



Radford University
 School Psychology Training Program
 Weekly Internship Log

Intern _____ Site _____

Week of ____/____/____

Directions: Please use this log to accurately and completely document your activities during each week of your internship. Enter the amount of time spent in each activity daily based on proportion of an hour. For example, a 30 minute parent conference would be entered as .50. A 1 hour and 45 minute testing session would be recorded as 1.75. Supervision with field supervisor must equal at least 2 hours per full time week.

Area I. Professionalism	M	T	W	R	F	SUM
Supervision with field supervisor						
Supervision with university supervisor						
Professional development opportunities						
Manifestation Determination Meetings						
Eligibility Meetings						
I.E.P Meetings						
Faculty meetings						
PTA/PTO						
School Board						
Other						
SUBTOTAL						

Area II. Consultation	M	T	W	R	F	SUM
Consultation with teachers						
Consultation with guidance counselors						
Consultation with special ed teachers						
Consultation with related services staff						
Consultation with administrative staff						
Child Study or Pre-referral meetings						
Parent consultation						
Classroom Observations						
Providing Inservice Presentation						
Other						
SUBTOTAL						

Area III. Assessment	M	T	W	R	F	SUM
Child Interview						
Parent Interview						
Teacher Interview						
Interview with other school personnel						
Pre-assessment observation						
Review of records						
Diagnostic tutoring						
Test administration						
Test scoring and report writing						
SUBTOTAL						

Area IV. Intervention	M	T	W	R	F	SUM
Individual student counseling						
Group counseling						
Crisis intervention (include planning)						
Parent/counseling						
Parent group						
Parent interviews, conferences,						
Classroom Observations						
Providing Inservice Presentation						
SUBTOTAL						

TOTAL HOURS THIS WEEK:

Intern Signature

Date

Field Supervisor Signature

Date