



SCHOOL COUNSELING PRACTICUM PROCESS:

An Overview

PPS 60010 – PPS 60040

Practicum courses begin during your 1ST term of classes

PPS 60010

1. Obtain all of your practicum hourly logs and evaluation forms
 - a. [CSOE Educational Psychology Programs Student Hub](#)
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 and save a copy in your OneDrive
 - a. [Information Form for School Counseling Practica Students](#)

PPS 60020

1. When you have reached 50 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 50 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 50 hours
3. ***If by the end of PPS 60020***, 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 60030

1. At this stage in practicum, you should be working towards ending the first half of your hours or on your way to the second half of your practicum hours
2. When you finally reach your first 50 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
3. If you still have NOT reached 50 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 lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 50 hours
4. If you are working on the latter half of your practicum hours, but will not be complete 100 hours by the end of 60030, you need to do the following:
 - a. During weeks 7/8, submit your hourly log and previous evaluation in CANVAS to receive credit for the course

PPS 60040

1. You should be finishing up with the second half of your practicum hours
2. When you finally reach 100 hours, you need to 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 100 hours by the end of PPS 60040, 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 100 practicum hours, contact tryerson2@alliant.edu or kimmie.reyes@alliant.edu indicating your completion and request a grade change from IP to Credit
5. Upload your completed hourly logs and 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**