



November 2017

Dear Intern Supervisor and District Personnel Administrator:

The Directors of University School Psychology Programs (DUSPP) would like to thank all internship sites and intern supervisors for their dedication to the training of future school psychologists. The purpose of this letter is to remind internship supervisors and district administrators of a policy regarding offering internship positions to applicants. This policy has been reviewed and updated by a committee including university educators and field supervisors. This policy is stated in the current internship manual and reads as follows: "The university training directors and governing board of ISPA has set a policy on accepting school psychology internships. Internship applicants cannot accept a district offer prior to March 15th for the following academic school year. Students may visit internship sites and interview prior to March 15th and can be offered positions, but cannot officially accept an internship offer prior to the March 15th date.

- This policy allows districts to offer a position to an intern at any time prior to the March 15th date. However, prospective interns may not respond until March 15th.
- Interns may reject an offer at any time if they decide they will not be able or willing to go to that district. Students are encouraged to notify districts as early as possible if they do not intend to accept an offer and to respond to all offers in a timely fashion.

This policy was implemented for a number of reasons, with the goal of ensuring the best match for both interns as well as intern sites. The search for interns and internships is one we know districts and students enter into with the best of intentions. This is an opportunity for interns to practice professional behavior throughout the interview process.

Our shared expectation is that students engage in this process in an honest, professional and ethical manner. We need your help to support our students through this process. While you may make your intentions to offer an internship clear to the applicant please respect the prospective intern's obligation to complete the internship search without added pressure to offer assurances that the internship will be accepted. We ask that prospective interns contact you as early as possible on the statewide acceptance date indicated above. We recognize there may be circumstances that contribute to your sites need for a timely decision making process. If you have any special considerations (e.g., budgetary timelines, personnel decisions) that require more immediate communication regarding acceptance please contact the prospective intern's director of their university school psychology program.

The policy has been adopted by the Directors of University School Psychology Programs (DUSPP) and was endorsed by the ISPA Governing Board during their summer 2006 meeting, and has been in place since that time.

If students or intern supervisors have any questions regarding the policy itself, or the application of the policy, please contact us at [jjewel@siue.edu](mailto:jjewel@siue.edu) or [dkoonce@govst.edu](mailto:dkoonce@govst.edu).

Sincerely,

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Dan Koonce, Ph.D.

Co-Chairs, Directors of University School Psychology Programs (DUSPP)

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