

SUPERVISOR OF SPECIAL EDUCATION INTERNSHIP

Overview

The purpose of the supervision internship is twofold: first, the internship should provide opportunities to learn more practically the duties, roles, and responsibilities of supervisors/administrators in special education and secondly, it should provide opportunities to observe instructional programs for students with disabilities with whom the intern has had limited experience.

The internship is the culminating field experience required of all candidates for a certificate as a Supervisor of Special Education. Students should register for and complete three credits hours. The purpose of the three credit hour supervision internship is for the student to participate in concrete leadership experiences under the guidance of a mentor. Students can register for 1, 2, or 3 credits of internship per semester but must have a total of 3 credits of IL 2596 – Internship in Special Education (IL 3596 for doctoral students) in order to graduate from the certification program.

Mentor

Students are required to secure a local, onsite mentor with whom to collaborate in completing the required activities. The mentor should be a trained and experienced administrator or supervisor in the area of special education. In addition, it is plausible that multiple mentors will be needed in order to complete the range of internship activities required.

Internship as Part of Regular Employment

In the event that the intern will be completing some of the requirements of the internship at their place of employment, the intern's immediate supervisor or administrator must sign the internship proposal to indicate approval of the plan. This will alleviate any potential misunderstandings of the roles of the Local Education Agency (LEA) and the University. Interns who have not had experience in a comprehensive public school LEA may need to design experiences outside of the regular employment setting.

Faculty Advisor

A faculty advisor at the University of Pittsburgh will have primary responsibility for collaborating with each student in the development of the internship proposal. The faculty advisor will examine the activities and scope of the internship and endorse the qualifications of the onsite mentor. The faculty advisor may also suggest additional activities to address the competencies required for this comprehensive certificate. ***The proposal is required to be approved and signed by the University Advisor before the student begins any of the proposed activities.***

Clearances and Other Required Documentation

You are required to submit current clearances that will cover the time you are completing your internship with your Faculty Advisor. A list of required clearances and documents are attached as Appendix A. You will not be permitted to begin your internship without updated clearances being on file with the University of Pittsburgh. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**

Internship

The internship contains two large sections:

Part I, TABLE A

The first section (Part I, Table A) of the internship requires a written proposal that must be submitted to the faculty advisor for approval before beginning any Part I internship activities. The internship proposal should provide for a minimum of 150 hours of on-site activities (that align to the competencies listed in Table A). Part I hours must ensure that all of the competencies listed in Table A are addressed in some experience/activity that is completed under the guidance or alongside the student's mentor(s). Documentation of Part I/Table A should be in the form of a portfolio with artifacts and signatures for each competency.

Part II, TABLE B

The second section (Part II, Table B) of the internship can be activities that you complete as part of your current job and do not have to be "on-site activities" with a mentor. Part II must have documentation of a minimum of 150 hours. Part II hours must ensure that all of the competencies listed in Table B are addressed in some experience, including but not limited to: Act 48 hours, daily work duties, professional development training, etc. Documentation of Part II/Table B should be in anecdotal form or log form (artifacts are not needed). See Table B for the competencies that must be addressed during Part II. (A Proposal is NOT needed for Part II).

Internship Proposal

The following sections describe aspects that must be included in the internship proposal:

Title Page

The title page should include:

- Intern's Name, Address, and Contact Information
- Current place of Employment
- Location(s) of Internship
- Beginning and Anticipated Ending Dates of the Internship
- Areas for the signatures of the Faculty Advisor and Intern
- *** In the event that the intern will be completing some of the requirements of the internship while on a regular job, the intern's immediate supervisor or administrator must sign a statement on the title page. The statement must state that the supervisor or administrator is fully aware and agrees with the intern completing part of his/her internship while on their regular job.

Preface

In a preface to the internship proposal, the intern must summarize his/her educational history, work experiences and the duration of those experiences. Since the certificate in Pennsylvania is generic, students must be knowledgeable regarding the instructional needs of all students with disabilities. The preface should include the intern's history and experience with infants, toddlers, and students with various disabilities.

Proposal Body

The internship proposal should provide an outline of how the intern plans on completing Section A. *More* important than the site are the specific activities, which must address the competencies listed in Table A. Envision the responsibilities of the Director of Special Education in a large district (for which this certificate will qualify the candidate). One must demonstrate the ability to:

- assess instructional service delivery and evaluate program effectiveness,
- design curriculum scope and sequence,
- interpret student test scores and assessments,
- evaluate instructional methodologies and strategies,
- monitor and develop alternative forms of student assessment,
- identify staff development needs and resources,
- plan activities to address the needs of the educational program,
- integrate curriculum across multiple disciplines,
- budget and plan for curriculum and personnel development

While designing activities to meet the Part I/Table A competencies, interns must incorporate activities that involve:

- PDE mandated special education Compliance Monitoring for Continuous Improvement (CMCI) components (see the File Review, the Educational Benefit Review, and the Facilitated Self-Assessment documents)
- PDE State Performance Plan indicators

**If previous experience does not cover all areas of disability (including low incidence disabilities) the internship proposal should address these limitations.

**The title page must be scanned/emailed or mailed to the Faculty Advisor with signatures.

Internship Portfolio

The Internship Portfolio should contain 2 sections; Part I (Table A) and Part II (Table B).

Part I will contain all of the documents and artifacts that demonstrate that all Table A competencies were met and that the 150 required hours were completed. Table A completed with details, signatures, and hours should be included in Part I.

Part II will contain the log or anecdotal information that demonstrates that the intern met all Table B competencies and completed the additional 150 hours. Table B completed with details, signatures, and hours should be included in Part II.

All of the documents contained in the Internship Portfolio should provide a compilation of learning experiences that will be reviewed and evaluated by your Faculty Advisor. The Internship Portfolio must be submitted to your Faculty Advisor two weeks before the last day of classes of the term you are registered.

If you are registered for 1 or 2 credits during a term, the amount of hours can be adjusted for both Part I and Part II. Interns registered for 1 credit will be responsible for 50 hours of Part I and 50 hours of Part II. Interns registered for 2 credits will be responsible for 100 hours of Part I and 100 hours of Part II.

Internship Portfolio Submission via Box

Portfolios must be submitted electronically using Box. All students have access to Box through <https://my.pitt.edu>.

The following guidelines should be followed when developing the internship portfolio in Box:

1. Sign in to Box and make a new folder, which is where you will store all internship materials. Title the folder in the following way: Supervision Internship Portfolio_First Name and Last Name.
2. Share the folder with your Faculty Advisor.
3. In the Supervision Internship Portfolio folder, add two more folders; one for Part I/Table A and one for Part II/Table B.
 - a. Artifacts submitted to support activities/demonstrations included in the folder for Table A should be titled/saved using the standard code **at the beginning of each item**. This will automatically organize the artifacts in the same order that they are listed in Table A.
 - b. By the end of the internship, each folder should include a final, signed copy of Table A/Table B. (Because Table B does not require the collection of artifacts, it is acceptable for that folder to only include the final, signed copy of Table B.)

APPLYING FOR CLEARANCES

1. PA Criminal Record Check (Act 34)

- <http://epatch.state.pa.us>
- \$8.00 fee (credit card)
- Print clearance immediately

2. PA Child Abuse (Act 33/151)

- <https://www.compass.state.pa.us/CWIS>

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately. \$10.00 fee (credit card).

- Print copy

3. FBI Federal Criminal History Record

- Register online www.pa.cogentid.com with credit card, fee \$28.75. Click on Pennsylvania and then **Department of Education.**

(The fee includes an automatic mailed unofficial copy of results directly to each applicant.)

- Take online registration receipt and a photo ID to:

**UPS Store
3945 Forbes Avenue
412.621.6261
10am - 6pm M-F
11am - 3pm Saturday**

(Please check your local UPS Store if they provide this service)

- Students can submit either a copy of the clearance or the **PAE number.**

4. ARREST/CONVICTION REPORT AND CERTIFICATION FORM

- **Please read, sign, and return.**

5. Tuberculin Test

- Pitt's Student Health Service, Nordenberg Hall, Oakland (Fee: \$15)
By appointment. 412.383.1800 (must be enrolled as a student to receive low fee)
- MedExpress walk in clinics (Fee: \$30)
- Concentra Urgent Care, 120 Lytton Avenue in Oakland: 412.621.5430 (Fee: \$30)
- Primary care physician (fees or copays vary)
- Allegheny County Health Department in Oakland **NO LONGER PROVIDES THIS SERVICE**

6. Allegheny County Mandated Reporter Law

- Please read the online law and sign form.

7. Pitt Online Protecting Children from Abuse Online Course

https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 2_1

IMPORTANT: Once all clearances have been collected they should be sent or delivered to Dr. Amy Srsic, 5147 Posvar Hall, 230 S. Bouquet Street, Pittsburgh, PA, 15260. Materials may also be placed in Dr. Srsic's mailbox in 5300 Posvar Hall.

Mandated Reporter Form

As part of the clearance process, you are required to read the following website regarding the law and the reporting of suspected child abuse or neglect:

<http://www.alleghenycounty.us/dhs/mandated-reporter.aspx>

The information provides details on the procedures for reporting suspected child abuse or neglect and identifies those who are mandated by law to report it. To acknowledge receipt of these procedures and to confirm you have read the information on the website, please print out this form, sign the form, and return with copies of your clearances to your course instructor.

(X) This is to confirm that I accessed the above website and have read the Department of Human Services of Allegheny County's regulations governing the reporting of suspected child abuse or neglect.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____