

Staff Use Only:
Gave permit _____
Policy 49 _____
Sent forms _____
Registered _____

PSYCHOLOGY 491 - PROFESSIONAL FIELD EXPERIENCE
West Virginia University - Department of Psychology
PRACTICUM AGREEMENT FORM

Student information (during practicum):

Name _____ Student WVU ID no. _____

Address _____

Phone _____ e-mail address _____

Site supervisor information:

Supervisor name/title _____

Agency _____

Phone _____ e-mail address _____

Mailing address _____

Practicum coordinator information:

Stephanie McWilliams, Department of Psychology, West Virginia University, P.O. Box 6040, Morgantown, WV, 26506-6040, (304) 293-0834, srmcwilliams@mail.wvu.edu

Student work schedule:

Agreement is for: Fall Spring Summer Year: _____

Dates practicum will begin and end _____

Student will work _____ hours per week (_____ total hours) and receive _____ credits

Is this course serving as the student's capstone experience? ____yes ____no

If this course is a Capstone students must also:

____ **Take the ACAT**

____ **Present poster at Psychology Department Poster Session**

Advisor Approval (Capstone): _____

491 section: _____ **CRN:** _____

Initial work schedule (enter start and stop times for each day)

Monday	_____	to	_____	Friday	_____	to	_____
Tuesday	_____	to	_____	Saturday	_____	to	_____
Wednesday	_____	to	_____	Sunday	_____	to	_____
Thursday	_____	to	_____				

Vacation days allowed by site _____

Brief description of the practicum site (structure, goals, clients served, etc):

Student's entry level skills (relevant course work and volunteer/paid experiences):

Practicum objectives (student-defined goals for practicum):

Means to achieve practicum objectives (outline of work assignments as jointly determined by the student and site supervisor):

Means to evaluate practicum objectives:

1. Student will meet regularly with site supervisor to receive evaluative feedback concerning student's performance.
2. Site supervisor will provide a written evaluation of the student's performance at the end of the practicum and at other times if requested.
3. Practicum coordinator will provide evaluative feedback on activities listed in the course syllabus (reports, papers, attendance at meetings, etc.)
4. List any additional evaluation procedures:

(Over)

Site supervisor responsibilities:

1. Provide work assignments that will enhance the student's knowledge of psychology and/or related applied professions, and provide directly supervised paraprofessional experiences (e.g., assessment, therapy, case management, treatment planning, etc.)
2. Provide the student with sufficient work assignments to both fill the agreed number of practicum hours and provide a worthwhile learning experience. "Busy-work" will be kept to a minimum.
3. Meet directly with the student for at least one hour each week to provide supervision and feedback regarding work assignments.
4. Provide a written evaluation (using form to be provided) of the student's performance at the end of the practicum.
5. Contact the practicum coordinator (Dr. Fiske) as soon as possible if questions arise or the student's performance appears not to be adequate.
6. List any additional site supervisor responsibilities:

Practicum coordinator responsibilities:

1. Be available to discuss and assist with administrative problems, if such arise.
2. Provide final approval of the Practicum Agreement, making recommendations for amendments if necessary.
3. Provide feedback on assignments specified in the course syllabus.
4. Manage administrative aspects of course requirements, assigning course credits, and grades.

Student responsibilities:

1. Perform the tasks listed on this agreement, assigned by the site supervisor, and/or listed in the course syllabus.
2. Inform the practicum coordinator immediately of any problems arising related to the practicum.

Signatures (a signature below indicates acceptance of this agreement - must be signed by all parties to be valid):

Student: _____ Date: _____

Site supervisor _____ Date: _____

Practicum coordinator _____ Date: _____

After this form is signed by the student and site supervisor, place it in Dr. McWilliams' mailbox in the Psychology Department main office. Dr. McWilliams will then review and sign the form. Either Dr. McWilliams or Mrs. Vee Lewis will let you know when your form has been signed and an electronic permit issued for this course so that you can register online. A copy of this signed Practicum Agreement Form will be provided to you, your site supervisor, and the practicum coordinator at the beginning of the practicum semester.