

**Minnesota State University Moorhead - School Psychology Program**  
**REMOTE (Online) APPLICANT - AGENCY PRACTICUM AGREEMENT FORM**

To be completed by district/agency willing to provide practicum opportunities and supervision:

The MSU Moorhead School Psychology graduate program has 3 practicum across 3 different semesters, typically Fall, Spring of Year 1, and Spring of Year 2. Each practicum is a minimum of 100 hours and approx. 8-10 hours per week. As part of the School Psychology admissions process for remote (online) students the applicant needs to document they have an agency willing to provide an initial school psychology practicum placement (Practicum 1) by submitting this form with their application. This arrangement could continue for additional practica, or even into an internship.

Finalization of practicum placement would take place only if the applicant were admitted to the program. Below are the practica basic requirements. More information on the activities and responsibilities for each specific practicum is available on the MSUM School Psychology website or by requesting more information from the School Psychology Graduate Program Director.

- Each practicum is a minimum 100 hours for the semester conducted during regular school hours in a school setting.
- Practica must be supervised by a school psychologist. Practica 1 also may be supervised by another professional appropriate to the setting approved by the MSUM faculty.
- If the agency would like the applicant to complete additional practica beyond Practica 1, the agency recognizes the graduate student needs access to students PreK-12 with a variety of educational needs and in a variety of settings.
- Practica experiences must allow for completion of required course assignments.
- Students must not be expected to complete activities beyond their level of training.
- Students will abide by all district policies and practices.
- Students need to pass a background check either through the MSUM program or their school districts.
- Any compensation for the student's work will be negotiated between the student and the district/agency.
- Students will keep a daily log of all practicum activities and hours.
- Students will communicate with MSUM and the agency if they need to be absent on a scheduled practicum day.
- Supervisors need to complete evaluations of the student and meet with the university supervisor.
- Agencies will provide access to appropriate materials and settings and work with MSUM on access to any materials unavailable on-site.
- Graduate students need access to student records on a need-to-know-basis.

MSU Moorhead School Psychology Applicant Information:

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below the Agency indicates it is willing to provide an appropriate school psychology practicum placement for this applicant for Practicum 1 in the MSUM School Psychology Program if the applicant is admitted to the graduate program.

Name (printed) \_\_\_\_\_

Position \_\_\_\_\_

District/Agency \_\_\_\_\_

Work Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature w Date \_\_\_\_\_

Questions should be directed to: Dr. Lisa Stewart, MSUM School Psychology Program Director

Email: [stewart@mnstate.edu](mailto:stewart@mnstate.edu) Phone: 218.477.4081