

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.2 CERTIFICATED PERSONNEL**

**4. 202 INTERN PROGRAM**

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**SECTION 4.202.1 Procedure for Implementation of Intern Program – Psychologists**

**Purpose**

To provide procedures governing the Intern Program for psychologists.

**Regulations**

1. Interns will be interviewed by associate superintendent, Personnel, and/or director of Learning Support Services prior to starting their internship. Interview forms will be filed in the Personnel Office.
2. Interns will be assigned by the director of Learning Support Services to a psychologist who will supervise them for each site or area of responsibility.
3. Assessment materials and tape recorders will be checked out from the Special Education Office and will be the personal responsibility of the intern.
4. Materials will be checked in when not in use and prior to terminating the internship. Grades will not be issued until all materials are accounted for.
5. Prior to terminating the internship an exit interview with the supervising psychologist will be arranged to discuss the intern's progress and competencies. A copy of the interview report will be placed in the intern's folder.
6. The responsible psychologist will assist the intern with receiving credit for hours and for providing letters of recommendation as needed.