(Name of School/Agency)

*has agreed to accept*

(Name of Student) *as a practicum student for the*

Academic year

The site and the practicum student agree to observe the following arrangements in meeting the requirements of the practicum.

**1****.** **TRAINING COMMITMENT:** The local school system/agency is committed to all training placements—whether designated as Professional Experience (PE) or Practicum—as educational opportunities designed to support the development of future school psychologists. Employing students as a means of acquiring less expensive services is unacceptable. Students will not be asked to serve in any capacity for which they are not properly trained or formally appointed.

Students participating in Professional Experience (PE) are typically in the first semester of field-based training and are on site for approximately one half-day per week (minimum of 4 hours), not to exceed one full day (8 hours) per week. These students are expected to complete between 50 and 60 hours over the course of the semester. While not enrolled in a formal practicum course, PE students should receive mentoring, observe service delivery, and engage in introductory professional activities. During the spring semester, PE students become ‘practicum’ students.

Students participating in Practicum are enrolled in specific, course-based field placements. Practicum students are expected to complete requirements as outlined in the syllabi for the following courses:

* PSYC 7614a – Assessment Practicum in School Psychology
* PSYC 7805 – Psychological Consultation
* PSYC 7614b – Intervention and Consultation Practicum in School Psychology

The relevant requirements of these courses will be provided as a supplementary document along with this agreement. Practicum students should use the title “School Psychologist in Training” at the site and in all professional contexts.

All students continue in the School Psychology Program and are expected to attend required university activities, including (but not limited to) group supervision, individual meetings with university supervisors, advising, and related coursework. The local school system/agency will provide students with release time to attend these activities.

**2****.** **PERIOD OF APPOINTMENT:** Professional Experience and Practicum placements begin on the first day of the fall semester and extend through the last day of the spring semester, following the University of Memphis academic calendar. The site may request that students begin earlier, but students should not engage in direct services or unsupervised activities with children or families prior to the official start of the university term, as they are not covered by University supervision during that time.

Students are not required to remain with the site beyond the term of the University calendar, and they are not guaranteed employment after the placement ends.

**3****.** **HOURS:** Hours may vary based on the placement opportunity for students.

Professional Experience students are expected to complete approximately 50 to 60 hours during their first semester of field-based work.

Practicum students must complete a minimum of 133 hours of supervised experience per semester. This includes both direct service hours (e.g., time spent with clients) and indirect hours (e.g., documentation, planning, supervision).

As with employed pupil services personnel, all students are expected to demonstrate a professional commitment to service delivery that may not be fully reflected in hourly logs.

**Documentation Requirements:**

* Doctoral students must document hours using Time2Track (T2T).
* MA/EdS students must use a log provided by their University Supervisor.

The School Psychology faculty reserve the right to review student logs at any time.

At the end of each semester, students must submit a completed hours log. Supervisors will also complete a brief online rating of student performance, which is submitted to the University program director. This evaluation becomes part of the student's training portfolio and is used to guide future placements.

**4.** **LOCATION:** The student’s practicum will be performed at the following location(s):

Primary Location School District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Location School District/Agency (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. COMPENSATION**: When financially possible, the practicum student is provided financial compensation commensurate with his or her level of training, experience and period of appointment. The student will be paid as follows (please check one and indicate amount of compensation).

☐ (a) Part-time employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ (b) Contract employee for evaluations completed following completion of course requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ (c) Practicum Student will be paid a stipend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ (d) Practicum Student will not be paid

**6****.** **CONFERENCES,** **SEMINARS AND IN-SERVICE TRAINING:** Ongoing professional development is a significant aspect of the practicum experience. Conferences, seminars, and in-service training opportunities available to employed school psychologists also should be available to practicum students. The student is encouraged to participate in state, regional and national level meetings for school psychologists. Time spent at conferences, seminars, and in-service training is credited toward the required practicum hours.

The practicum student is expected to attend the following conferences, seminars and/or in-service training program(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7****.** **WORK ENVIRONMENT:** Consistent with the availability of resources to employed staff, the practicum student is provided adequate supplies and materials to carry out the functions of the applied practice. An appropriate work environment should include adequate privacy of office facilities, access to telephone services, and office equipment.

**8****. SUPERVISION:** The site supervisor for MA/Ed.S. students must hold a valid Ed.S. or higher credential. The site supervisor for Ph.D. students must be supervised by an appropriately credentialed doctoral-level psychologist. University-based group supervision will be held biweekly on Fridays from 9:30 AM to 12:30 PM. Attendance is mandatory for all students. The practicum student will receive group supervision directly from:

\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of University Supervisor) (Certification Level of Supervisor)

Site supervisors shall provide at least **one hour per week** of direct supervision for each student, and shall be responsible for no more than two students at a time. The practicum student will receive at least one hour of supervision per week directly from:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Site Supervisor) (Certification Level of Supervisor)

The University Supervisor shall maintain ongoing relationships with the Site Supervisor and the practicum student.

**9****. TERMINATION****:** The student or school system/agency may terminate this agreement at the end of any semester by notification and agreement of all parties (student, site supervisor and university supervisor).

APPROVAL/AGREEMENT

**Note:** Signing this form does not constitute a legal contract. Rather, it reflects a shared understanding of expectations and responsibilities intended to support communication and transparency among the student, site supervisor, and university supervisor.

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(Practicum Student) (Date)

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(Site Supervisor) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(University Supervisor or Designate) (Date)

Additional Comments: