the writer to address (such as awards and honors, specific attributes and skills, courses in which you excelled, and why you are interested in that particular district).
- Send thank you notes to the writers.
 - Send a thank you note or letter immediately after the person has sent or given you the letter. Express your appreciation for their time and support. After you have accepted an internship, be sure to let them know. A second note to let the writer know of your success and to thank him/her again is appropriate. These courtesies will be remembered by the writer, especially if you need to ask them for other letters of recommendation in the future.



Cover Letter Guidelines

- Every resume you send should be accompanied by a cover letter. While your resume may not change much for the audience, the cover letter will. It should be specifically tailored to meet the individual requirements of the job for which you are applying. Like the resume, your cover letter should be immaculate and free from spelling and grammatical errors. It should be printed on the same paper as your result and limited to one page.

- Basic Layout

Date

Name

Title

District/Organization

Address

City, State Zip

Dear Dr./Mr./Mrs./Ms. Name:

Paragraph 1: Indicate that you are aware of an open position. State the reasons why you are applying for and interested in the position. If you have spoken to the person on the phone, at a job fair, etc., thank them for taking the time to talk to you (specify how the contact was made).

Paragraph 2: Highlight your qualifications. Do not just list resume items. Expand on two or three significant accomplishments that appear to mesh with the requirements of the position for which you are applying.

Paragraph 3: Direct the reader to your enclosed resume. Express your desire to obtain an interview. Provide your phone number (and e-mail address if you like). State that you will contact the person soon to verify the receipt of your materials.

Sincerely,

(signature)

Your Name

Contact Information (if not listed in the header)



Resume / Vitae Writing

- **Use appropriate materials:**
 - Use resume/bond quality 8½" x 11" paper
 - Use a professional color with matching envelopes (e.g., white, cream, gray, etc.)
 - Use laser quality printing
 - Use same paper for cover letter, reference list, etc.
- **Be aware of the following:**
 - Proofread to ensure flawless spelling/grammar
 - Be concise – it's ok to use sentence fragments
 - Use action verbs
 - Use abbreviations sparingly
 - Do not use personal pronouns (e.g., "I," "me," etc.)
 - Minimize underlining and bolding in the text
 - Make sure your format is the same throughout (e.g., font size, spaces, etc.)
- **Limit yourself to what is essential in knowing your qualifications. Include the important details so that the employer wants to interview you, but don't include everything – leave some information for the interview. Limit yourself to a one page resume; a vitae will be several pages.**
- **Be honest, but don't sell yourself short. Stress your strengths.**
- **Attach a reference list with the same heading as your resume. Under the references area on the resume, write "available upon request." You should have at least three people, but no more than five or six. Your references should be people who know you well, are familiar with your skills and/or experience, are good communicators, and will advocate your candidacy. Verify with each person on your list that he/she is willing to serve as a reference.**



Basic Resume / Vitae Format

- Name
- Contact information
- Objective (if you believe this is necessary for your audience)
- Education (list only those institutions that granted you a degree)
- Certification/licensure
- Experience (use correct verb tense; specify your title, institution/organization name, location, and dates served)
- Related experience/other professional experience (if necessary)
- Research experience
- Publications and presentations
- Honors/awards
- Campus and community activities
- Professional organizations
- Special skills (e.g., foreign language, computer applications, etc.)
- Statement of availability
- References (attached as a separate list)



Action Verbs for Resumes / Vitae

- administered
- advised
- analyzed
- arranged
- assembled
- assessed
- assigned
- audited
- budgeted
- built
- chaired
- collected
- coordinated
- created
- critiqued
- decreased
- delegated
- designed
- developed
- devised
- diagnosed
- directed
- drafted
- edited
- evaluated
- examined
- executed
- formulated
- guided
- hired
- implemented
- improved
- increased
- instructed
- interpreted
- intervened
- lectured
- led
- managed
- mediated
- moderated
- motivated
- negotiated
- operated
- organized
- oversaw
- planned
- produced
- programmed
- promoted
- publicized
- recommended
- recruited
- represented
- researched
- reviewed
- revised
- scheduled
- selected
- supervised
- taught
- trained
- updated
- wrote



Sample Resume / Vitae Headings

- Education
- Academic Preparation
- Professional Studies
- Thesis
- Dissertation
- Research
- Professional Highlights
- Professional Experience
- Teaching Experience
- Counseling Experience
- Consulting Experience
- Related Experience
- Academic Service
- Professional Service
- Professional Activities
- Scholarly Presentations
- Conference Presentations
- Workshop Presentations
- Programs and Workshops
- Conference Participation
- Conference Leadership
- Memberships
- Affiliations
- Professional Organizations
- Professional Certification
- Certificates
- Licensure
- Scholarships
- Fellowships
- Academic Awards
- Internships
- Teaching/Research Assistantships
- Graduate Fieldwork
- Graduate Practica
- Publications
- Scholarly Publications
- Honors
- Awards
- Activities
- International Study
- Travel Abroad
- Language Competency
- Computer Skills
- Skills
- References



Portfolios

- Used to give a potential employer background information about your experience and a sample of your work.
- Items you may wish to include in your portfolio:
 - Resume / vitae
 - Reference list
 - Transcript (optional – may be required with the application)
 - Sample evaluation reports
 - Case report or overview of intervention experience
 - List of tests administered (if not included in your vitae)
- Organize your portfolio materials in a 3-ring notebook or have it spiral bound. Be prepared to leave it with the potential employer.



Interviewing

- Arrive 10-15 minutes early
- Dress professionally
- The interview process begins the moment you walk in the door (be courteous to everyone you meet)
- Bring extra copies of your resume/vitae
- Reframe questions before responding to give yourself time to think
- Have at least one question for the interviewer(s)
- Make a list of the interviewers' names and include them in your thank you note



Interview Questions You May Be Asked

- Where do you see yourself in 5 (10) years? How can this internship point you in that direction?
- What are your strengths and weaknesses?
- What do you want to get out of this internship?
- Tell me about yourself.
- What do you like to do in your free time?
- Would you be interested in staying in the area after your internship?
- What is your theoretical orientation?
- Describe a case involving counseling or assessment in which you felt successful and one you feel did not go well. (Be prepared to talk about how you would have liked to approach the second case differently.)
- Name the WISC-IV subtests and describe what each one measures.
- Why did you choose school psychology as a career?
- How would you determine what intelligence test would be most appropriate for a particular child?
- How has your graduate program prepared you to be a good school psychologist?



Interview Questions You May Be Asked (cont.)

- Give two or three words to describe yourself.
- Describe your best boss and your worst boss.
- What motivates you to put forth your greatest effort?
- In what type of working environment are you most comfortable?
- Why are you interested in XXX County?
- What is your philosophy of education?
- With what type of student do you most (least) like to work?
- What do you know about our school district?
- What do you want to get out of your internship experience?
- How knowledgeable are you about IDEA and Section 504?
- You may be given information about a case and asked to respond to related questions, for example:
 - What test instruments might you use?
 - What else would you like to know before you assess the child?
 - How would you interpret these test results?
 - How would you explain to a parent that his/her child qualifies for a specific type of program (e.g., educable mentally handicapped)?



Interview Questions for You to Ask

- How many schools does a school psychologist typically serve?
- What is the ratio of school psychologists to students?
- How many evaluations/reevaluations are typical in a school year?
- What do your reevaluations typically involve?
- What services are school psychologists expected to perform?
- Is there flexibility in service delivery or is it primarily assessment?
- How do teachers/administrators perceive school psychologists?
- What is the relationship between psychological services and ESE?
- How often do you get new test instruments?
- Are there opportunities to attend inservices and conferences?
- What are your likes/dislikes about working in this district?
- What is your vision for the district/department in the next five years?
- Ask about your potential supervisor – talk to that person if possible. What is his/her philosophy? What kinds of experiences does he/she have planned for you? What is he/she excited about in the district? What frustrates him/her?
- If possible, talk privately to current interns about their experiences.



Timeline

- **October/November:**
 - Prepare resume/vitae
 - Ask people to serve as references and recommendation letter writers
 - Attend FASP internship fair and interviews
 - For those applying for internships through APPIC, comply with appropriate deadlines

- **December**
 - Call counties to inquire about position openings
 - Make initial inquiries about the position:
 - Intern responsibilities/typical activities
 - Salary
 - Availability of appropriate supervision
 - Secure letters of recommendation

- **January**
 - Submit cover letter, resume, and application by January 31st

- **February**
 - Attend interviews
 - Follow-up

- **March**
 - Select an internship



Tips for Staying Organized & Having a Successful Year

- Keep a notebook that includes:
 - Calendar
 - Phone numbers (e.g., schools, psychologists, etc.)
 - Case log
 - Time log
 - Mileage log
 - Eligibility criteria
- Keep extra record forms, district forms, and other materials you might need in your car
- Develop report frames/shells
- Keep copies of memos, notes, etc. given to teachers, counselors, and parents
- Attend inservices and conferences
- Invest in a luggage cart or small rolling suitcase to carry test kits
- Try to complete your work during work hours, so you have time for yourself and for school-related activities (e.g., thesis research).



Resource Materials



Online Resources

- Detailed Presentation Handout
-- www.scottpsychology.com/FASPO6.html
- NASP Career Center Resources for Students
-- www.naspcareercenter.org/students/index.html
- Association of Psychology Postdoctoral and Internship Centers (APPIC)
-- www.appic.org
- Surviving the Internship Process: Six Commonly Believed Myths Disputed
-- www.division42.org/StEC/articles/transition/internship_process.html

Letter of Inquiry Example

435 Elephant St.
Austin, TX 65210
March 30, 2000

Dr. William J. Clinton
2600 Pennsylvania Ave.
Washington, D.C. 12536

Dear Dr. Clinton,

I am writing you today to inquire about the availability of school psychologist positions in your district. As I am highly dedicated to the field of education and the practice of school psychology, I am hoping that you will add my name to your list of qualified applicants. I will receive my Master's degree from Kent State University in early May and will hold appropriate certification starting July 1, 2000.

My school psychology internship was instrumental in adding to my skills in the school psychology profession. I worked in an urban school setting that shared many of the needs and challenges faced by your district. While serving as an intern school psychologist, I completed over 55 multifaceted evaluations, aided in the development of over 25 Individualized Education Programs, and assisted in conducting over a dozen functional behavior assessments. In addition, I presented to parent and/or teacher focus groups on such topics as proficiency testing, psychotropic medications, ADHD, and autism. I also had the unique experience of co-authoring a book chapter with my supervisor on childhood depression.

I believe that my skills and experience match those that you might seek in a candidate for any open position. My preparation and education are detailed in my resume. I would welcome the opportunity to talk with you further about my qualifications, should any position become available. You can reach me at (330) 555-1212. I will contact your office in the next two weeks to verify that you have received these materials.

Thank you for your time and consideration.

Sincerely,

Mr. George W. Bush

Enclosure

Cover Letter Example

111 Slam Dunk Dr.
Detroit, MI 92180
March 30, 2000

Michael Jordan
Director of Human Resources
Chicago Public Schools
70 N Broadway
Chicago, IL 14077

Dear Mr. Jordan,

I have recently become aware of an opening in the Child Study Department in your school district. Please accept this letter and my enclosed resume as an application for the position of school psychologist. I will receive my Master's degree from Kent State University in early May and will hold appropriate certification starting July 1, 2000.

My school psychology internship was instrumental in qualifying me for this position. I worked in an urban school setting that shared many of the needs and challenges faced by your district. While serving as an intern school psychologist, I completed over 55 multifaceted evaluations, aided in the development of over 25 Individualized Education Programs, and assisted in conducting over a dozen functional behavior assessments. In addition, I presented to parent and/or teacher focus groups on such topics as proficiency testing, psychotropic medications, ADHD, and autism. I also had the unique experience of co-authoring a book chapter with my supervisor on childhood depression.

I believe that my skills and experience match those that you seek in a candidate for this position. My preparation and education are detailed in my resume. In speaking with my references, I am confident that you will find me to be organized, motivated, and an enthusiastic team-player. I would welcome the opportunity to talk with you further about my qualifications. You can reach me at (330) 555-1212. I will contact your office in the next two weeks to verify that you have received these materials.

Thank you for your time and consideration.

Sincerely,

Mr. Grant Hill

Enclosure

Jane Doe
222 First Street Anytown, FL 12345
(123) 456-7890 • jane@email.com

November 9, 2004

John Smith
Lead School Psychologist
Alligator County Public School System
11 Alligator Way
Swampville, FL 23456

Dear Dr. Smith:

Thank you for taking the time to meet with me during the internship fair at FASP. I enjoyed the opportunity to discuss possible internship opportunities with the Alligator County Public School System. I also appreciate that you sent me the application materials. Please find my completed application as well as copies of my resume, references, letters of recommendation, and university transcripts enclosed for your review.

I am interested in a position as a school psychology intern beginning in August 2005. At that time, I will have completed my graduate course work and will have started work on my thesis. I expect to graduate with my Ed.S. upon completion of my internship in May 2006. I have a strong background in all areas of school psychological services and am very interested in a variety of internship experiences. I look forward to the opportunity to become more experienced in assessment, counseling, consultation, and intervention development and implementation.

I am interested in working in Alligator County for many reasons, including the opportunity to work with students from diverse backgrounds. I have heard many good things about your school district and the school psychology department. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Jane Doe

Jane Doe
222 First Street Anytown, FL 12345
(123) 456-7890 • jane@email.com

March 17, 2004

John Smith
Lead School Psychologist
Alligator County Public School System
11 Alligator Way
Swampville, FL 23456

Dear Dr. Smith:

I wanted to thank you for the opportunity to interview for a position as a school psychology intern with the Alligator County Public School System. I really enjoyed learning more about the position and having a chance to discuss my experience and qualifications with you. Please share my thanks with Alberta Jones and Jeff Carter. You all made me feel very welcome and comfortable.

I am confident in my abilities and believe I could make a valuable contribution to your department. I am very interested in the position and hope to hear from you soon.

Thank you again for your consideration.

Sincerely,

Jane Doe

Sample Template for Creating a Vita

Date: Month, Year
(update semi-annually)

Vita Your Name

[School Address]
Department of Psychology
University
City, State, Zip
Office Phone: (with area code and extension)
E-mail address

[Home Address]
Apartment
Street Address
City, State, Zip
Home Phone: (with area code)

Education

B.A. or B.S., Major Field, Year Received or Expected, University, City, State
M.A. or M.S., Field, Year Received or Expected, University, City, State
Ph.D., Field, Year Received or Expected, University, City, State

Honors and Awards

This is the place to list academic honors, graduation prizes, fellowships, scholarships, writing prizes, and so forth. List each award, the granting institution, and the date awarded (Note: If all your awards are graduation honors, then omit this category and subsume the information under "Education").

Association Memberships

In this section, list all memberships in:

- Psychology associations such as APA and APS (click [here](#) for a listing of groups)
- APA divisions (e.g., Society for the Psychological Study of Social Issues)
- International groups (e.g., International Society of Political Psychology)
- Honors societies (e.g., Psi Chi, Phi Beta Kappa, Sigma Chi, Phi Kappa Phi)
- Science groups (e.g., American Association for the Advancement of Science)
- Other professional organizations that link you with an interest or area of specialization

Professional Experience

Beginning with your college years, list all work you have done that is relevant to the program or position you are applying to. Include research positions with project titles and supervisors, and, optionally, a brief description of the duties you performed. This is also a good place to list any consulting, manuscript reviewing, or editorial experience you have (or, if you have had extensive experience in one of these areas, you can form a separate category for "Research Experience," "Consulting Activities," "Ad Hoc Reviewing," or "Editorial Experience").

Research Interests (usually for graduate applicants and prospective professors)

Briefly summarize your research interests with 4-6 key descriptors ranging from the very general to the very specific. For example, "I have broad interests in social and political psychology, particularly the resolution of international conflict."

Specifically, I am interested in the role that decision heuristics and biases play in Arab-Israeli relations."

Current Research (usually for graduate students and prospective professors)

Describe your current research in one or two paragraphs. This will often be an overview of your thesis work. If you are working in more than one area, summarize each project in a separate paragraph. Conclude with a brief statement describing your future program of research for the next five years or so.

Teaching Experience (usually for teaching positions or prospective professors)

List any courses you have taught, co-taught, or assisted with as a TA. If you received strong teaching evaluations, consider attaching a separate sheet with a statistical summary and 5-10 examples of the most positive praise you have received. Also, faculty job candidates should list 4-6 courses that they are prepared to teach if hired (from the most general courses to advanced courses and specialized seminars). For example, a prospective assistant professor of social psychology might include the following statement:

I am prepared to teach the following courses:

- Introductory Psychology
- Social Psychology
- Introduction to Statistics
- Research Methods in Social Psychology
- Seminar on the Psychology of Prejudice and Discrimination

Professional Presentations

List the titles of talks given to professional audiences, the sponsoring organizations, the places, and the dates.

Publications and Papers

If you are a young professional, this is the heart of your vita -- so be big hearted! List references in APA format according to date (including unpublished manuscripts or papers in press). Be careful, though, not to list any papers you are unprepared to make available if requested.

References

List the names, titles, and addresses of 3-4 people whom you have already asked to serve as references for you.

*This is one of three resume templates
in Microsoft Word*

RICH ANDREWS

OBJECTIVE

[Click **here** and type objective]

EXPERIENCE

1990–1994 Arbor Shoe South Ridge, SC

National Sales Manager

- Increased sales from \$50 million to \$100 million.
- Doubled sales per representative from \$5 million to \$10 million.
- Suggested new products that increased earnings by 23%.

1985–1990 Ferguson and Bardwell South Ridge, SC

District Sales Manager

- Increased regional sales from \$25 million to \$350 million.
- Managed 250 sales representatives in 10 Western states.
- Implemented training course for new recruits — speeding profitability.

1980–1984 Duffy Vineyards South Ridge, SC

Senior Sales Representative

- Tripled division revenues for each sales associate.
- Expanded sales to include mass market accounts.
- Expanded sales team from 50 to 100 representatives.

EDUCATION

1971–1975 South Ridge State University South Ridge, SC

- B.A., Business Administration and Computer Science.
- Graduated *summa cum laude*.

INTERESTS

South Ridge Board of Directors, running, gardening, carpentry, computers.

TIPS

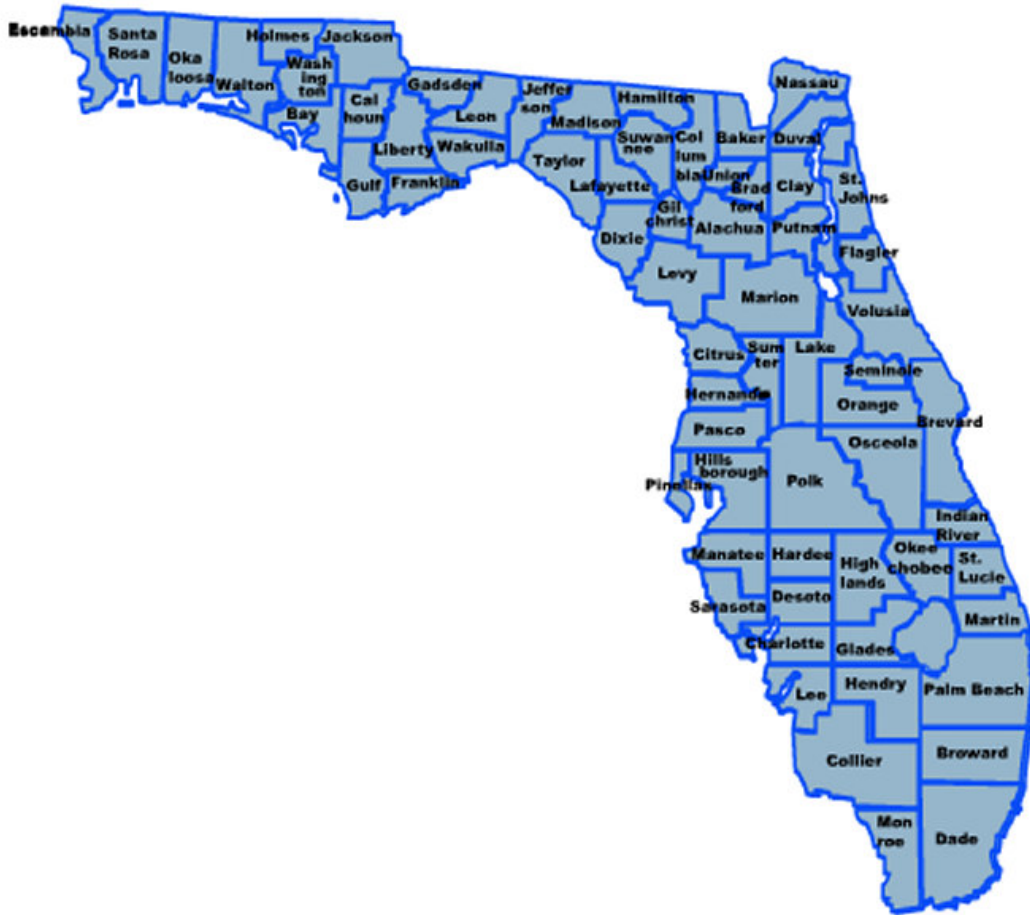
Select text you would like to replace, and type your information.

Weekly Intern Log (_____ to _____)

| Monday | |
|-------------------|--|
| | |
| Tuesday | |
| | |
| Wednesday | |
| | |
| Thursday | |
| | |
| Friday | |
| | |
| Saturday & Sunday | |
| | |

| | | |
|----------------------------------|----------------------------------|---------------------------------|
| A Psychological Assessment _____ | S Supervision _____ | D Internship Reading _____ |
| W Report Writing _____ | T Therapy _____ | G Staff Meeting _____ |
| F Case Conference _____ | P Presentation/Programming _____ | I Inservice/Training _____ |
| C Consultation _____ | R Research _____ | M Miscellaneous (Specify) _____ |
| TOTAL HOURS _____ | | |

FLORIDA SCHOOL DISTRICTS



- | | | | |
|-----------|--------------|------------|------------|
| Alachua | Flagler | Lake | Pinellas |
| Baker | Franklin | Lee | Polk |
| Bay | Gadsden | Leon | Putnam |
| Bradford | Gilchrist | Levy | Santa Rosa |
| Brevard | Glades | Liberty | Sarasota |
| Broward | Gulf | Madison | Seminole |
| Calhoun | Hamilton | Manatee | St. Johns |
| Charlotte | Hardee | Marion | St. Lucie |
| Citrus | Hendry | Martin | Sumter |
| Clay | Hernando | Monroe | Suwannee |
| Collier | Highlands | Nassau | Taylor |
| Columbia | Hillsborough | Okaloosa | Union |
| Dade | Holmes | Okeechobee | Volusia |
| DeSoto | Indian River | Orange | Wakulla |
| Dixie | Jackson | Osceola | Walton |
| Duval | Jefferson | Palm Beach | Washington |
| Escambia | Lafayette | Pasco | |

Florida School Psychology Internships 2005-2006

| County | District Contact | Staff Size | # of Intern Supervisors | Interns | Intern Salary per hr/ Total Salary | Days Worked per Year | Estimated Years of program's existence | Benefits - (Life, Medical, Retirement) | Initial Application Procedure | # of Practitioner positions available for 2005-06 | District Implementation of Problem-solving model / Comments |
|----------|---|------------|-------------------------|-----------------------------------|------------------------------------|------------------------------------|--|--|--|---|---|
| Alachua | Name: Jose Catusus 620 E. University Ave. Gainesville, FL 32601-5498 Phone: 352-955-7671 ext. 226 E-mail: catasujm@sbac.edu | 16 | 4 | 2 paid 2 unpaid | \$8000 stipend (\$800 month) | 196 (10 months) | 10 | Mileage Reimbursement | Contact directly for application packet | 0 | Implementation depends on the school |
| Baker | Name: Wanda Walker 290 Jonathan Street East Macclenny, FL 32063 Phone: 904-259-7825 Email: wwalker@baker.k12.fl.us Website: www.baker.k12.fl.us | 2 | 0 | Typically accept no more than 1 | \$6000 - 10,000 | Depends on internship requirements | 10 - 12 | No | Contact directly - resume required | 1 | In the process of incorporating it/ Allow interns to do more than just testing i.e. child study meetings |
| Bay | Name: Nancy G. Boyd 1311 Balboa Avenue Panama City, FL 32401 Phone: 850-872-4317 E-mail: boydng@bay.k12.fl.us Website: www.bay.k12.fl.us | 13 | N/A | would consider having 1-2 interns | N/A | N/A | N/A | N/A | Contact Dr. Richardson, district website | 2 | |
| Bradford | Name: Donna Eaves 582 North Temple Avenue Starke, FL 32091 Phone: 904-966-6004 | 2 | 1 | 0 | N/A | N/A | N/A | N/A | N/A | N/A | |
| Brevard | Name: Petrona Crawford 2700 Judge Fran Jamieson Way Viera, FL 32940-6699 Phone: 321-633-1000 ext. 556 Email: crawfordp@brevard.k12.fl.us | 27 | varies | 3 | \$7.40 / 10,440 total | 180 | 8 | No | Contact directly for application packet | 2 | Not implemented yet |
| Broward | Name: Dr. Mark Lyon Dept. of Psychological Services 600 SE 3 rd Avenue, 5 th Floor Ft. Lauderdale, FL 33301 Phone: 754-321-2460 Email: mlyon@browardschools.com Website: www.browardschools.com | 150 | 1 per intern | 12 - 15 | 17,500 total | 216 | 10 | No | Download program booklet from district webpage | 0 | 3-tiered support team structure based on principles of collaborative problem-solving |

Florida School Psychology Internships 2005-2006

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|-----------|--|---------------|-------------------------|---------------------------------------|------------------------------------|-----------------------|--|--|--|---|---|
| Calhoun | Name: Virginia Bietenholz 16651 SE River St. Blountstown, FL 32424 Phone: 850-674-8734 E-mail: bietenho_v01@firm.edu | 1 | 0 | 0 | N/A | N/A | N/A | N/A | Contact directly | N/A | |
| Charlotte | Name: Steve Jones 1445 Education Way Port Charlotte, FL 33948 Phone: 941-255-0808 ext. 3062 E-mail: Steven_Jones@ccps.k12.fl.us Website: www.ccps.k12.fl.us | 12 | 2 | 2 | 12,000 | 190, teacher contract | N/A | Mileage Reimbursement if attend workshops | Info on district website | 1 temporary | |
| Citrus | Name: Brett Holland Citrus County Schools 1007 W. Main Street Inverness, FL 34450 Phone: 352-726-1931 ext. 2349 E-mail: hollandb@citrus.k12.fl.us Website: www.citrus.k12.fl.us | 8 | 3 - 4 | 1 | \$7.95 / 12,500 total | 9 months | 15 | Health, Life Insurance, paid sick leave, personal leave, paid mileage (regular support staff employee) | Contact directly or online application for support staff | 1 | Working on implementation / A comprehensive program – problem solving, counseling, consultation, interventions |
| Clay | Name: Charles Jones 900 Walnut Street Green Cove Springs, FL 32043 Phone: 904-284-6500 ext. 2632 E-mail: cjones@mail.clay.k12.fl.us | 15 | 3 | varies according to need, typically 1 | 10,000 total | Teacher's schedule | 15 | No | Contact directly | 0 | Complete collaboration with school staff / A low density county |
| Collier | Name: Larry Ruble, Ed.S. 5775 Osceola Trail Naples, FL 34109 Phone: 239-377-0521 E-mail: rublela@collier.k12.fl.us | 23 FT 1 PT | 2 | 2 | unpaid | 196 | 10 | No | Contact directly | 0 | Implements child and adolescent support team |
| | | | | | | | | | | | |

Florida School Psychology Internships 2005-2006

| County | District Contact | Staff Size | # of Intern Supervisors | Interns | Intern Salary per hr/ Total Salary | Days Worked per Year | Estimated Years of program's existence | Benefits - (Life, Medical, Retirement) | Initial Application Procedure | # of Practitioner positions available for 2005-06 | District Implementation of Problem-solving model / Comments |
|----------|--|-------------------------|-------------------------|---------|------------------------------------|-----------------------------|--|--|--|---|---|
| Columbia | Name: Christine Bond 532 W. Duval St. Lake City, FL 32055 Phone: 386-755-8049 Email: bond_c01@firm.edu | N/A | 2 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| Dade | Name: Christy Pena 1500 Biscayne Blvd, Suite 407-T Miami, FL 33132 Phone: 305-995-1764 E-mail: cpena@dadeschools.net Website: www.dadeschools.net | 230 | 40 | 15 | 21,000 total | 180 | 10 | No | Info on district website | 8 - 12 | In the process |
| DeSoto | Name: Dr. Roosevelt Johnson 530 LaSolona Avenue Arcadia, FL 34266 Phone: 863-494-4222 ext. 130 Email: roosevelt.johnson@desoto.k12.fl.us | 1 FT, 3 contract out | N/A | 0 | N/A | N/A | N/A | N/A | N/A | N/A | No internship program |
| Dixie | Name: James Bray PO Box 890 Cross City, FL 32628 Phone: 352-498-6149 E-mail: jimbray@dixie.k12.fl.us | 1.5 | 1 | 1 - 2 | Negotiable | Teacher's schedule | N/A | Mileage Reimbursement | Contact directly | N/A | Use team approach / Ideal for those seeking a small district – 175 miles from Tampa |
| Duval | Name: Rhonda Said 1701 Prudential Drive, 4 th Floor Jacksonville, FL 32207 Phone: 904-390-2084 E-mail: saidr@educationcentral.org | 60 | 10 | 5 | unpaid | whole school year/ flexible | 20+ | Mileage Reimbursement | Contact directly by email. need transcript/ references/ report | 10 | In the process, implements intervention teams to various regions / Well-rounded very structured program, valuable feedback, variety of experiences |
| Escambia | Name: Malcolm Thomas JE Hall Center, 30 E. Texar Drive Pensacola, FL 32503 Phone: 850-469-5386 Email: mthomas@escambia.k12.fl.us | 14 | 0 | 0 | N/A | N/A | N/A | N/A | N/A | 0 | No internship program |
| | | | | | | | | | | | |

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|-----------|---|--------------------|-------------------------|--|------------------------------------|----------------------|--|--|---|---|---|
| Flagler | Name: Dr. Myra B. Middleton PO Box 755 Bunnell, FL 32110 Phone: 386-437-7526 E-mail: middletonm@flagler.k12.fl.us | 4 | N/A | would consider 1 intern on paraprofessional salary | N/A | N/A | N/A | N/A | Contact directly - email resume and letter of intent | 1 | Rapidly growing district |
| Franklin | Name: Brenda Wilson 155 Avenue E Apalachicola, FL 32320 Phone: 850-653-8831 ext. 105 Email: wilson_b4@firm.edu | 1 | N/A | interested in possibly 1 intern | N/A | N/A | N/A | N/A | N/A | 0 | |
| Gadsden | Name: Ms. Wilma Jackson 35 MLK Blvd. Quincy, FL 32351 Phone: 850-627-9651 ext. 240 E-mail: jackson_wo1@firm.edu | 4 | 4 | 3 | unpaid | 192 | 10 | Mileage Reimbursement | Contact directly | 1 | Implementation - yes |
| Gilchrist | Name: James A. Surrency 310 NW 11 th Ave. Trenton, FL 32693 Phone: 352-463-3200 Email: surrencyj@mygcsd.org | SPs contracted out | N/A | N/A | N/A | N/A | N/A | N/A | Contact secretary: Terry Andrews for openings | N/A | Willing to have interns if district can accommodate them (i.e. supervisors available) |
| Glades | Name: Kathy Mathis PO Box 459 Moore Haven, FL 33471 Phone: 863-946-0202 ext. 25 Email: mathis_k@firm.edu | 2 contracted out | 0 | 0 | N/A | N/A | N/A | N/A | N/A | 0 | At this time, no program because contract services out to LaBelle and Sarasota |
| Gulf | Name: Deborah Crosby 150 Middle School Rd. Port St. Joe, FL 32456 Phone: 850-229-6940 ext. 126 E-mail: dcrosby@gulf.k12.fl.us | 2 | N/A | 0 | N/A | N/A | N/A | N/A | N/A | N/A | No internship program |
| | | | | | | | | | | | Contract services out to FSU |

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|--------------|---|--------------------|-------------------------|--------------------------|------------------------------------|----------------------|--|--|--|---|--|
| Hamilton | Name: Regina Jordan 4280 SW County Road 152 Jasper, FL 32052 Phone: 386-792-6515 Email: jordan_r01@firm.edu | Contract out | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | and private |
| Hardee | Name: Dorothy Bell 200 South Florida Avenue Wauchula, FL 33873 Phone: 863-773-2600 E-mail: bell_d2@firm.edu | 2 FT, 2 contracted | 0 | would be interested in 1 | N/A | N/A | N/A | None | Contact directly - resume required | 0 | |
| Hendry | Name: Jeffrey S. Caulkins PO Box 1980 LaBelle, FL 33975 Phone: 863-983-1507 E-mail: caulkinsj@hendry.k12.fl.us | 6 contracted out | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 0 | No internship program |
| Hernando | Name: Constance Cordill, Ed.D. 919 N. Broad Street Brooksville, FL 34601 Phone: 352-797-7008 E-mail: cordill_c@hcsb.k12.fl.us | 10 | 1 | 1 | 14,000 total | 180 | 5 | Mileage, medical | Contact directly | 0 | Implement – yes / Low number of psychologists offers personalized opportunities |
| Highlands | Name: Dr. Rodney Hollinger 426 School St. Sebring, FL 33870 Phone: 863-471-5748 E-mail: hollinger@highlands.k12.fl.us Website: www.highland.k12.fl.us | 5 | N/A | N/A | N/A | N/A | N/A | N/A | Info on district website | N/A | No interns currently |
| Hillsborough | Name: Tracy Schatzberg 1202 E. Palm Avenue Tampa, FL 33605 Phone: 813-273-7095 FAX: 813-273-7341 E-mail: tracy.schatzberg@sdhc.k12.fl.us | 150 | varies | 9 | \$8.93 / 14,645-18,074.32 | 205 Ed.S. 253 Ph.D. | 20+ | Mileage Reimbursement | Contact directly - resume and letter of intent | 15 | In the process of incorporating it / Offer diverse experiences – counseling, intervention, assessment, Bilingual internships available |

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|--------------|---|----------------|-------------------------|--|------------------------------------|----------------------|--|--|--|---|--|
| Holmes | Name: Peggy Alderman 701 E. Pennsylvania Ave Bonifay, FL 32425 Phone: 850-547-6674 Email: alderman_p@firm.edu | 1 | N/A | interested in having 1 possible intern | N/A | N/A | N/A | N/A | Contact directly | N/A | |
| Indian River | Name: Dr. Jamie Robison 1990 25 th Street Vero Beach, FL 32960-3367 Phone: 772-564-4866 E-mail: james.robison@indan-river.k12.fl.us | 10 FT | 2 | 2 | \$7/hr (Ed.S) \$9/hr (Ph.D) | 200 | 10 | Mileage, 1 paid workshop, social security, in-service training | Contact directly | 2 | Yes, been implementing for last 7 years, problem-solving team at each school, extensive intern training / Emphasis on training and intern development |
| Jackson | Name: Shirl Williams 2903 Jefferson St. PO Box 5958 Marianna, FL 32447 Phone: 850-482-1200 ext. 216 E-mail: shirl.williams@jcsb.org | 2 | 1 | 0 | N/A | N/A | N/A | N/A | N/A | N/A | |
| Jefferson | Name: Dr. Kelvin Norton 1490 W. Washington Street Monticello, FL 32344 Phone: 850-342-0100 | 1 | 0 | 0 | N/A | N/A | N/A | N/A | N/A | N/A | |
| Lafayette | Name: Debra Land 363 NE Crawford Street Mayo, FL 32066 Phone: 386-294-4120 E-mail: dland@lafayette.k12.fl.us | 1 contract out | N/A | 0 | N/A | N/A | N/A | N/A | N/A | 0 | Services are contracted out, no internship program |
| Lake | Name: Janice Tobias Griffin Center 512 S. Palm Avenue Howey-In-The-Hills, FL 34737 Phone: 352-742-6920 E-mail: Tobiasj@Lake.k12.fl.us Website: www.lake.k12.fl.us | 16 | varies | 1 - 2 | \$10 hr / 12,000 total | 180 | 21 | Paid mileage | Contact directly, email resume -application online at district website | 2 | Working towards it |

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|---------|--|--------------|-------------------------|---------|------------------------------------|----------------------|--|--|-------------------------------|---|---|
| Lee | Name: Terry Andrews 2523 Market Street Ft. Myers, FL 33901 Phone: 239-337-8104 | 29 | 2-3 | 1 | 0 | 196 | N/A | No | N/A | N/A | * contact for updated info and specifics |
| Leon | Name: Jo Wenger Leon Co. Schools Student Services 1208 Paul Russell Rd Tallahassee, FL 32301 Phone: 850-488-2275 E-mail: wengerj@mail.leon.k12.fl.us | 15 | N/A | 0 | N/A | N/A | N/A | N/A | N/A | N/A | No Internship Program at this time due to budget cuts |
| Levy | Name: Rosalind Hall PO Box 129 Bronson, FL 32621 Phone: 352-486-5240 Fax: 352-486-5248 Email: hallr@levy.k12.fl.us | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 0 | No Internship Program because employ private contractors for psychological services |
| Liberty | Name: Dr. Sue Summers PO Box 429 Bristol, FL 32321 Phone: 850-643-2275 ext. 233 Email: summers_g@firm.edu | Contract out | N/A | 0 | N/A | N/A | N/A | N/A | N/A | 0 | Our arrangement is through a contract with FSU Multidisciplinary Center, so no internship program |
| Madison | Name: Ramona Guess 210 NE Duval Avenue Madison, FL 32340 Phone: 850-973-5022 Email: guessr@madison.k12.fl.us | Contract out | N/A | 0 | N/A | N/A | N/A | N/A | N/A | 0 | Contract out to FSU and private |

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|----------|---|------------|-------------------------|---------|------------------------------------|---------------------------------|--|--|--|---|---|
| Manatee | Name: Patricia Bernhart PO Box 9069 Bradenton, FL 34251 Phone: 941-708-8540 ext. 3022 E-mail: Bernharp@fc.manatee.k12.fl.us | 20 | 7 | 1 | 10,000 stipend | 206 | 4 | Mileage Reimbursement | Required: letter of intent, resume, 3 references, transcript | 3 | Implementation making progress with pilot schools / Emphasis on personal and professional growth not just work output |
| Marion | Name: Matthew Lane 1517 SE 30 th Ave Ocala, FL 34471 Phone: 352-671-6869 Email: matthew.lane@marion.k12.fl.us Website: www.marion.k12.fl.us | 15 | 1 - 2 | 1 - 2 | \$8,000 total | Depends on program requirements | 20 | No | Online application on district website | 0 | Been trained but not formally implemented |
| Martin | Name: Robb Drellich 500 E. Ocean Blvd. Stuart, FL 34994 Phone: 772-219-1200 ext. 30487 Email: Robbdrell@hotmail.com | 6 | 3 | 3 | 10,000 stipend | 180 | 18 | Mileage Reimbursement | Contact directly | 0 | Child study team training / Very personalized supervision with emphasis on "training not testing" |
| Monroe | Name: Lesley Messier 241 Trumbo Rd. Key West, FL 33040 Phone: 305-293-1400 ext. 377 Email: lesley.messier@keysschools.com | 7 | 1 | 1 | unpaid | 190 | N/A | No | Online application | 0 | |
| Nassau | Name: Diane B. Patchen 1201 Atlantic Ave Fernandina Beach, FL 32034 Phone: 904-491-9881 Email: diane.patchen@nassau.k12.fl.us | 5 | 0 | 0 | N/A | N/A | N/A | N/A | N/A | 0 | Lack of funds prevents ability to hire interns at this time |
| Okaloosa | Name: Mack Sanders 4700 Whitehurst Lane Crestview, FL 32536 Phone: 850-683-7540 Email: sandersm@mail.okaloosa.k12.fl.us | 10 | 1 | 1 | N/A | 10 or 12 month schedule | 25 | No | Contact director of ESE | 2 | Director of ESE : Debbie McGrady # 850-833-3100 |

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|------------|--|------------|-------------------------|---------|------------------------------------|--|--|---|---|---|--|
| Okeechobee | Name: Cathleen Blair 700 SW 2 nd Avenue Okeechobee, FL 34974 Phone: 863-462-5000 ext. 256 E-mail: blairc@okee.k12.fl.us | 4 | 3 | 1 | unpaid | 215 | N/A | No | Contact directly | 0 | In the process / Offer a wide variety of experiences |
| Orange | Name: Faye Henderson - Director c/o Gregory Echevarria 445 W. Amelia Street - 7 th Floor Orlando, FL 32801 Phone: 407-317-3409 E-mail: henderf@ocps.k12.fl.us | 53 | 5 | 5 | \$5.65 | 180 | N/A | No | N/A | Yes | * contact for updated info and specifics |
| Osceola | Name: Linda Callahan 817 Bill Beck Blvd Kissimmee, FL 34744 Phone: 407-870-4943 Email: callahal@osceola.k12.fl.us | 33 | 6 | 2 | \$7.77 hr | 180 | 15 | Mileage Reimbursement | Contact directly with letter of intent and resume | 1 | In the process |
| Palm Beach | Name: Bob Templeton 3378 Forest Hill Blvd., A203 West Palm Beach, FL 33406 Phone: 561-434-8972 E-mail: templet@mail.palmbeach.k12.fl.us | 72 | 8 | 7 | 14,500 total | Teacher's schedule | 11 | No | Contact directly with letter of intent and resume, school board application at later date | 0 | In the process |
| Pasco | Name: Amelia Van Name-Larson 7227 Land O'Lakes Blvd Land O'Lakes, FL 34639 Phone: 813-794-2363 E-mail: avanname@pasco.k12.fl.us Website: www.pasco.k12.fl.us | 38 | 4 | 4 | \$55 a day | 216 Ed.S / year- round for Ph.D | 20+ | No | Complete online application then contact directly | 0 | Implementation starting in pilot schools / Excellent staff participation |
| Pinellas | Name: Nancy Deane 301 4 th Street Largo, FL 34640 Phone: 727-588-6054 E-mail: deanen@pcsb.org | 85 | 6 | 4 – 6 | \$11- 13,000 total | 190 - 225 | 20+ | Social Security/ retirement system, mileage | Contact directly with resume, sample report, transcript | 1 | In the process / Able to participate in professional development activities, Intern has a school of their own along with the |

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|------------|---|------------|-------------------------|-----------|------------------------------------|----------------------|--|---|---|---|---|
| | | | | | | | | | | | supervisor's school |
| Polk | Name: Pam Stein 1907 South Floral Avenue Bartow, FL 33830 Phone: 863-534-0958 E-mail: pam.stein@polk-fl.net | 40 | One per intern | 4 | \$9,200 per year | 196 | 22 | Health, mileage, duty leave for conferences | Contact directly and online application | 0 | Yes- through (IAT) intervention assistance team & consultation / We support a comprehensive role for school psychologists. Interns get a variety of experiences with different age levels and populations. |
| Putnam | Name: Evelyn Langston 156 Horseman Club Road Palatka, FL 32177 Phone: 386-329-0528 E-mail: elangston@putnamschools.org | 8 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| St. Johns | Name: Christy Chancey 1 Christopher St. St. Augustine, FL 32084 Phone: 904-819-7123 Email: chancec@stjohns.k12.fl.us | 11 | N/A | 0 | N/A | N/A | N/A | N/A | N/A | N/A | Not planning on having any interns |
| St. Lucie | Name: Dr. Lurana C. Hillard 4204 Okeechobee Road Ft. Pierce, FL 34947 Phone: 772-429-4510 E-mail: hillardl@stlucie.k12.fl.us Website: www.ftlucie.k12.fl.us | 15 | 5 | 1 | 14,000 total | 10 months | 11 | Employee benefits, mileage, health | Online application on district website under instructional position | 1 | In the process / Comprehensive intern program, offer rotation of experiences, diverse linguistic community, Positive Behavior Support program, work with educational diagnosticians |
| Santa Rosa | Name: Mike Burluson 6751 Berryhill Street Milton, FL 32570 Phone: 850-983-5576 E-mail: burlusonm@mail.santarosa.k12.fl.us | 10 | 1 | Maximum 2 | \$6.15 hr | 186 | 20 | No | Contact directly with resume | 1 | In the process |

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|----------|---|------------|-------------------------|---------|------------------------------------|----------------------|--|---|---|---|---|
| Sarasota | Name: Tim Gissal 1960 Landings Blvd Sarasota, FL 34231 Phone: 941-927-9000 E-mail: Tim_Gissal@srjit.sarasota.k12.fl.us Website: www.sarasota.k12.fl.us | 23 | 5 | 2 | \$8 hr / 11,500 total | 196 | 15 | Mileage Reimbursement & Secretarial support | Contact directly with letter of intent & Online application | 3 | Fully implemented / Program offers a full spectrum of experiences |
| Seminole | Name: Regina DeCatrel 400 E. Lake Mary Blvd Sanford, FL 32773-7127 Phone: 407-320-0206 Email: regina_decatrel@scps.k12.fl.us Website: www.scps.k12.fl.us | 33 | 7 | 2 - 5 | paid internship | Teacher's schedule | 35+ | No | Initially contact directly | 1 | Implementation - yes |
| Sumter | Name: Sandra Bryan 2680 WC 476 Bldg 3 Bushnell, FL 33513 Phone: 352-793-2315 ext. 259 E-mail: Bryans@sumter.k12.fl.us | 2 | N/A | 0 | N/A | N/A | N/A | N/A | N/A | N/A | No internship program at this time |
| Suwannee | Name: Russell Mapp 702 2 nd St. NW Live Oak, FL 32060 Phone: 386-364-2631 rmapp@suwannee.k12.fl.us Website: www.suwannee.k12.fl.us | 2 | 1 | 1 | unpaid | Teacher's schedule | 1 | Mileage Reimbursement | Contact directly, view information online | 0 | |
| Taylor | Name: Shona Murphy 318-A North Clark Street Perry, FL 32347 Phone: 850-838-2536 E-mail: shona.murphy@taylor.k12.fl.us | N/A | N/A | 0 | N/A | N/A | N/A | N/A | N/A | N/A | District contracts out to FSU, so no internship program |
| | | | | | | | | | | | |

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|------------|---|----------------------------------|-------------------------|---------|------------------------------------|----------------------|--|---|---|---|--|
| Union | Name: Deborah S. Dukes 55 SW 6 th Street Lake Butler, FL 32054 Phone: 386-496-2045 ext. 231 Email: dukesd@union.k12.fl.us | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| Volusia | Name: Connie Sorice PO Box 2410 729 Loomis Avenue Daytona, FL 32115-2410 Phone: 386-255-6475 ext. 60200 E-mail: csorice@volusia.k12.fl.us | 30 | 6 | 2 – 3 | 11,000 total | 196 | 24 | Mileage, retirement, insurance-regular employee | Initially contact directly, then online application | 1 | In 20 schools- collaborative model / Proactive and charter district, involved in assessment, consultation, crisis response, problem-solving, professional development, Dibels testing |
| Wakulla | Name: Dr. Irene C. Savary 69 Aaron Road P.O. Box 100 Crawfordville, FL 32327 Phone: 850-926-0065 E-mail: savary1@wakulla.k12.fl.us | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | Wakulla contracts with FSU, who uses interns on a regular basis. We pay FSU a base amount - they supply the interns, from 2-8 each year, depending on who they need to put in the schools. |
| Walton | Name: Lynn Walters 145 Park Street, Bldg 4 DeFuniak Springs, FL 32435 Phone: 850-892-1101 ext. 1446 Email: waltersl@walton.k12.fl.us | 2 FT, 1 PT, 1 contract out | 1 | 0 | unpaid | Teacher schedule | 3 | No | Contact directly | 0 | Instructional support team model/ Accept 1 intern, but already have potential candidate for 2005-06 |
| Washington | Name: Jenny Strickland 652 Third Street Chipley, FL 32428 Phone: 850-638-6222 ext. 2226 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |

Florida School Psychology Internships 2005-2006

| Lab Schools | Intern University Affiliation | District Contact | Staff Size | Intern Supervisors | Interns | Intern Salary per hr/ Total Salary | Days Worked per Year | Estimated Years of program's existence | Benefits | Application Procedure | School Psych. Opening for 2005-06? | Comments |
|-------------------------------|-------------------------------|--|------------|--------------------|---------------------|------------------------------------|--|--|----------------------------------|-----------------------|------------------------------------|--|
| FSU Multi-Disciplinary Center | FSU, FAMU | Name: Anne Selvey Suite 104, WJB Florida State University Tallahassee, FL 32306 Phone: 850-644-2222 FAX: 850-644-6591 E-mail: aselvey@mailers.fsu.edu | 10 | 6 | 3 Ed.S., 3 Ph.D. | \$16,000 total | Ed.S. (10 months) Ph.D. (12 months) | 12 | Mileage, university holidays off | Contact directly | 3 | Implementation of prob-solving model: piloted in a few schools / Offering specialized training in Autism and ADHD |