

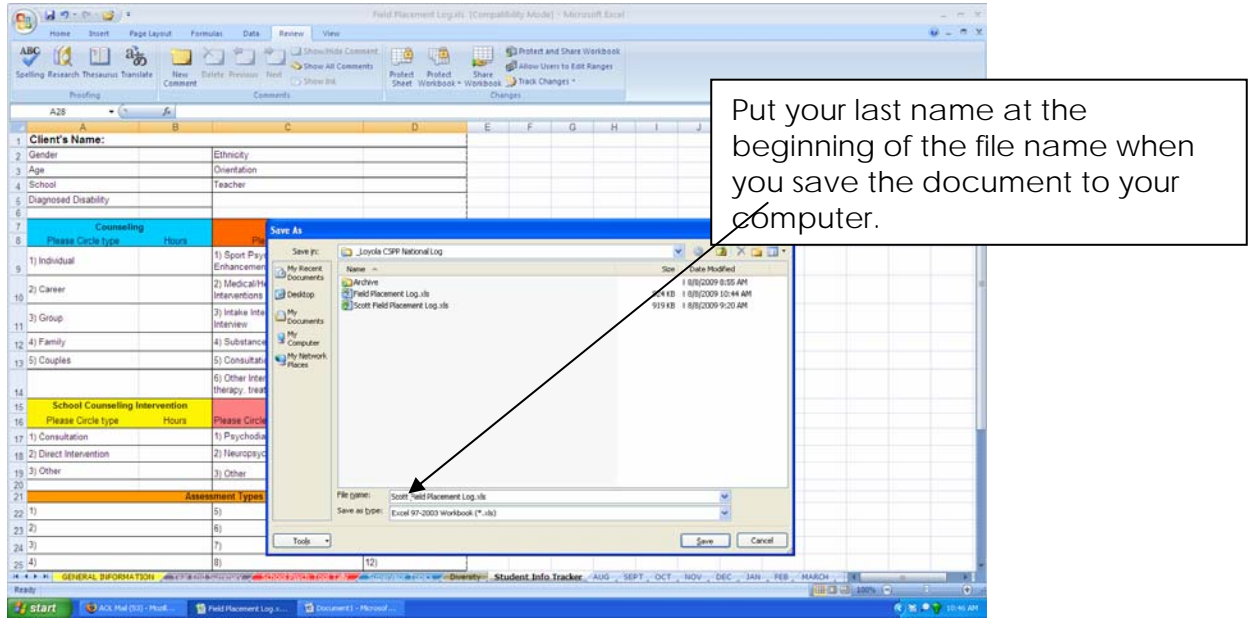
2009-2010 FIELD PLACEMENT LOG HANDBOOK

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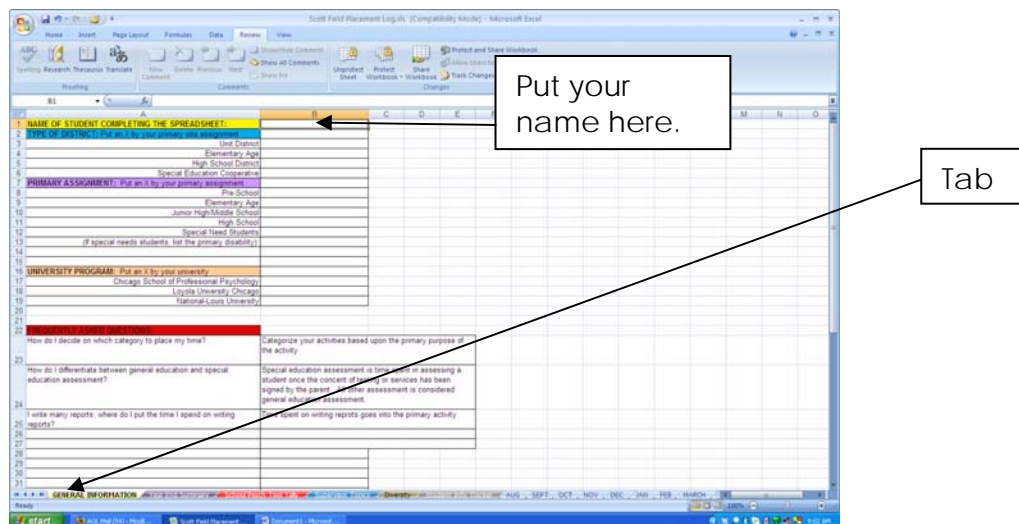
2009-2010 FIELD PLACEMENT LOG

The Field Placement Log is an excel spreadsheet. The purpose of the log is to document hours spent in the field during your school psychology training.

Save the Field Placement Log to your computer or a "thumb" drive. Change the name of the file to your last name with the term Field Placement Log in the name. The file is currently in the Excel 97-2003 format with the .xls extension.

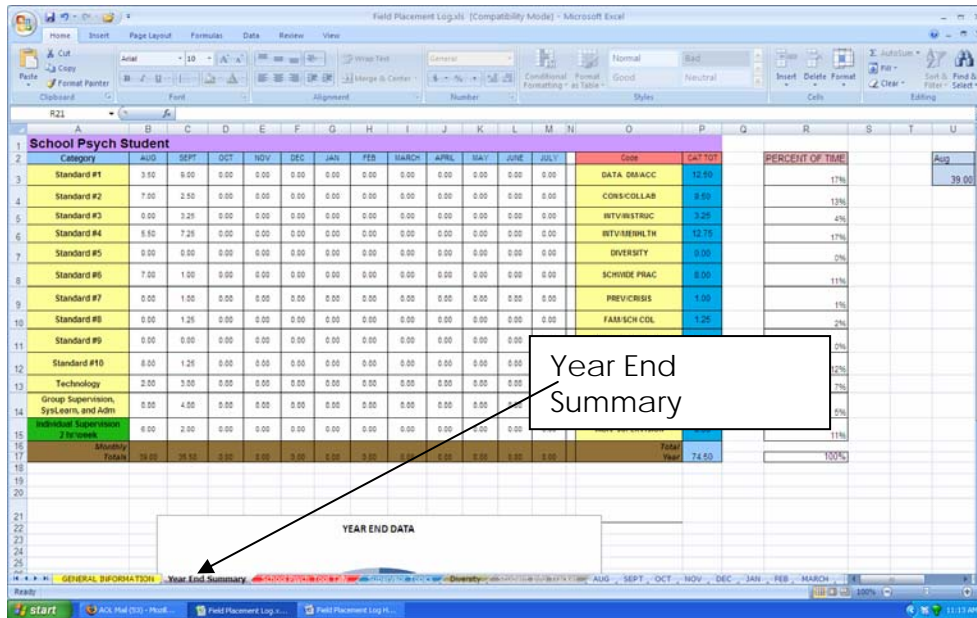


The log has 21 worksheets. Each worksheet is accessed through the tabs at the bottom of the log. Some of the topics/worksheets will not apply to students during the first and second year of the program. Check with your university program to find out what worksheets need to be completed during this time period. Interns must complete ALL worksheets.

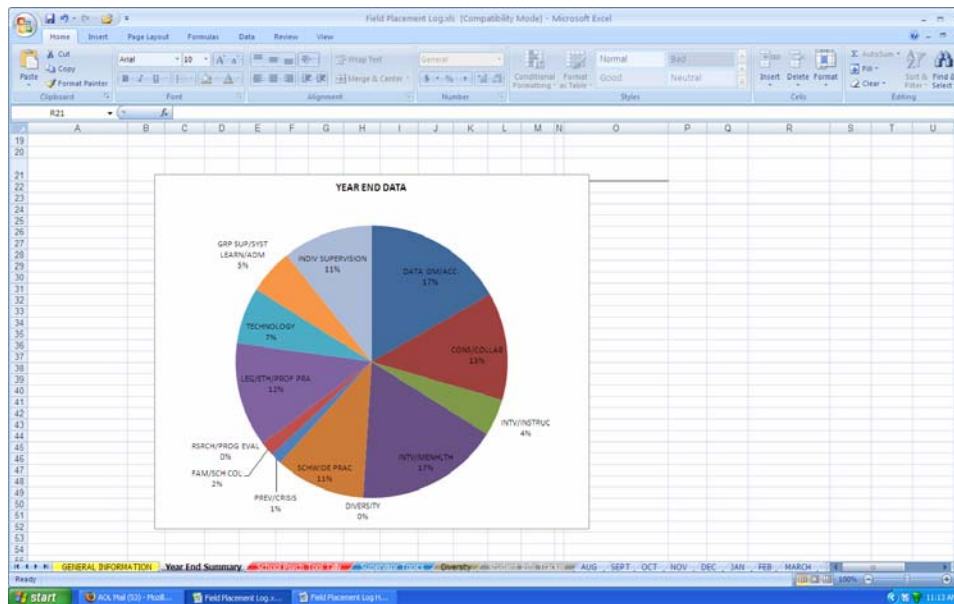


The **General Information Worksheet** needs to be completed when you first begin the log. By adding your name at the top of this sheet, your name will be added to the top of every other sheet in the log.

The Year End Summary Worksheet is completed automatically when you complete the monthly time sheets. You can see how much time was spent in each Standard during the month as well as during the school year.

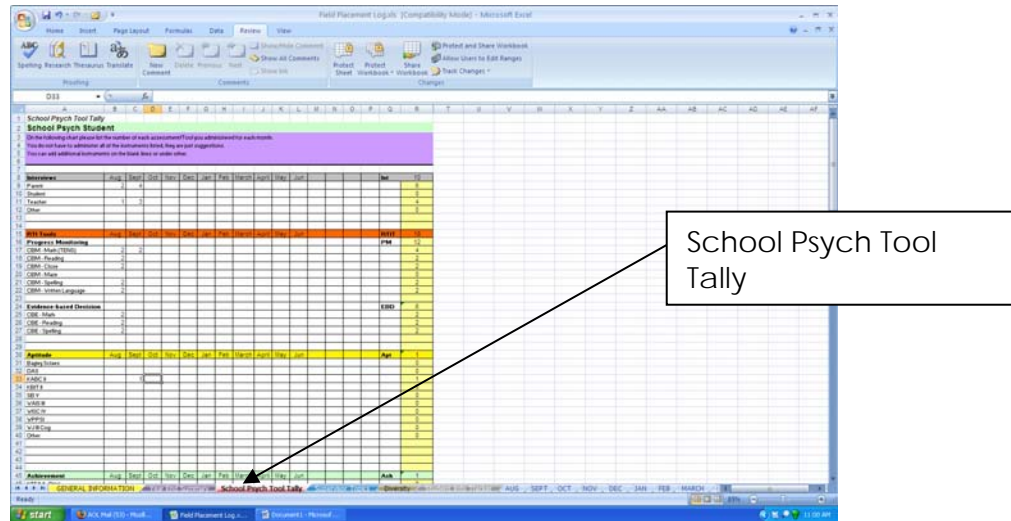


There is also a pie chart that shows how your time is being distributed during the year.

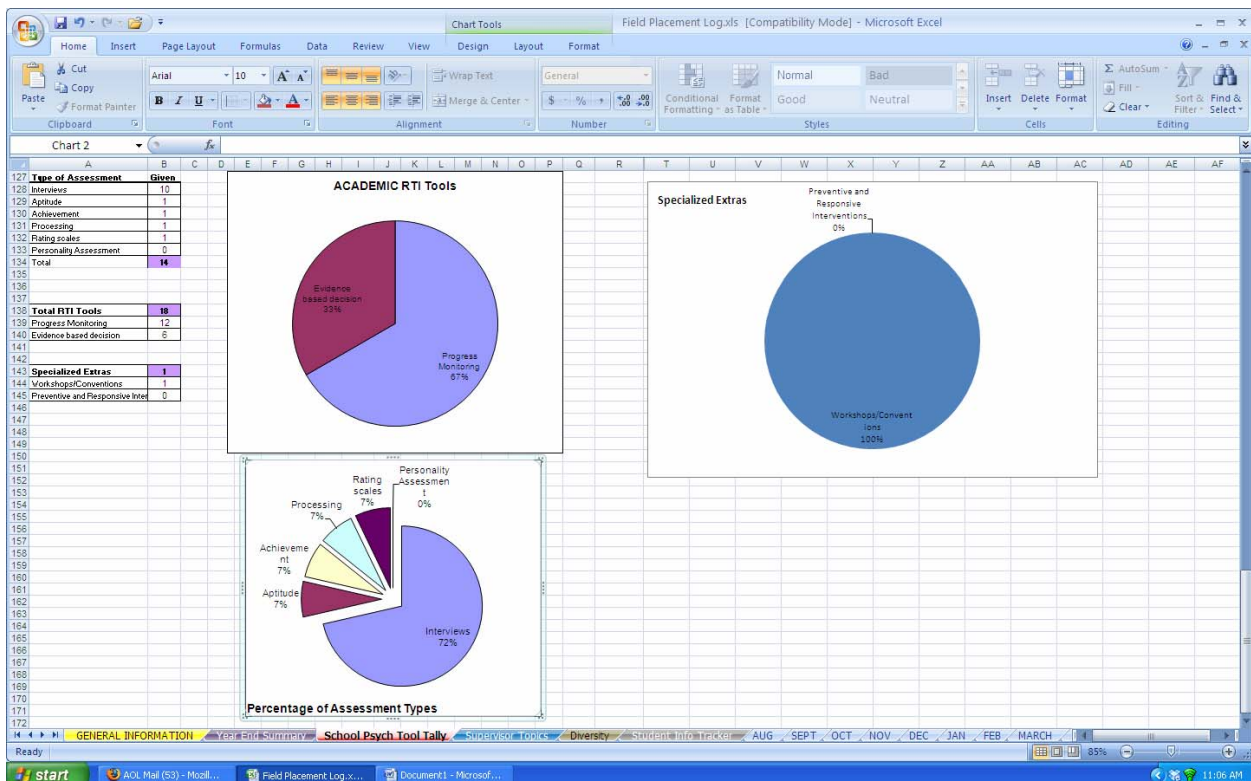


The next worksheet is the School Psych Tool Tally. This worksheet is used to tally the tools you use during your field experiences. List the number of assessments/tools used each month. Remember, INTERVIEWS are a form of assessment and part of the RTI process.

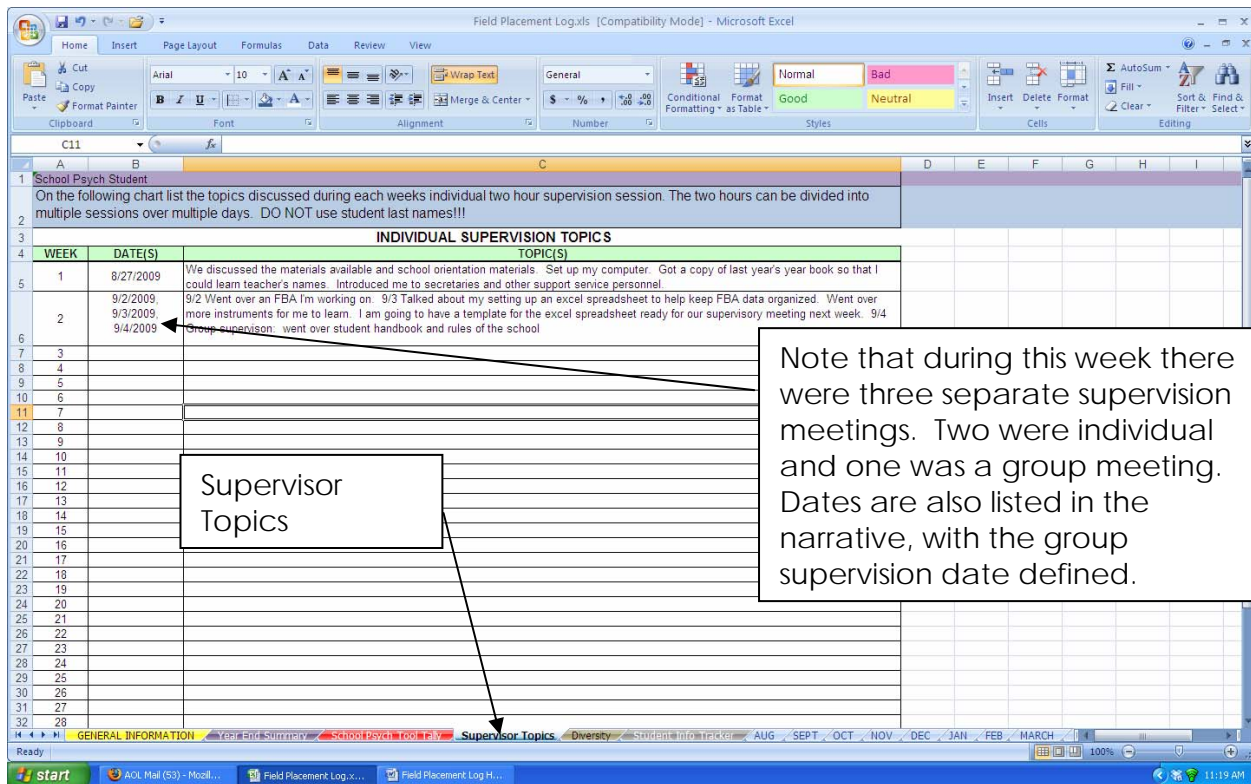
List the number of assessments/tools you use each month. Additional instruments may be added on the blank lines or under the "other" tool.



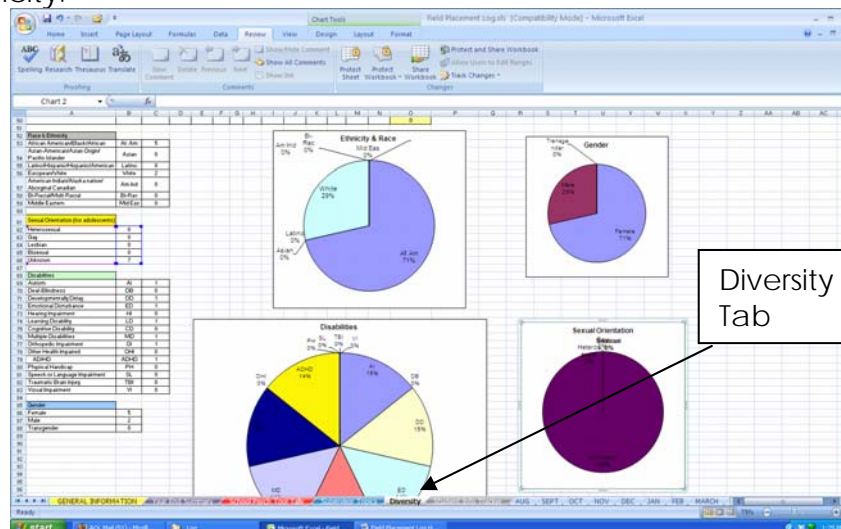
The information that is imputed in the Tool Tally Worksheet is aggregated and displayed in pie charts at the bottom of the worksheet.



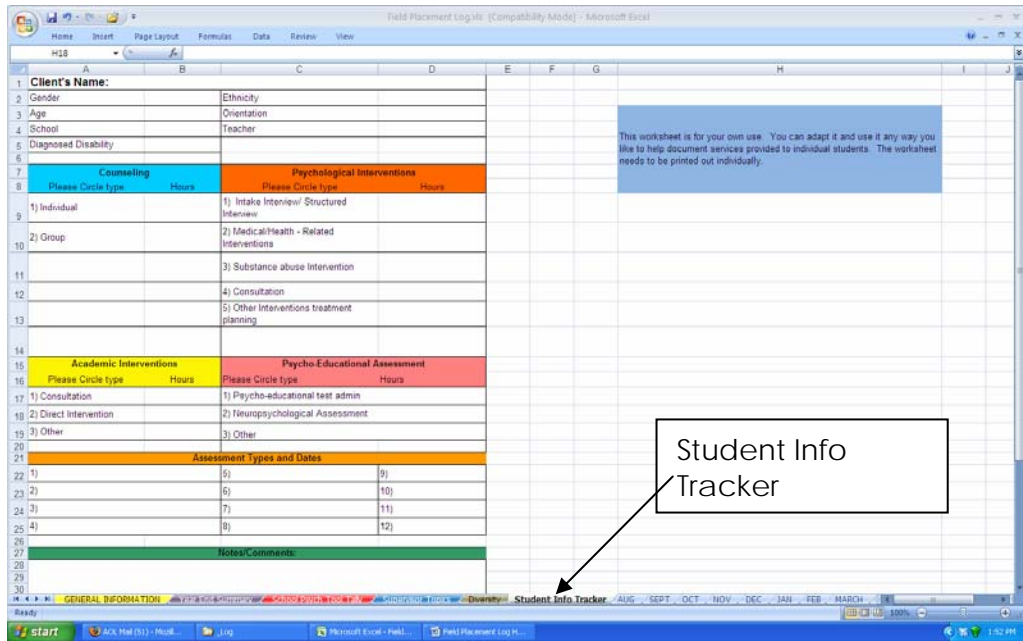
The Supervisor Topics Worksheet is to document topics discussed during individual and group supervision.



The Diversity Worksheet is used to document the diverse populations that you work with during your field placements. Race/Ethnicity, Sexual Orientation, Disabilities, and Gender are documented. The number of students worked with are listed for each month. Each individual should be listed only ONCE during your field experience. DO NOT INCLUDE LARGE GROUP/CLASSROOM OBSERVATION OR BENCHMARKING DATA. Under Sexual Orientation, most students will be in the "unknown" category, especially if you work at the elementary/Jr High level. The total number of students accounted for under Gender should be the total number of students you worked with during the year and should also equal the total number under Race/Ethnicity.

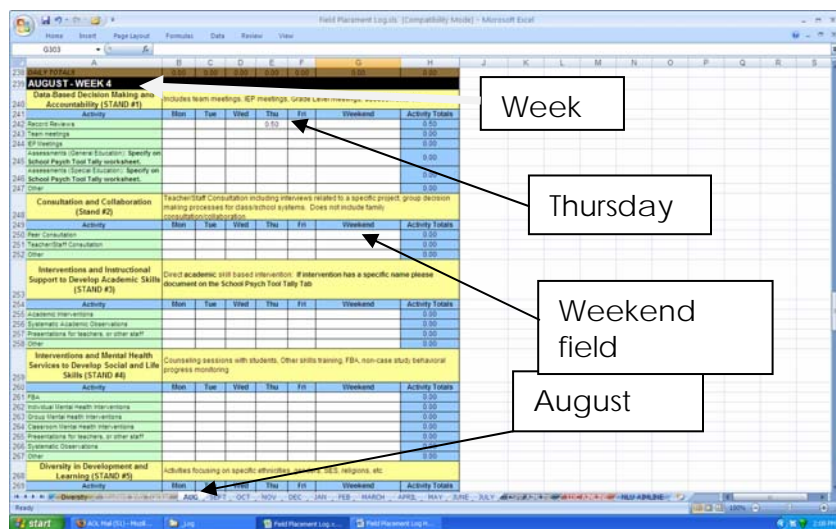


The Student Info Tracker Worksheet is for your own use. It can be adapted and used any way you like in order to help you document your work with individual students. This worksheet MUST be printed in order to be utilized. Data from the worksheet is not aggregated.

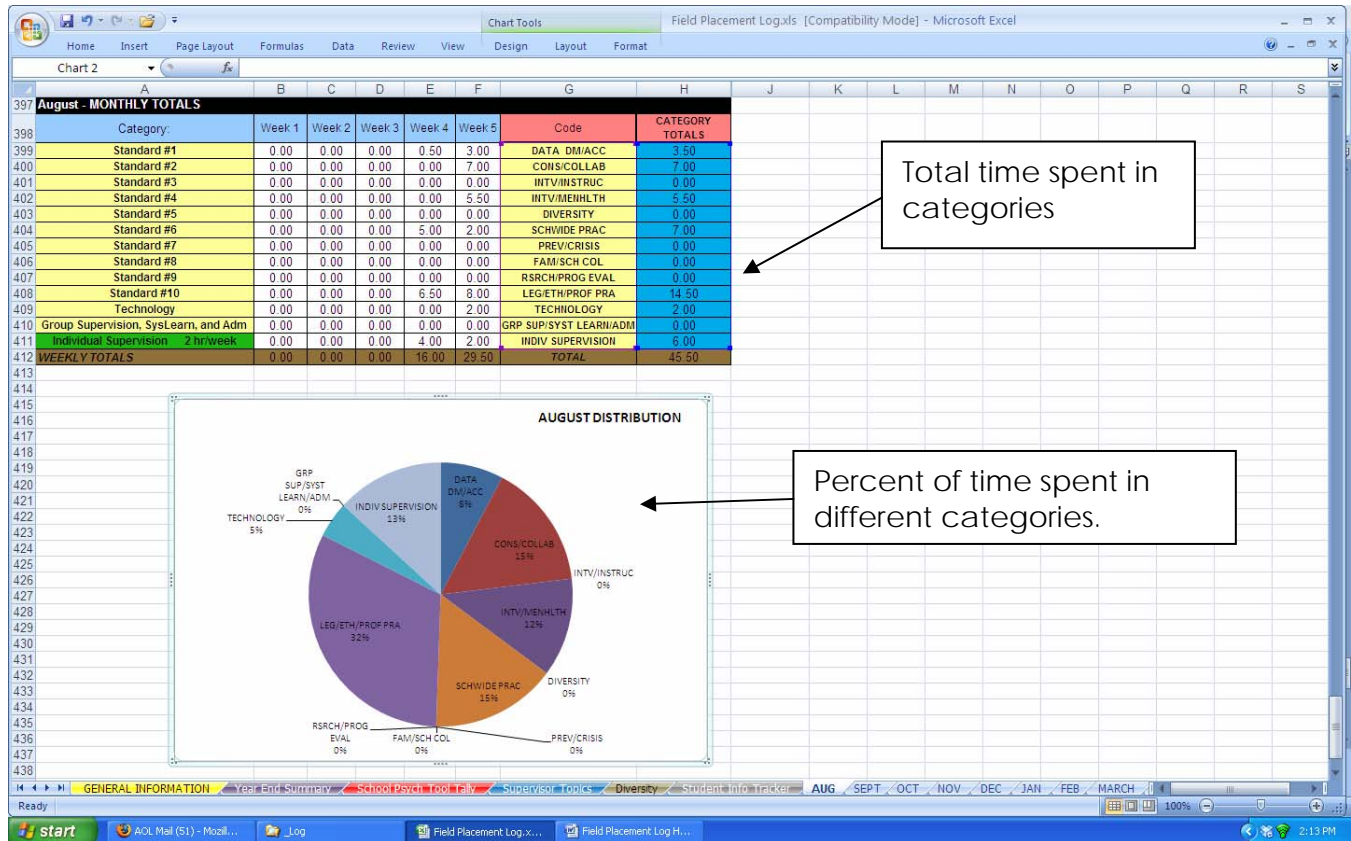


Each month of your field placement is a separate tab/worksheet. Hours are logged in by documenting quarter hours (.25/.5/.75/1.0 hours). Always round up to the nearest quarter hour.

Each month has five weeks. This sample student started on Thursday of the fourth week of August. That is where she began to log her hours. Note that time spent on field placement work during weekends may also be logged.



The totals for the month are aggregated at the bottom of the worksheet (and on the Year End Summary Worksheet). This student worked 16 hours during her first week (Thursday and Friday) and 29.5 hours the fifth week of August. She spent 6 hours in individual supervision during those first seven days on the job. She also spent 14.5 hours in professional development (beginning of the year workshops). The August Distribution pie chart shows what percent of her time she spent in the different categories.

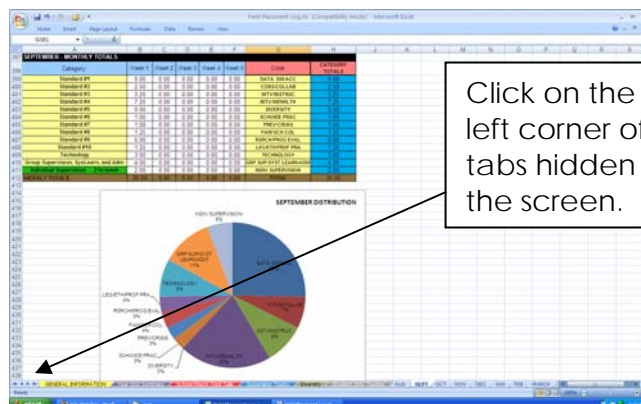


Total time spent in categories

Percent of time spent in different categories.

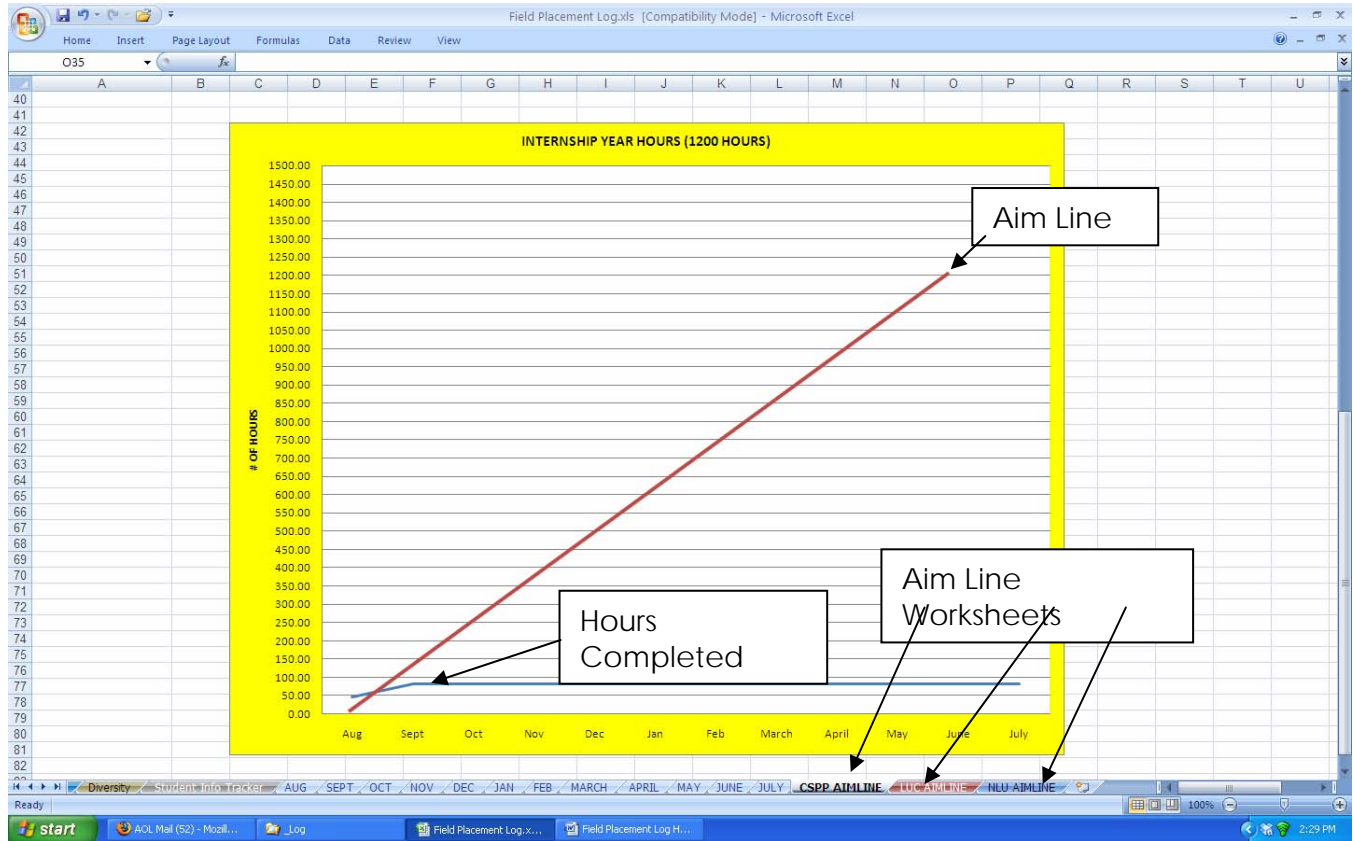
Interns MUST have 2 hours of individual supervision per five day work week. During shorter work weeks this two hours can be prorated. However, it is the beginning of the year and our sample intern is spending a great deal of time with her supervisor. Supervision time is not defined as rigorously for first and second year school psychology students.

Note that when you first open the excel file you only see August through March.



Click on the arrows at the bottom left corner of the screen to view tabs hidden on the right side of the screen.

What you then see are the months from August through July. You also see three worksheets that include Aim Lines for each of the university programs. Interns MUST complete 1200 hours of field placement. Our sample student, after one week of September is well on her way to completing these hours in a timely fashion.



The following page can be printed in order to maintain a weekly log in paper format. ALL log hours MUST be documented on the excel Field Placement Log. This document may also help you become more familiar with the individual fields and categories. Time is ONLY logged in one category. Other than the Supervision Category, select the category and field that makes the most sense to you.

NAME:

DATES:

Data-Based Decision Making and Accountability (STAND #1)	Includes team meetings, IEP meetings, Grade Level meetings, assessments etc						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
Record Reviews							
Team meetings							
IEP Meetings							
Assessments (General Education): Specify on School Psych Tool Tally worksheet.							
Assessments (Special Education): Specify on School Psych Tool Tally worksheet.							
Other							
Consultation and Collaboration (Stand #2)	Teacher/Staff Consultation including interviews related to a specific project, group decision making processes for class/school systems. Does not include family consultation/collaboration						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
Peer Consultation							
Teacher/Staff Consultation							
Other							
Interventions and Instructional Support to Develop Academic Skills (STAND #3)	Direct academic skill based intervention: If intervention has a specific name please document on the School Psych Tool Tally Tab						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
Academic Interventions							
Systematic Academic Observations							
Presentations for teachers, or other staff							
Other							
Interventions and Mental Health Services to Develop Social and Life Skills (STAND #4)	Counseling sessions with students, Other skills training, FBA, non-case study behavioral progress monitoring						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
FBA							
Individual Mental Health Interventions							
Group Mental Health Interventions							
Classroom Mental Health Interventions							
Presentations for teachers, or other staff							
Systematic Observations							
Other							
Diversity in Development and Learning (STAND #5)	Activities focusing on specific ethnicities, genders, SES, religions, etc						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
Alternative Site Visits							
Workshops/Readings/Research							
Supporting Diversity Activities							
Other							
School-Wide Practices to Promote Learning (STAND #6)	Activities during in-service days does not include external workshops, school level policy meetings						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
In-service Activities/Meetings							
School/District Level Committee Meetings							
System Learning activities							
System Change activities							
Other							

Preventive and Responsive Services (STAND #7)	Crisis Intervention training and practice (e.g. school crisis plan, crisis intervention activities), collaboration with external professionals						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
Prevention Activities: Specify on School Psych Tool Tally Worksheet							
Response activities: Specify on School Psych Tool Tally Worksheet							
Collaboration with external resources.							
Other							
Family-School Collaborative Services (STAND #8)	Includes parent phone calls, community outreach programs, counseling sessions including family members beyond the student						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
Family collaboration/counseling/consultation							
Phone Calls to Family							
Presentations for Parent Groups							
Wrap-Around Meetings							
Other							
Research and Program Evaluation (STAND #9)	Examples include: Assisting in ongoing research, CBM data collection for research purposes only, literature review, research report writing						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
Planning/Conducting original research							
Formal program evaluation							
Other							
Legal, Ethical, and Professional Practice (STAND #10)	Keeping up to date with best practices, workshops, conventions, learning new tools and procedures						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
Learning New Professional Tools and Procedures							
Networking with Professional Colleagues							
Conference/Workshop attendance: please specify on School Psych Tool Tally wrkst							
Other							
Information Technology (STAND #11)	Using technology to research best practices, technology to implement best practices, using information sources to locate appropriate interventions						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
Creation of new tools or techniques to support best practices							
Acquisition of new technology skill							
Other							
Supervision, System Learning, and Administrative Activities	Activities that include supervision and activities that help with system functioning and learning.						
Activity	Mon	Tue	Wed	Thu	Fri	Weekend	Activity Totals
Individual Supervision - 2 hr/week (Specify on Supervisor Topic worksheet)							
Group Supervision (includes seminar)							
Phone and email							
Form Completion							
Other							