Sample Agreement: The school psychology trainee and practicum site supervisor should modify this sample agreement to identify the appropriate parties and specific learning experience to be provided at the practicum site. The agreement should be completed and signed by the trainee and the practicum site supervisor by the end of the second week of the semester in which the trainee is enrolled in PSY 436A04 at Illinois State. The signed agreement should be submitted to the School Psychology program coordinator. A separate agreement is required for each practicum site.

**Please remove this paragraph before the final agreement is printed for signatures.**

Illinois State University

Graduate Programs in School Psychology

**PSY 436A04 Psychoeducational Practicum**

**Problem Solving/Response to Intervention School Placement Agreement**

This agreement is between the Graduate Programs in School Psychology at Illinois State University and SCHOOL (School). NAME is a school psychology trainee (Trainee). Trainee will be assigned at least eight hours per week to School as part of Trainee’s course requirements for PSY 436A04 Practicum: Psychoeducational Assessment and Intervention. NAME (Supervisor), who is employed by School, is assigned as Trainee’s supervisor. Trainee and Supervisor will determine the day and starting and ending hours of Trainee’s assignment. Trainee will follow 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) and all work relating to this assignment (including preparation) will occur during Trainee’s regular weekly schedule.

The School agrees to provide the following:

1. Trainee will be assigned a primary Supervisor who provides at least one hour of individual face-to-face supervision each week.

2. Trainee will be assigned at least two cases involving psychoeducational problems and/or concerns, for which Trainee will have major responsibility to conduct assessments and writing the results. These assessments should include CBM reading, math, and/or written language. The focus of this practicum with the School should be on assessment and intervention with psychoeducational problems.

As part of at least one of these two cases, Trainee is expected to complete the following: a parent/teacher interview; a parent/teacher interpretive conference; case file notes; report writing; and attendance and presentation at an IEP meeting for the case.

Supervisor agrees to assume major responsibility for the two cases and will co-sign the report and Trainee will be clearly identified as a “School Psychology Practicum Trainee.”

3. Trainee will be provided with opportunities to assist the Supervisor in a wide variety of activities reflecting the Supervisor’s usual role and function. These opportunities will include but not limited to the following:

1. Experience with CBM/DIBELS norming/retesting in reading, math, and written language and be furnished two copies of materials (one for the trainee and one for Illinois State University);
2. Eating lunch with the faculty;
3. Participating in assessments and interventions for preschool children and students with low-incidence disabilities; and
4. Observing the supervisor.

4. Trainee will assume responsibility for at least one case from the building-based intervention team, including consulting with the teacher, parent, administrator and/or paraprofessional, and functional behavioral analysis (FBA) and progress monitoring.

5. Trainee will assume responsibility for at least one student in the school for providing academic interventions and progress monitoring to determine effectiveness.

6. Supervisor agrees to complete all formative (mid-semester) and summative (end of the semester) evaluations of Trainee required by the Graduate Programs in School Psychology.

7. If any concerns about performance or behavior of Trainee arise, the concerns will be brought to the attention of Trainee and the University Supervisor in a timely fashion. If necessary, a critical skill development plan will be developed and implemented.

8. Trainee and the Graduate Programs in School Psychology agree to provide the following:

1. Consistent weekly attendance during the fall and spring semesters;
2. Relevant resource materials; and
3. A tuition waiver for the Supervisor consistent with University policy.

All records of students observed, assessed, or treated by Trainee shall remain at all times the sole property of School and may not be copied or removed from the school by Trainee or Illinois State faculty without the express written consent of School. At all times 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 School, its students, and staff unless required to do otherwise by law or court order to provide such information, records, or data.

This agreement between School 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:

School District Supervisor:       Date:

University Supervisor:       Date: