



6 September 2022

Montgomery County Public Schools (MCPS) will be accepting applications for paid school psychologist internships from School Psychology Graduate Programs for the 2023-2024 school year.

Applications need to be submitted through the MCPS online application platform, [MCPS Careers](#). No applications or documents should be sent directly to the Division of Psychological Services (DPS). To apply online:

- Access [MCPS Careers](#);
- Follow the [Teachers and Student Services](#) link;
- Create an account; and
- Complete the online application per the instructions on the website.

The following information should be submitted online from **November 1, 2022 through December 4, 2022**, in order to be considered for an interview for an internship position:

- **Application Cover Letter** - A letter of introduction stating the candidate's interest in a School Psychology Internship position with MCPS; the candidate's university affiliation; any research interest and skills; and the candidate's contact information.
- **Current Curriculum Vitae (résumé)**
- **Three Letters of Reference**
  - At least two should reflect your work during graduate training. The third may be from either your graduate or undergraduate training.
  - Recommendations must be formatted as a PDF document on the recommender's letterhead; letters must be signed and dated.
  - Letters of Reference may be uploaded by the applicant or sent by recommenders to Michelle Palmer ([michelle\\_palmer@mcpsmd.org](mailto:michelle_palmer@mcpsmd.org)).
  - **All recommendations must be sent or uploaded prior to the deadline of December 4, 2022**
- **Transcripts (electronic)** - Undergraduate and Graduate. May be uploaded by the applicant or sent electronically to Ms. Palmer.
- **Writing Sample** - One draft, deidentified psychological report. The submitted report should be one that has not been edited by a supervisor.

All application materials, **including recommendations**, must be received via MCPS Careers **by 11:00 pm December 4, 2022**.

Interviews will be conducted virtually in early January 2023. As paid school psychology internships are extremely competitive, candidates recommended for an internship have 24 hours to respond indicating whether or not they are accepting the internship.

All internship positions are made available to qualified candidates once the positions are approved in the MCPS school district budget. If you have any questions please contact: Ms. Michelle Palmer, Coordinator, Division of Psychological Services, at (240) 740-5640 or [michelle\\_palmer@mcpsmd.org](mailto:michelle_palmer@mcpsmd.org).