PRATICUM STEPS FOR EXISTING DEPARTMENTAL PRACTICA: PSY 3970

1. Go through the Practica Handout and select practicum(s) based on pre-requisites and interest which can be found on the Psychology Blog Site: http://dearpsychologyadvisor.blogspot.com or the Psychology Website: http://www.wmich.edu/psychology/academics/undergraduate/practica.html

2. See the Undergraduate Psychology Advisor if you have general practica questions

3. Contact the faculty member listed in the “Contact” line of the Practicum Handout or Departmental Website

4. Contact the practicum site given to you by the faculty member

5. Print off and fill out Permission to Elect Form which can be found on the Psychology Blog Site: http://dearpsychologyadvisor.blogspot.com or the Psychology Website: http://www.wmich.edu/psychology/academics/undergraduate/practica.html

6. Attend interview for practicum site if required and bring the Permission to Elect Form

7. Complete any required background checks: see specific practicum pre-reqs requiring background checks

8. Have On-Site Supervisor at the practicum site sign the Permission to Elect Form

9. Have faculty member sign the Permission to Elect Form

10. Bring the Permission to Elect Form completely filled out with all signatures to the Psychology Undergraduate Advisor 3700 Wood Hall

11. Check your schedule to make sure you have been registered for PSY 3970 (Please contact the undergraduate psychology advisor psy-advising@wmich.edu with your WIN if you have not been registered within 5-7 business days of dropping off your permission to elect form)

12. A minimum of 135 hours or approximately 10 hours per week is required to complete a practicum

Please check out the Psychology Blog Site for all psychology major/minor and pre-req requirements, information on practicums, TAs, RAs, registration, graduation, graduate school, and more.

Feel free to come to walk in-advising or schedule an appointment online if you have any further questions and I would be happy to help you: www.wmich.edu/psychology/advising
Undergraduate Psychology Permission to Elect Application: Practicum PSY 3970

First/Last Name __________________________ WIN __________________________
WMU Email __________________________ Phone __________________________

Semester to be registered for Practicum: Fall/Spring/Summer ______ Year ______
(PSY 3970 will generally be registered for summer II only unless your Faculty Supervisor requests summer I)

Must List Credit Hours
(For psychology advisor to register you)

CRN of Course
(Added by psychology advisor)

Practicum

PSY 3970 Practicum in Psychology 3-5 hrs ______

Description of Activity
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Practicum Signatures Needed (PSY 3970)

Printed Name of Practicum Organization __________________________________________
Printed Name of Practicum Organization Supervisor __________________________________________
X Signature of Practicum Supervisor __________________________________________ Date ______
X Faculty Signature __________________________________________ Date ______

***Please Circle Faulty Supervisor: Dr. Alessi J. Baker L. Baker Damashek DeFulio Dickinson Frieder Fuqua Gaynor Huitema Johnson Malott McGee Naugle Peterson Pietras Poling Ross Spates VanHouten or Wright

X Student Signature __________________________________________ Date ______

Return Completed Form to Undergraduate Psychology Advisor: 3700 Wood Hall
(Please Note: Incomplete information and missing signatures will delay your registration)

Date Submitted to Psychology Advisor: ________________ Date Registered/Psychology Advisor Initials: ________________