Sample Agreement: A separate agreement is required for each public school 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 public school 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**

**Public School Placement Agreement**

[Insert the name of the public school] (School) agrees to accept NAME (Trainee), a first year fieldwork/practicum trainee, for placement at School during the fall and spring semesters. School 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 School-based supervisor. 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. Duties and Activities: Trainee shall spend time observing, learning, and beginning to function in the various roles of a school psychologist (i.e., assessment, attending team meetings, individual and/or group counseling, consultation, parent meetings, etc.). Trainee will participate in specific activities agreed to during a discussion with the School supervisor:

1. Trainee must conduct a case study for PSY 433 Social Emotional and Behavioral Assessment course at the start of the spring semester. Although the School supervisor will not supervise this case, the School supervisor should facilitate the selection of the child for the case study. The School supervisor will receive more information from Trainee about the case study requirements.

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

School Principal:

School Psychologist:

Advanced Doctoral Trainee 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 School Psychology program co-coordinator 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 School 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 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 Principal:       Date:

School Psychologist:       Date:

Advanced Doctoral Trainee Supervisor:       Date: