Sample Agreement: A separate agreement is required for each Head Start site. The school psychology trainee and fieldwork/practicum site supervisor(s) should modify this sample agreement to identify the appropriate parties and the specific learning experience to be provided at the Head Start placement site. The agreement should be completed by the end of the second week of the semester in which the trainee is enrolled in PSY 498A05 at Illinois State University. The signed agreement should be submitted to the School Psychology program coordinator. **Please delete this paragraph before the Agreement is printed for signatures.**

Illinois State University

Graduate Programs in School Psychology

**PSY 498A05 First Year Fieldwork in School Psychology**

**Head Start Placement Agreement**

[Insert the Head Start site] (Site) agrees to accept NAME (Trainee), a first year fieldwork/practicum trainee, for placement at Site during the fall and spring semesters. Site and Trainee agree to observe the following arrangements to satisfy the course requirements for PSY 498A05 First Year Fieldwork/Practicum in School Psychology at Illinois State.

1. Location: The fieldwork/practicum will be performed at: [Identify school and address].

2. Duration: The fieldwork/practicum experience will begin with the start of the fall semester and continue through the end of the following spring semester at Illinois State. Trainees will follow the University’s academic schedule (i.e., excluding all University-recognized holidays, Thanksgiving week break, the semester break after final exams in December through the start of spring semester in January, and spring break week at Illinois State).

3. Hours: Trainee shall work approximately two hours per week as agreed upon by Trainee and the Head Start Teacher. Trainee should accumulate at least 30 hours of supervised experience per semester for a total of 60 hours over the fall and spring semesters.

4. Head Start Activities: Trainee will participate in the following specific activities agreed to during a discussion with the Head Start Teacher (e.g., observation in a classroom, assisting with centers, conducting Second Step Booster Sessions, etc.):

1.
2.
3.
4.

5. Supervision: Trainee will receive supervision directly from: [Identify each individual by name; add any needed positions or remove positions that will not provide supervision]

Head Start Teacher:

University Supervisor:

6. University Contact: The Graduate Programs in School Psychology seeks to facilitate regular communication with Site through a series of ongoing contacts as follows:

1. The Head Start mental health consultant will conduct a Site visit.
2. The Graduate Programs in School Psychology will provide supervision for course assignments and Trainee will participate in weekly supervision sessions at the University.
3. The Graduate Programs in School Psychology will provide Site with copies of relevant course syllabus and assignments for Trainee

All records of students observed, assessed, or treated by Trainee shall remain at all times the sole property of Site and may not be copied or removed from by Trainee or Illinois State faculty without the express written consent of Site. During the term of this Agreement and thereafter Trainee and Illinois State University shall protect from unauthorized disclosure all information, records, and data pertaining to Site, its students, and staff unless required to do otherwise by law or court order to provide such information, records, or data.

This agreement between Site and the Graduate Programs in School Psychology will be in effect for the fall and spring semesters of (insert academic year).

Signatures

Please type your legal name to certify that the information submitted is accurate to the best of your knowledge. Please save and email this form as an attachment to the next person on the list after your name.

School Psychology Trainee:       Date:

Head Start Teacher:       Date:

University Supervisor:       Date: