I. Organization of your binder: Place all materials in a binder or folder with dividers as indicated below.

Tab 1  **Personal Growth**: Includes self-evaluations, typed plans and goals for the year, child abuse clearances

Tab 2  **Agreements and Checklists**: Internship agreement, evidence of liability insurance

Tab 3  **Quantitative Logs**: Includes signed weekly and semester totals (See excel file)

Tab 4  **Evaluations**: Includes Field and University Supervisor evaluations.

Tab 5  **Evidence of Skills**:
   A) Samples of work: 1 Classroom observation (B.O.S.S.), example of one classroom intervention, Example of counseling activities, in-service or presentation to teacher, parents (i.e. behavior strategies, Data Collection).
   B)  **Intervention Case study**: Focus is on Ecological strategies and assessment for intervention purposes. Standardized Tests are not required.
      Must include Data:
      o  CBA
      o  Systematic Observation (i.e., BOSS)
      o  May include FAB (not required)
      o  Description of intervention
      o  Graphs

Tab 7  **End of Year Data**  (To be completed during spring semester) and turned in during the last two weeks of the semester. Place everything in a folder with your name on the folder
   1.  Completed **Exit Survey**
   2.  Xeroxed copies (with names deleted) of:
      (a)  Two completed **Evaluation of Intern by Field Supervisor**.
      (b)  Completed **Intern Evaluation of Field Supervisors**.
      (c)  Completed **Self-Evaluation by Intern**.
      (d)  Completed **Internship Plan**.
      (e)  Completed **Program Themes Matrix and Student Competencies Matrix** (from Portfolio).
      (f)  PPST results
      (g)  Specialty Area Praxis results (i.e., NCSP exam)
      (h)  Unofficial Transcript
   3.  Include in this folder :
      (a)  Documentation of 1,200 hours
      (a)  Completed Certification Packet
      (b)  Completed Intervention case with result on separate page (1 page chart with baseline and intervention numerical results)
      (c)  Copy of Internship Agreement

I. Evaluation Scale total of 100 points)

1=Unacceptable  2=Needs improvement  3= Good  4=Excellent

**Grade:**

A= Excellent (all criteria receive a rating of 4)
B= Good (most criteria receive rating of 3 or 4)
C= Not acceptable (Most criteria receive rating of 1 or 2)

**Criteria:**

___ The Binder is professional in appearance.  ___ Includes all required elements

___ Current and complete.  ___ Activities and supervisor contacts are indicated.