



SCHOOL PSYCHOLOGY PRACTICUM PROCESS:

An Overview

PPS 6101 – PPS 6016

Practicum courses begin during your 2nd term of classes

Prior to or during PPS 6101

1. Obtain all of your practicum hourly logs and evaluation forms
 - a. [School Psychology Practicum Documents](#)
2. Complete certificate of clearance (Coc)
 - a. <https://www.ctc.ca.gov/credentials/submit-online>
3. Locate a district to complete your practicum hours at
4. Request an MOU if one is not yet established with your district
 - a. [MOU Request for CSOE Students](#)
5. As soon as you secure a practicum site, complete the Information Form
 - a. [Information Form for SP Candidates](#)

PPS 6102-6103

1. When you have reached 225 hours, you need to do the following things:
 - a. Have your supervisor complete a supervisor evaluation form
 - b. Upload your completed hourly log AND evaluation form in ONEDRIVE
 - c. During weeks 7/8, submit your completed hourly log and evaluation in CANVAS
2. If you have NOT reached 225 hours, DO NOT worry. You will need to do the following:
 - a. Upload your hourly log into Canvas to receive credit for the assignment
 - b. Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 225 hours
3. ***If by the end of PPS 6103***, a site has not been secured, connect with your practicum instructor. You may need to stop in your practicum series until a practicum site is secured

PPS 6104 – PPS 6105

1. At this stage in practicum, you should be working towards ending the first half of your 450 hours or on your way to the second half of your practicum hours
2. When you finally reach your first 225 hours, you need to do the following things:
 - a. Have your supervisor complete a supervisor evaluation form
 - b. Upload your completed hourly log (225 hours) AND first evaluation form into ONEDRIVE
 - c. During weeks 7/8, submit your completed hourly log and evaluation in CANVAS
3. If you still have NOT reached 225 hours, you may need to consider adding an additional day or two to your practicum site. You will still need to do the following:
 - a. Upload your hourly log into CANVAS to receive credit for the assignment



- b. Upload a word document in CANVAS in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 225 hours
4. If you have exceeded 225 hours but have not completed 450 hours, you need to do the following:
 - a. Upload your current hourly log into CANVAS to receive credit for the assignment
 - b. Upload the first evaluation into CANVAS that was completed for your first set of 225 hours

PPS 6106

1. You should be finishing up with the second half of your practicum hours
2. When you finally reach you the second 225 hours, you need to the do the following things:
 - a. Have your supervisor complete another supervisor evaluation form
 - b. Upload your completed hourly log AND evaluation form in ONEDRIVE
 - c. During weeks 7/8, submit your completed hourly log and evaluation in CANVAS
3. If you have not reached or will not reach the entire 450 hours by the end of PPS 6106, you will be given an IP grade.
 - a. Continue to upload your hourly log into CANVAS to receive credit for the assignment
 - b. Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the remaining hours
 - c. You will be able to continue accruing your practicum hours
4. When you have completed all 450 practicum hours, contact your former practicum instructor and cc kimmie.reyes@alliant.edu and tryerson2@alliant.edu indicating your completion and requesting a grade change from IP to Credit
 - a. Ensure you have uploaded your completed hourly logs (reflecting 450 hours) and both evaluations into ONEDRIVE

****NOTE: If you have an IP on any of your practicum courses and/or have not completed the entire practicum series, you will NOT be able to move forward into Internship**