



FORT HAYS STATE UNIVERSITY MEMORANDUM OF AGREEMENT FOR FIELD

Concerning the
School Psychology Practicum Program
Department of Psychology

PURPOSE:

The purpose of this agreement is to provide a qualified graduate candidate in the Ed.S. School Psychology program at the university with a practicum experience in the field of school psychology, with a minimum of 600 hours in the school setting during the school scheduled days/time, over two consecutive semesters.

FORT HAYS STATE UNIVERSITY AGREES:

1. To assign a university faculty supervisor to facilitate communication between the university and the placement site;
2. To provide supervision in the form of group supervision weekly while the university is in session and regularly scheduled direct joint supervision between the university and site supervisors;
3. To collaborate with the practicum site, requiring that the practicum candidate must adhere to the administrative policies, rules, standards, schedules, and practices of the site;
4. To collaborate with the practicum site for the facilitation of the practicum candidate's learning, consistent with the university program goals and the development of professional competencies;
5. To be available for consultation with both the practicum site supervisor and candidate and shall be immediately contacted should any problem, ethical challenge, or change in relation to the candidate, site, or university occur;
6. To assign coursework, ensuring the practicum candidate participates in diverse activities that address the breadth and scope of the NASP Practice Model, which will be turned in to the university supervisor for grading, and for the assignment of a fieldwork course grade;
7. To provide site supervisors with information on the program's expectations, requirements, and evaluation procedures for candidates.

The University does not provide practicum candidates with insurance coverage for workman's compensation or for liability for actions or inactions occurring in the practicum setting. Candidates participating in the School Psychology Practicum must purchase an experiential learning policy.



THE PRACTICUM SITE AGREES:

1. To assign a practicum supervisor who shall have satisfied all the following requirements at the time of the practicum:
 - The site supervisor is licensed, registered, or certified to practice school psychology in the State of Kansas or in the state in which the candidate is being supervised;
 - The site supervisor is trained under or familiar with the NASP 10 Domains of Practice
 - The site supervisor has a minimum of three years of experience as a school psychologist, excluding internship.
 - The site supervisor has at least partial professional responsibility for the practicum candidate's supervised practice of school psychology activities.
 - The site supervisor has no familial or other dual relationship with the practicum candidate.
 - The site supervisor has a supervisory relationship that is clearly differentiated from that of a consultant or mentor.
 - The site supervisor provides the practicum candidate with on-site supervision of all practicum activities, and the site supervisor signs all official documents.
 - The site supervisor provides structured supervision and diverse activities that address the breadth and scope of the full NASP Practice Model.
 - During the time of supervision, the practicum supervisor shall not have been subject to disciplinary action by the licensing, registering, or certifying authority.
2. The practicum site retains ultimate responsibility and decision-making authority for care of the site's students;
3. To identify the practicum candidate as in training, not a licensed/certified staff member, who is receiving ongoing supervision and training in school psychology, and thus designated by title as "school psychology practicum student":
 - The practicum student is considered a candidate, not licensed to complete duties such as administering and/or interpreting cognitive or other restricted psychological tests or other activities under the scope of the NASP Practice Model, except when fully supervised during the 600 hours of practicum.
4. The practicum activities must not be completed in any school building within the district/cooperative where the practicum candidate may also be employed for different duties/positions:
 - If the practicum student completes duties for the district outside of the 600 hours of practicum, it is understood that such duties are not represented as a school psychology practicum, and these duties must not require credentials as a school psychologist unless fully supervised by the practicum site supervisor.
 - If the practicum site provides the practicum student with opportunities for



- field placement experiences beyond the 600 hours required by practicum, it is understood that these experiences require the same level of supervision by a licensed, supervising school psychologist as comparable field placement experiences and activities.
5. The site is available to the practicum candidate at the points of decision-making regarding the diagnosis, placement, and treatment of student clients;
 6. To provide opportunities for the practicum candidate to engage in a broad range of supervised experiences and diverse activities that address the breadth and scope of the full NASP Practice Model and are consistent with the university program's expectations and course requirements, for development and demonstration of professional skill competencies identified in NASP preparation standards for school psychology.
 7. To provide the practicum candidate with adequate workspace, access to technology (telephone computer, internet), professional materials, and office supplies to conduct professional activities;
 8. To provide a written evaluation of the practicum candidate by the site supervisor based on criteria established by the university.

Within the above specified time frame

_____ Amy Powers, Ed.S., NCSP _____ (Site Supervisor) will be the primary practicum site supervisor. The training activities will be provided for the practicum candidate in sufficient amounts to allow an adequate evaluation of the practicum candidate's level of competence in each activity. Dr. John T. Lacy (University Supervisor) will be the faculty supervisor with whom the candidate and practicum site supervisor will communicate regarding progress, problems, and performance evaluations.



CANDIDATE (STUDENT) PRACTICUM AGREEMENT

Directions: Candidate is to complete this form and submit a copy of this agreement to both the university and practicum site supervisors.

1. I hereby attest that I have read and understood the American Psychological Association's and the National Association of School Psychologists' ethical standards and will practice in accordance with these standards. Any breach of these ethics or any unethical behavior on my part will result in my removal from practicum, a plan of correction, removal from the program, or a failing grade, and documentation of such behavior will become part of my permanent record.
2. I agree to adhere to administrative policies, rules, standards, and practices of the practicum site and understand that should I fail to adhere to these rules and policies, my practicum may be terminated by the practicum site, and I will fail the Practicum class.
3. I understand that coursework for the EdS program of study must be completed prior to or concurrent with completion of the 600-hour practicum over one school year. Withdrawal from a course required for the EdS program would require withdrawal from practicum.
4. I understand that my responsibilities include keeping my practicum site and university supervisors informed regarding my practicum experiences.
5. I understand that it is unethical to misrepresent myself as a school psychologist. Reports and other official documents must be signed as "practicum student" and I will represent myself as a graduate practicum student/candidate.
6. I understand for a passing grade (A or B), I must demonstrate the specified minimal skill level of school psychology, knowledge, and competence *and* complete all course requirements that demonstrate professional competencies consistent with the breadth and scope of the full NASP Practice Model.
7. I agree not to divulge information regarding material, cases, names, concerns, etc., to any party outside this class and as otherwise required by applicable federal and state law concerning student privacy and the confidentiality of student or medical records. Failure to do so will constitute violation of confidentiality and be representative of unprofessional conduct.
8. I absolve Fort Hays State University of any liability in the performance of my practicum activities for the duration of this agreement.

Signature _____

Date _____



**FORT HAYS STATE
UNIVERSITY**

Forward thinking. World ready.

PRACTICUM CANDIDATE (STUDENT) INFORMATION:

Name: Lisa Weis

Phone number: 918-521-1192

Email Address: l_weis@mail.fhsu.edu

Term of Practicum Placement: 2026-2027 School Year

Practicum Site: Sapulpa Public Schools

Address: 511 East Lee Avenue, Sapulpa, OK 74066

SITE SUPERVISOR INFORMATION:

Name: Amy Powers, Ed.S., NCSP

Phone Number: 918-224-3400 ext. 1136

Email Address: apowers@sapulpaps.org

License and number: NASP Cert: 64415 / Okla. Cert: 201999

Degree: Educational Specialist in School Psychology

UNIVERSITY FACULTY LIAISON INFORMATION:

Name: Dr. John T. Lacy

Phone Number: 785-628-4405

Email Address: jtlacy@fhsu.edu

UNIVERSITY PROGRAM DIRECTOR INFORMATION:

Name: Amy Drinnon, Ed.S.

Phone Number:

785.628.4083

Email Address: amdriannon@fhsu.edu



The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 12/19) as modified, which is attached hereto, are hereby incorporated in this contract and made a part thereof.

(Candidate Signature)

(Date)

(Site Supervisor Signature)

(Date)

Kathleen A. Stiffelman / **Board President**
(Site Director/Special Education Administrator)

(Date)

(University Supervisor Signature)
JT Lacy, Ph.D.

(Date)

(University Program Director Signature)
Amy Drinnon, Ed.S.

(Date)

(University, V.P. Administration & Finance)

(Date)