INSTRUCTION SHEET FOR INTERNSHIP FORMS

INTERNSHIP Logs

NOTE: Keep school and clinic hours on separate daily activities logs and separate monthly summary form.

1. Put the date and time(s) of the internship experience in the first two columns of the log sheet. You will have to put the hours (in no less than quarter hour increments) in for each subdomain.

2. To complete the third column (General Competency Domain), refer to the Summary Log’s headings under Competency Area and choose the most appropriate (e.g., Assessment Practices, Intervention, Problem Solving, etc.).

3. In the fourth column, put the initials, age, grade, gender, and ethnicity of the client.

4. To complete the fifth column (Reason or Goal of Activity), refer to the listings under each of the general competency areas on the Summary Log (e.g., Intellectual, Academic, etc., under Assessment Practices).

5. In the sixth column, describe the activity thoroughly, including, for example, the reason for the referral (Learning Problem, Behavior) or the goal of the counseling session, teacher conference or MDT.

6. In the seventh column, carry over the actual hours, in quarter hour increments, from the second column, that was spent on each portion of the activity.

NOTE: Carry the hours from the previous log form to the top right corner of the new log sheet; keep the cumulative hours column added, complete the total hours for this log sheet, and total the hours on the Activity Log.

SUMMARY Logs

On the Summary Log, enter the total hours (in quarter hours as necessary) in each category, and all the total hours for that period. Note the carried hours and the total cumulative hours. The number of hours on the Summary Log should equal the hours on the Activity Log.

NOTE: Obtain signatures and keep a copy for your portfolio.

EVALUATION FORMS – For Supervisors Only

The site supervisor will evaluate you on a quarterly basis.