

University of Houston-Victoria

School Psychology Practicum

Memorandum Agreement

Relative to supervision of Specialist in School Psychology Practicum students, the following is understood and agreed to by the undersigned.

1. _____ will serve as a graduate level practicum student in the school psychology program from the University of Houston-Victoria. The practicum setting location is _____.
2. The practicum will begin on _____ and end on _____, for a minimum total number of 300 hours to be completed during the course of the semester. A minimum of 300 hours must be logged by the end of the UHV semester for a final grade to be awarded to the student. Placement on the practicum school campus or campuses must end on the last day of the UHV spring semester.
3. _____ will serve as the field-based supervisor during the practicum experience. My LSSP license number is _____. By agreeing to supervise a practicum student, I confirm that I have met the Texas State Board of Examiners of Psychologists qualifications to be a supervisor. I am employed by the school district and have had a minimum of 3 full years of independent practice as an LSSP in the public school setting.

General responsibilities of field-based supervisors:

1. Field-based supervisors must hold a current LSSP licensure and have practiced as an LSSP without supervision for a minimum of 3 years prior to supervising a practicum student.
2. Field-based supervisors are responsible for all duties performed by the student while under supervision.
3. Field-based supervisors will review test protocols, counseling records or notes, reports, etc. and directly observe the student's professional skills.
4. Appropriate documents should be signed by supervisors, as outlined in the Acts and Rules of the Texas State Board of Examiners of Psychologists.
5. Field-based supervisors are responsible for completing student evaluation forms a minimum of two times per semester.
6. Field-based supervisors are responsible for no less than two hours per week of regularly scheduled contact with the student concerning task supervision.
7. Field-based supervisors are available by appointment as requested by the practicum student.
8. Field-based supervisors are available for contact on emergency basis as needed.
9. Field-based supervisors are available for ongoing contact with the university-based supervisor in an effort to monitor the practicum student's progress.

General practicum student responsibilities:

1. Students must obtain student malpractice insurance prior to starting practicum. There are multiple sources for such insurance. Insurance information will be sent to students by the university-based supervisor. The university-based supervisor must receive a copy of the malpractice insurance prior to a student logging practicum hours.
2. Work with psychological services staff members on comprehensive assessments, case consultations, etc., as the occasion arises.

3. Staff meeting attendance to include:
 - a. In-service meetings of psychological and student appraisal staffs.
 - b. Miscellaneous staff meetings when possible.
4. Workshop or in-services, planning and implementation assistance for teachers, counselors, and other personnel.
5. Assistance in planning appropriate interventions for referred children, and participation in these interventions, including counseling or development of behavior plans, if appropriate.
6. Participation in campus screening committees and IEP meetings.
7. Resource services to the school staff appropriate to the practicum student's level of training.
8. Maintain regularly scheduled supervision meetings with the field-based supervisor and university-based supervisor.
9. Adherence to the administrative policies, rules, standards, schedules and practices of the facility.
10. Demonstrate professionalism and strong work ethic.
11. Complete other activities outlined in the practicum course syllabus.

PRACTICUM WORK SCHEDULE:

DAY(s)

TIME(s)

THIS AGREEMENT SHALL BE EFFECTIVE WHEN SIGNED BY ALL PARTIES

University-Based Supervisor

Date

Field-Based Supervisor

Date

Practicum Student

Date