

What to tell a new practicum site

1. Students are required to complete **120 hours** during the semester, **averaging 8-10 hours weekly**. Sites must be willing and able to provide appropriate duties (see below) and hours. Scheduling of time is to be handled by the student and site.
2. **Supervision of students** can be addressed individually and/or in groups. There is flexibility in the length of supervision, however at minimum; one weekly meeting between supervisor and practicum student is desired. Supervision can also be provided by other on-site professionals that the student is working under.
3. **Students are provided with liability insurance** through the university and will not need coverage to be provided by the practicum site. Student liability insurance **DOES NOT** cover vehicular transportation of clients and therefore students are not permitted to transport clients.
4. **Supervisors** will be asked to complete an initial Student Practicum Record (contract), sign off on weekly time logs, and complete a final evaluation form. No other documentation is required of the practicum site.
5. Students are asked to comply with the screenings and trainings necessary to function within their practicum site.
6. **No more than 3 hours per week** of clerical/administrative duties such as; filing, shredding, answering office phones (excluding crisis lines) are permitted.

Appropriate Duties

This list of appropriate duties is not meant to be exhaustive. Students and sites may contact the practicum instructor if they have questions regarding what constitutes appropriate practicum duties.

Clinical observation of individual/group sessions, staff meetings and training, educational readings and attendance at conferences, crisis intervention (in person and crisis phone lines) milieu observation of population, shadowing of supervisor/staff, client support, advocacy, mentoring, tutoring, research, psycho educational group leadership, intake evaluations, documentation of client observations, administration of screening tools (administration of clinical screening tools is taken on a case-by-case basis), observation of applicable legal proceedings (court, cps/dss meetings, guardian ad litem) social skills training, etc.