

## **FASP INTERNSHIP STANDARDIZATION PROCESS 2016**

For the last several years, the Florida Association of School Psychologists (FASP) has recommended guidelines to standardize the application, interview, and selection of school psychology interns in the state of Florida. The success of this process depends upon the cooperation of the districts which offer internship training programs as well as the faculty and students in school psychology training programs.

In an effort to ensure consistency and fairness in this process, as well as to encourage support of our graduate education programs, the Florida Association of School Psychologists (FASP) recommends the following guidelines:

1. We are well aware of the fiscal constraints that educators are facing within our state. In an effort to support graduate students during this capstone phase of their graduate education, we encourage you to do everything possible to offer paid internship positions.
2. If you lose funding for your internship program, please inform applicants as soon as possible to allow prospective interns to take financial variables into consideration during their decision-making.
3. When selecting interns for your program, please consider the value of supporting the graduate students and the training programs within the state of Florida.
4. In order to ensure fairness in this process, it is extremely important that all districts follow the guidelines below. If your district is not willing to abide by the Internship Standardization Process guidelines, please inform Dr. Mary Alice Myers at [mmyers@volusia.k12.fl.us](mailto:mmyers@volusia.k12.fl.us) and Dr. Linda Raffaele Mendez at [raffaele@usf.edu](mailto:raffaele@usf.edu) so that we can reflect this in our database.

**The following dates have been designated for the 2016 Internship process:**

### **January 2016**

Prospective interns submit applications and/or letters of interest to the districts no later than January 31<sup>st</sup>.

### **February 2016**

District representatives interview prospective interns no later than February 29<sup>th</sup>.

## **March 2016 Match Process**

### **Monday, March 7<sup>th</sup>, 2016 Call Day**

Supervisors of Psychological Services (or their designees) will offer positions to prospective interns via telephone **no earlier than 8:00 a.m.**, Eastern Standard Time, Monday, March 7<sup>th</sup>, 2016.

Students who have been offered an internship slot have until **3:30 p.m. on March 7<sup>th</sup>** to notify the district(s) of their decision to accept or to decline an offer. However, if a student has decided to accept an offer elsewhere (or otherwise decline the offer), he or she is encouraged to notify the district as early as possible so that the district can move forward with offering positions to others. If a student fails to notify the district of his or her decision by the designated 3:30 time, he or she will forfeit the offer. We encourage trainers to have students inform the districts as soon as possible if they decide to accept a position elsewhere so that the district has the opportunity to offer the slot to others.

### **Tuesday, March 8<sup>th</sup> and Wednesday, March 9<sup>th</sup>, 2016 Call Days II & III**

Supervisors of Psychological Services (or their designees) will repeat the process as specified above until all positions have been filled. On each day, **students will have until 3:30 p.m.** to accept or to decline the offer(s). Failure to notify the district making the offer by that time will constitute a forfeit of the offer.

### **Thursday, March 10<sup>th</sup>, 2016**

Districts that have not secured interns for all available internship slots by **Thursday March, 10<sup>th</sup>** may advertise those openings via the FASP Trainer's listserv by emailing this information to Dr. Linda Raffaele Mendez at [raffaele@usf.edu](mailto:raffaele@usf.edu). Students who have not yet accepted an internship will be encouraged to apply to those districts that have remaining openings.

We thank you very much for your participation in and adherence to this process!

Mary Alice Myers  
Administration & Supervision Chair

Linda Raffaele Mendez  
Training & Credentialing Chair

Lisa Perez  
FASP President