

**Please complete this form in its entirety before submitting. Save as a PDF entitled LASTNAME_PSYC491_SEMESTER YEAR and upload to link (<https://forms.as.wvu.edu/deansoffice/view.php?id=83299>) which requires the supervisor's signature.*

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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 _____

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.



West Virginia University
EBERLY COLLEGE OF ARTS AND SCIENCES



PSYC 49%Student / Supervisor Internship Agreement

This Agreement is made on _____ by and between (“Internship Site”) _____ and the West Virginia University Board of Governors on behalf of West Virginia University and its Department of _____ (“WVU”), and (“Student”) _____ (hereinafter referred to collectively as the “Parties”).

This Agreement is made solely for the purpose of Student’s for-credit internship at Internship Site. No other relationship, partnership, responsibilities, or rights are created, implied, or affirmed by this Agreement.

This Agreement will be effective from _____ to _____ for _____ of internship activity. Upon completion of the internship, including expectations defined below, Student will earn _____ semester hours at WVU in _____ for the semester of 20____. (Minimum of 45 hours of internship activity per credit hour.)

WVU Agrees to the Following Responsibilities:

1. WVU will provide an Academic Internship Supervisor _____ who will consult periodically with the Student to help the Student process the internship experience and monitor the Student’s progress.
2. The Academic Internship Supervisor will establish expectations, articulated below, for requirements the student will fulfill to earn academic credit for the internship.
3. The Academic Internship Supervisor and the Eberly College will notify the Student of the necessity of adhering to the administrative policies, standards, and practices at the Internship Site.
4. The Academic Internship Supervisor will assume responsibility for the assignment of a final grade for the internship experience.

The Internship Site Agrees to the Following Responsibilities:

1. The Site will assign an Internship Site Supervisor who will oversee the Student during the internship.

2. The Site will provide a planned, supervised program of activities for the Student, with opportunities for the Student to engage in a variety of activities so as to assure the opportunity for professional development.
3. The Internship Site Supervisor will establish with the Student a structured plan for periodic discussion of assignments, goals, and insights related to professional development.
4. The Internship Site Supervisor or Site designee will provide _____ written evaluation(s) of the Student and be willing to personally discuss the evaluation with the Academic Internship Supervisor should the need arise. **If applicable, insert special instructions in the open field below.**
5. The Internship Site Supervisor or Site designee will sign the Internship Verification Form provided by the Student at the end of the Internship and return the form to the Academic Internship Supervisor per directions accompanying the Verification Form.
6. The Site reserves the right to dismiss from the internship any student whose conduct, work, or health status may have a detrimental effect on Site staff or clients. If the Student's internship is terminated prior to its conclusion for any reason, a meeting will occur between the Student, the Academic Internship Supervisor, the Internship Site Supervisor, and other interested parties to discuss the dismissal.
7. The Site agrees to provide an orientation to the Student that includes instruction on specific rules, regulations, policies, procedures and ethical standards of professional practice within the organization.

The terms above reflect the minimal expectations of the internship experience. On occasion, special circumstances will require some modification of the Agreement terms. If the Internship Site Supervisor believes there are special circumstances that would require modification of this Agreement, please state these modifications in the space provided below:

The Student Agrees:

1. To act in accordance with the highest ethical standards of professional practice as defined by the relevant practices, policies, rules, or regulations within the Site organization, as well as the WVU Student Conduct Code and all other applicable University policies, rules, or regulations.
2. To establish with the Internship Site Supervisor at the outset of the internship a schedule for activities and attendance including starting, ending, and vacation dates.
3. To establish with the Internship Site Supervisor a structured plan for periodic discussion of assignments, goals, and insights related to professional development, and to schedule the number of required individual sessions at the convenience of the assigned Internship Site Supervisor.
4. To log all hours spent at the Internship Site and notify the Academic Internship Supervisor if the Student has difficulty or reason to believe there will be difficulty in meeting the needed hours.
5. To notify the Internship Site Supervisor or other appropriate employee and the Academic Internship Supervisor if the Student has any difficulty performing functions or establishing satisfactory relationships with personnel at the site.
6. To only log hours when physically present at the Internship Site and/or activity completing telecommuting assignments with the possible exception of hours that are spent performing in-service training activities such as workshops, seminars, and other training activities normally engaged in by professionals at the Internship Site..
7. To complete the requirements described below to earn academic credit. Materials will be submitted at the conclusion of the internship experience on or before _____ to the Academic Internship Supervisor.

This box must be completed: Please list the requirements the intern must fulfill in order to earn academic credit.

The Parties have read and agree to the above statements and guidelines relevant to the program and placement of this Student, and to the general provisions articulated in Addendum (page 5 of 5).

For West Virginia University

Dean/Chair or Designee

Signature & Date

Printed Name

Job Title

Phone & Email

Academic Internship Supervisor

Signature & Date

Printed Name

Job Title

Phone & Email

Mailing Address

For the Internship Site

Signature & Date

Printed Name

Job Title

Phone & Email

Internship Site Supervisor

Signature & Date

Printed Name

Job Title

Phone & Email

Mailing Address

Student Agreement

I have read this Agreement carefully and agree to abide by it. I have had the opportunity to have any questions pertaining to this Agreement answered. I also understand that this individual and specific Agreement supersedes any other document or agreement regarding internships distributed by the academic program or college office.

Signature & Date

Printed Name

Student ID Number

Phone & Email

Mailing Address

**** Chair/Dean/Designee: Retain an executed copy in the student's department file until graduation.***

Addendum 1

To implement and accomplish the above-stated commitments and objectives, the Parties agree to the following:

1. Intellectual Property. The Parties do not intend that the activities performed under this MOU will result in inventions or the creation of new intellectual property, but if any result, the following will apply: Each party shall retain exclusive title and all rights to inventions, copyrights, and other intellectual property arising from the conceptions or efforts of its employees or consultants in performing under this MOU. The Parties will determine ownership on an as-needed basis. The Parties shall remain the exclusive owner of their inventions, copyrights, trademarks, service marks, and other intellectual property in existence prior to entering into this MOU.
2. Use of Trademarks. Neither party shall use any trademarks, trade name, logos, trade dress, or other intellectual property of the other party without the express written approval of that party. With respect to WVU, express written approval must be granted by Trademark Licensing Services.
3. Notices. Any written notice required by this agreement will be sent to: Eberly College of Arts and Sciences, Undergraduate Studies Office, PO Box 6287, West Virginia University Morgantown, WV 26506-6287.
4. Authority. The parties signing the agreement hereby represent and warrant that they are fully authorized to execute this Agreement without obtaining the consent of any third party.
5. Applicable Law. This agreement will be governed in accordance with the laws of the state of West Virginia.
6. FERPA. The Parties agree to maintain the confidentiality of student records pursuant to the Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g.
7. Equal Opportunity. The Parties agree that, as an essential proposition to any cooperative endeavor, all participants in programs created pursuant to this agreement will be selected with equal opportunity for all persons in accordance with the policies of each party and without regard to the race, sex, age, national origin, religious affiliation, disability, veteran status, color, sexual orientation, or ancestry of participants or candidates for participation.