

University of Kentucky
School Psychology Program
SCHOOL PRACTICUM (EDP 674) CONTRACT
2nd Year Students

The purpose of this agreement is to provide the School Psychology student and supervisor with an understanding of the second-year practicum experience. The EdS student must complete a minimum of 400 hours over the course of the year engaging in activities at or related to the school practicum site; the Ph.D. student should complete a minimum of 400 hours over the course of the year engaging in activities related to the school practicum site. Specifically, students will spend about 1.5 days a week in the school engaging in direct and indirect services. Students will attend University classes and engage in various learning activities per the course syllabus. The following are included:

- 1) School services: students engage in direct and indirect services with students, teachers, parents, and school-based teams meeting the semester and year-long requirements. These include classroom observations, psychoeducational testing, curriculum-based measurement, interventions at all three Tiers (whole class, group, or individual), counseling, functional behavior assessment, and professional development (see syllabus for outline). Students can count external hours spent working on research, report writing, and other indirect activities supporting school practicum, however the majority of time should be spent engaging in activities at the school setting.
- 2) On-Site School Supervision: students will have interaction with their supervisor every day when they are on-site. Students are expected to, based on their progress, be able to increase in their independence with planning and initiating activities across the year.

The University KY Program Agrees:

- 1) To assign a University Faculty Practicum Supervisor to facilitate communication between the University (School of Psychology) and the school site
- 2) To provide orientation, assistance, consultation, and professional development opportunities to the site supervisors if desired
- 3) To have the faculty practicum supervisor make a site visit, during which the faculty supervisor will meet with the site supervisor and practicum student. The Faculty Supervisor should be immediately contacted should any problem or change in relation to student, site, or University occur
- 4) To ensure that the faculty practicum supervisor is responsible for assigning a grade upon the student's successful completion of the practicum, including both on-site requirements and class didactic learning experiences

The School Practicum Site/Supervisor Agrees:

- 1) To provide daily supervision of the practicum student; if the supervisor must be off-site, the supervisor has made arrangements for contacting the supervisor and the availability of an on-site school personnel member. The supervisor and student structure activities and agendas toward the student obtaining an increased independence level over the course of the year

- 2) To provide opportunities for the student to engage in a variety of training activities under supervision and to evaluate the student's performance. Beyond practicum requirements, the supervisor should look for additional activities to increase the student's awareness of school climate and culture, as well as increase his/her professional skills
- 3) To provide necessary and appropriate technology that assists with learning
- 4) To provide one-to-one supervision, which involves some examination of student work via observation, review of work product, and/or live supervision
- 5) To sign all psychoeducational reports, review counseling/intervention notes and progress monitoring, and to facilitate appropriate termination of consultation and intervention follow-up as necessary
- 6) To complete the evaluation forms and review the results of such evaluations with the practicum student in a timely manner

The Practicum Student Agrees:

- 1) To submit any necessary documentation to the site supervisor
- 2) To adhere to the administrative policies, rules, standards, schedules, and practices of the site, including decorum, dress, and communication
- 3) To be punctual and present at the scheduled times of the student's practicum, and to inform the supervisor of any absences or tardies
- 4) To be respectful of the supervisor's time and own job requirements by submitting psychoeducational reports and other materials needing to be reviewed within a timely manner
- 5) To complete the necessary evaluations, including a final site evaluation for each semester of practicum to be discussed with the site supervisor and a self-evaluation at the end of each semester
- 6) To adhere to the University of Kentucky School Psychology program guidelines of professional behavior, ethical standards of practice, and commitment to social justice and diversity, as well as NASP (Ed.S. students) and APA (doctoral students) guidelines and ethical codes

This agreement is made on _____ by and between _____
(Date) (Please print - Practicum Site Name)
and the University of Kentucky School Psychology Program. This agreement will be effective
from _____(Mo.) _____(Day) _____(Yr.) to _____(Mo.) _____(Day) _____(Yr.) for
_____ hours per week for _____ credit hours for _____.
(Please print - Practicum Student)

Signatures

(Practicum Site Supervisor) Date: _____

(Faculty Practicum Supervisor) Date: _____

(Practicum Student) Date: _____

SITE INFORMATION

Site Name: _____

Site Address, City, State, Zip: _____

Phone: () _____ Email: _____

Practicum Site Supervisor Name: _____ Title: _____

Type of License(s), certification, or accreditation (e.g., LP, NCSP etc.): _____

District Psychological Services Supervisor Name: _____ Title: _____