

IDAHO STATE UNIVERSITY

COLLEGE OF EDUCATION

DEPARTMENT OF EDUCATIONAL LEARNING AND DEVELOPMENT

SCHOOL PSYCHOLOGY PROGRAM

NASP Approval 2008 to 2013



**ISU PRACTICUM AGREEMENT**

(Adopted May 2002; Updated Fall 2009)

This document is an Agreement Between \_\_\_\_\_ (School/Agency),  
and \_\_\_\_\_ (Intern or Practicum Candidate), and the Idaho State  
University School Psychology Program, Pocatello, Idaho, on \_\_\_\_\_ (Date of  
Agreement) for the Provision of:

Select the appropriate experience from list below:

***1st Year M.Ed. Field Experiences***

\_\_\_ 2nd Semester (Spring)

SCPY 668 Practicum: Introduction to School Psychology, Learning Disabilities, and Special  
Education  
(3 credit/150 clock hrs)

***2nd Year Ed.S. Field Experiences***

\_\_\_ 2nd Semester (Spring)

SCPY 669 Advanced Practicum in School Psychology (3 credit/150 clock hrs)

This agreement is between \_\_\_\_\_ ("the Practicum Site"), the School  
Psychology Program at Idaho State University, ("the Program"), and \_\_\_\_\_. ("the  
Practicum Candidate"). At the outset, it is understood that the participating parties will cooperate  
in the conduct of professional activities relating to the field experience as described below. This  
Agreement will be in effect from January \_\_\_\_\_ 20\_\_ through May \_\_\_\_\_ 20\_\_; the  
Practicum Candidate will work at the Practicum Site for the appropriate number of clock hours as  
mutually agreed upon by the Practicum Site and as required to meet the requirements for the  
practicum experience by the Program. In the case of practicum experiences, 50 hours of on-site  
contact will be required per each graduate hour of credit received, i.e. 50 hours = 1 graduate credit.  
This Practicum is a 3 credit course (150 contact hours required). The Practicum Candidate will also  
be required to participate in and complete other activities as specified below as part of their grade and  
contact hour requirement.

**A. The Program agrees:**

1. To recommend for placement at this Practicum Site only those prospective candidates who have satisfactorily completed all of the practicum/pre-practicum requirements as specified by the Program's curriculum.
2. To appoint a Practicum Coordinator who shall serve as the primary liaison between the Program and the Practicum Site.
3. To contact the Practicum Site's state-credentialed Supervising School Psychologist (s) prior to the beginning of the Internship in order to secure agreement on the experiences, expectations, supervision, and other such matters. Practicum Sites will be contacted by phone and email.
4. To utilize internet technology (e.g. GotoMeeting or Video webcasting) or physically visit the Field Experience Site at least twice during the course Practicum) to consult with the Internship Site's designee(s) regarding the Practicum Candidate's activities and progress, and to meet with the Practicum Candidate and others as appropriate.
5. To actively solicit from both the Practicum Site and the Candidate their respective written evaluations of progress and developing skills, knowledge and dispositions relative to the field experience.
6. To be available on reasonable notice for consultation to the Field Experience Site and/or the Field Experience Candidate regarding any problems or issues that may arise during the Practicum.
7. To furnish the Field Experience Site with information about the Program, as the Internship/ Practicum Site may require.
8. To perform other duties or functions that may be necessary to insure the Practicum experience meets the requirements as specified by applicable professional standards and relevant certifying bodies (e.g. N.A.S.P.).
9. To provide a regularly scheduled university-based practicum training experience (Seminar) for Practicum Candidates, so as to keep current on their needs and to address any concerns they may have. The training experience will meet at a minimum of every week at the University training site

**B. The Field Experience Site agrees:**

1. To provide a School Psychology Practicum which emphasizes the training needs of the Practicum Candidate, which includes such experiences as are necessary to gain initial competence as a School Psychologist, and to meet the requirements of the NASP.
2. To negotiate with the Program and the Practicum Candidate a specific set of experiences which will be included in the Practicum, and to monitor the Practicum Candidate's activities to insure that the agreed-upon experiences are occurring.
3. To assure that all aspects of the Practicum Candidate's work are conducted within the prevailing standards of practice.
4. To designate a supervisor(s) who is primarily responsible for coordinating the experience of the Practicum Candidate. Additional involvement by the Practicum Candidate with other psychological staff is expected and encouraged. Collaborative work with representatives from other disciplines is desirable.
5. To provide a minimum of two hours a week of regularly scheduled, face-to-face individual supervision with the supervising psychologist(s).
6. To keep the University informed regarding the Practicum Candidate's progress, including at least two written evaluations (Mid-term and Final), and to immediately notify the Program if problems arise or are anticipated.
7. To participate in a minimum of 1 site visit per semester.

8. To designate the trainee status of the Practicum Candidate by the title "School Psychology Practicum Student."
9. To assure that reports by the Practicum Candidate are approved and cosigned by the school psychologist responsible for the Practicum Candidate.
10. To provide the Practicum Candidate with training opportunities to assist in increasing awareness, sensitivity, knowledge, and practice about issues impacting the psychological development and social development of racial, ethnic, linguistic, and/or economic minorities.

**C. The Practicum Candidate agrees:**

1. To provide the Practicum Site with any material that it may request regarding the prospective Practicum Candidate's progress in the Program, previous work, or other relevant credentials.
2. To negotiate a specific set of expectancies for the Practicum, as described above and in the Course Syllabus.
3. To perform all practicum functions and duties within the ethical guidelines and professional standards applicable to professional school psychologists, as delineated by NASP.
4. To abide by all regulations and guidelines that apply to professional school psychologists working at Practicum Sites.
5. To engage in the supervision process in a manner that maximizes the Practicum Candidate's learning, and to affirmatively seek out additional supervision from the Practicum Site when needed.
6. To authorize the Program and the Practicum Site to exchange any and all information regarding the Practicum Candidate which the Program and/or Practicum Site shall deem necessary to conduct the Practicum.
7. To provide at least two written evaluations of the practicum experience to the Program.
8. To affirmatively inform the Program if problems arise or are anticipated, and to do so at the earliest possible time.
9. To maintain a monthly internship or practicum log detailing the Practicum Candidate's activities, signed by the primary supervisor, and filed with the Program's practicum coordinator on a monthly basis.
10. To participate in regularly scheduled university based practicum seminar and successfully complete all assignments related to the seminar.
11. Complete the required log of activities and present to ISU Coordinator each month.
12. Incur all costs including meals, transportation, lodging related to internships/practica.
13. Secure and checkout all materials and tests necessary to complete intern/practica requirements.
14. Keep all appointments with the Site and ISU staff to complete requirements.
15. Be aware of and sensitive to the schedules of Site and ISU University staff.
16. To respect and protect client rights to confidentiality.
17. To arrive and leave as scheduled, and on time, at the Site, and to contact the Practicum Site School Psychologist personally, by phone, if they are going to arrive late.
18. To contact the Practicum Site School Psychologist personally or by phone, at least one day in advance, if they are going to miss a scheduled day. The Practicum Candidate will also be proactive in arranging to make up the missed time at the convenience of the Practicum Site School Psychologist.

Additional Elements Specific to this Agreement (if any). Please complete this section as it relates to any additional expectations, responsibilities, and/or requirements

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

**Please provide signatures for University, Internship Site, and Intern below. Note that signatures represent agreement with all representations made in this document. Parties of this agreement should mutually review this document and clarify any of the stipulations. In the section above, clarification of any conditions or other qualifications regarding this agreement should be noted**

**Signatures Below:  
University Program Representative**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Practicum Site Representative**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Practicum Candidate**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please file 1 copy each of this document with:**

- Practicum Candidate Personal Copy
- ISU Program Candidate File
- ISU Practicum Coordinator
- ISU Program Director
- Field Experience Site Supervisor or Representative

**Address any comments or other inquiries to:**

School Psychology Program  
Idaho State University  
Box 8059  
Pocatello, Idaho 83209  
or Call 208-282-4149 (Program Secretary)