

PRACTICUM STEPS FOR EXISTING DEPARTMENTAL PRACTICA: PSY 1403 AND 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 Department of 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 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-requisites for required 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 Department of Psychology in **3700 Wood Hall**
11. You will receive an email to self-register for **PSY 1403 or PSY 3970** (*The course needs to be registered by the last day of drop/adds.*)
12. A minimum of **135 hours or approximately 10 hours per week** is required to complete a practicum.

Please check out the Department of Psychology’s website for all psychology major/minor and pre-requisite requirements, information on practicums, TAs, RAs, registration, graduation, graduate school, and more.

Feel free to come to drop-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 1403 and PSY 3970**

First/Last Name _____ WIN _____

WMU Email _____ Phone _____

Semester to be registered for Practicum: _____ Year _____

Must Check Appropriate Course

Must List Credit Hours
(Required for registration)

CRN of Course
(Added by psychology)

Practicum

_____ PSY 1403	Autism Practicum	3 hrs	_____	_____
_____ PSY 3970	Practicum in Psychology	1-5 hrs	_____	_____

Description of Activity

Practicum Signatures Needed

Printed Name of Practicum Organization _____

Printed Name of Practicum Organization Supervisor _____

Signature of Practicum Supervisor _____ Date _____

Graduate Student (*Print if applicable*) _____ Date _____

Faculty Signature (*Required*) _____ Date _____

***Please check faulty supervisor: Dr. _____J. Baker _____L. Baker _____Curiel _____Damashek _____DeFulio _____Gaynor
_____Martini _____McGee _____Naugle _____Pence _____Peterson _____Pietras _____Pinkelman _____Poling _____Rafacz
_____Van Houten

Return Completed Form to:
emily.a.carey@wmich.edu, Department of Psychology, 3700 Wood Hall
(Please Note: Incomplete information and missing signatures will delay your registration)

Date Completed: _____ Completed by: _____