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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

# Practicum supervisor and 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](mailto:Amy.Fiske@mail.wvu.edu)

# Student work schedule:

Agreement is for: \_\_\_ Fall \_\_\_Spring \_\_\_ Summer Year: 202\_\_\_

Dates practicum will begin \_\_\_\_\_\_\_\_ (1st day of semester) and end \_\_\_\_\_\_\_ (last day of semester).

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

\*For capstone students, three (3) credits are required, which equates to 9 hours per week in the Fall & Spring, and 12 hours per week in the Summer.

Is this course serving as the student’s capstone experience? yes no

**If this course is a Capstone students must also:**

**\_\_\_ Present poster at Psychology Department Poster Session**

**Advisor Approval (Capstone): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**491 section: \_\_\_\_\_\_\_\_\_\_ CRN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Over)

# Brief description of the practicum goals:

-explore one or more areas of psychology work through a variety of activities, including, but not limited to:

-team shadowing

-webinar completion

-video analysis

-psychometric scoring

**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(s)

-complete assignments

-engage in regular meetings with supervisor for guidance

-be inquisitive and eager to learn new things

-engage in critical thinking throughout the course, from learning through project completion

**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:

# 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 with the student for at least one hour each week to provide supervision, mentorship, 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.

# 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, email to Dr. McWilliams, preferably as a scanned document, a PDF, or a word file. 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.**