



Related Services  
Special Education Division  
P – 858 573-5941  
F – 858 573-5981

Dear Prospective Intern,

Thank you for your interest in a school psychology internship with San Diego Unified School District. Our goal is to identify talented individuals who have distinguished themselves as being outstanding potential school psychologists. We have a multistep selection process for potential interns, which includes an application, portfolio, and in-person interview. SDUSD requires that 450 practicum hours must be completed by the end of the current school year in order to be considered for an internship position, in accordance with standards specified by the California Commission on Teacher Credentialing (CTC) (<http://www.ctc.ca.gov/>). If you are an in-state student from a university that is outside the immediate San Diego metropolitan area, please contact us to find out if your university has a Memorandum of Understanding (MOU) with SDUSD. An MOU is a contractual agreement **required** between both entities (in this case your university and SDUSD) prior to allowing students to participate in internship activities with SDUSD. Your School Psychology Department Chair should have that information as well. Applicants from out of state must be enrolled in a NASP approved program AND must also affiliate with a CA university that agrees to oversee their internship experience. Please refer to the CTC website above for specific information regarding state requirements for out of state students. Interested applicants who have completed the necessary coursework and practicum hours can submit an application and portfolio.

Your Application Packet should include the following materials:

- ☑ Resume / vitae
- ☑ Unofficial transcripts of graduate course work
- ☑ Copy of the university's requirements and coursework for school psychology
- ☑ Copy of Certificate of Clearance
- ☑ Copy of most recent practicum evaluation from current supervisor
- ☑ 1 psycho-educational report with identifying information deleted
- ☑ 1 sample of an intervention plan or accommodation plan created by you
- ☑ 2 letters of recommendation (at least one of those must be from your current or last practicum supervisor)

Completed application packets will be accepted beginning February 17, 2020 through March 13, 2020. Please deliver or send completed application materials to:

Related and Specialized Services Office  
School Psychology Department  
Attn: Jeff Hoffman, Senior School Psychologist  
4350 Mt. Everest Blvd Room B-7  
San Diego, CA 92117

We anticipate that, once applications are reviewed and interviewees selected, interviews will occur in April, with offers extended in May for a start date in August 2020. Please feel free to contact me if you have any additional questions.

Sincerely,  
Jeff Hoffman  
Senior School Psychologist  
(858) 636-4381  
[jhoffman1@sandi.net](mailto:jhoffman1@sandi.net)

Website: <https://www.sandiegounified.org/school-psychology-internship-program>