

# SCHOOL PSYCHOLOGY INTERNSHIP FAIR

## HOW TO ARRANGE GOOGLE FOLDERS



COLLEGE OF EDUCATION  
**Disability &  
Psychoeducational  
Studies**

**NAU** NORTHERN ARIZONA  
UNIVERSITY  
Department of Educational Psychology

### HOW DO I CREATE/NAME MY GOOGLE FOLDER?

Go to Google Drive>New>New Folder>Name your folder where it says “Untitled”

#### How should I name the folder?

Last Name\_First Name\_Internship Application Materials

When you sign up for interviews, you can send the Google Link for your file to the prospective employer. It is also recommended to share in chat at beginning of Zoom



### HOW DO I NAME MY FILES?

Last Name\_First Name\_Document Type  
(CV, Recommendation Letter 1, Sample  
Psychoeducational Report, etc.)

### WHAT DO I PUT IN MY GOOGLE FOLDER?

- Cover Letter
- CV
- Unofficial Transcripts
- Letters of Recommendation (2-3) OPTIONAL
- Sample Psychoeducational Report (1-2)
- Other Artifact(s): FBA/BIP, Academic Intervention, Consultation Case Study, Counseling Case Study (1)
  - Be sure to DEIDENTIFY all artifacts (any names of students, teachers, etc.)



### ABOUT LETTERS OF RECOMMENDATION

These letters are optional! It's best to have a list of people who can be recommenders.

Many districts have automated systems that will send online surveys to individuals on your reference list. Be sure to enlist your references in advance so they will be prepared when requests are made.

### REGISTRATION

Opens January 25th, 2024

1. Review districts' information and determine which you would like to interview with
2. Rank order districts
3. Complete the registration form and rank order to submit by January 26th at 5 pm
4. Attend the internship fair on February 6th, 2024



**MORE INFO AT [HTTPS://COE.ARIZONA.EDU/SPIF](https://coe.arizona.edu/spif)**