Practicum Opportunities
Psychology: PSY 3970

Undergraduate Psychology Advising

3700 Wood Hall
Updated Summer 2018

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Process</td>
<td>2</td>
</tr>
<tr>
<td>Autism/Developmental Disability Practica</td>
<td>3-6</td>
</tr>
<tr>
<td>Counseling/Clinical Practica</td>
<td>7-9</td>
</tr>
<tr>
<td>School/Education Practica</td>
<td>10-11</td>
</tr>
<tr>
<td>Aging Practicum</td>
<td>12</td>
</tr>
<tr>
<td>Applied Animal Behavior Practicum</td>
<td>13</td>
</tr>
<tr>
<td>Neuroscience Practicum</td>
<td>14</td>
</tr>
<tr>
<td>Student Designed Practicum</td>
<td>15</td>
</tr>
</tbody>
</table>

**General Psychology Major:** Students following this major are required to complete at least 3 credits of practicum experience, TA experience, or lab experience.
Behavioral Science Major: Students following this major are required to complete at least 6 credits of practicum experience, TA experience, research experience, lab experience, or an honors thesis/project.

Enrolling In Departmental Practica: PSY 3970

1. Go through the Practica Handout and select practicum(s) based on pre-requisites and interest
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/advising/undergraduate/practicum
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 3705 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

Enrolling in PSY 1403: Autism Practicum @ KRESA West Campus

1. Complete PSY 1400 and PSY 1402 with a B or better.
   a. Contact psy-prepracticum@wmich.edu for more information about PSY 1402
2. Contact Michael Tomak: michael.l.tomak@wmich.edu for scheduling and registration.
3. Check your schedule after you have worked out your availability with Michael to make sure you have been registered for PSY 1403

***You Do Not Need to fill out a Permission to Elect Form for this practicum site. All other practicums will need a Permission to Elect Form completed before being registered for the course by the Psychology Undergraduate Advisor

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: http://dearpsychologyadvisor.blogspot.com
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

AUTISM/DEVELOPMENTAL DISABILITIES PRACTICA

PSY 1403: Autism Practicum at KRESA West Campus

Description: This practicum involves working with a young child diagnosed with a developmental disability. Students will be assigned to a child and will work on increasing functional behaviors. The class meets five days per week at KRESA West Campus for two hours. The seminar meets for two hours once a week. Students may have the opportunity to participate in higher level practica based on their performance in their first semester of PSY 1403.

Location: KRESA West Campus, 4606 Croyden Avenue, on the corner of Drake Rd and Croyden Ave.
Availability: Fall, Spring, Summer
Prerequisites: PSY 1400 and PSY 1402 (Previously 3561) with “B” or better
Registration: Does not need Permission to Elect Form filled out; Coordinator will get students registered if accepted in to practicum; Background check and TB test will be done by practicum site
Contact: Michael L. Tomak: michael.l.tomak@wmich.edu

PSY 3970: Summit Pointe Autism Center

Description: The early intervention team uses evidence-based practices, grounded in Applied Behavior Analysis (ABA), to teach language and learning skills to young children (up to age 6) that are diagnosed with autism. Using the latest ABA technologies, the team conducts behavioral skills assessments in order to design individualized programs for their clients. Students work on a team, under the supervision of a behavior analyst, to implement the programs, assist with assessments, and aid in developing interventions and intervention materials. As they progress through the practicum, students may also take on a greater role in coordinating client programming and may be presented with opportunities to train other students as well as parents. Students are asked to commit to a minimum of two semesters.

Location: Battle Creek
Availability: Fall, Spring, Summer; Minimum of two consecutive semesters required
Prerequisites: PSY 1400 and PSY 3300 with “B” or better; Background check will be done by practicum site; Completed Permission to Elect Form submitted to Advising Office required to be registered
Website: http://www.jessicafrieder.org/
Contact: Dr. Jessica Frieder: jessica.frieder@wmich.edu


PSY 3970: Van Buren Intermediate School District (VBISD)

Description: This practicum focuses on the use of evidence-based practices, to assess and develop effective interventions for students up to the age of 26 with developmental disabilities who exhibit troublesome behavior and/or are missing important skills from their repertoire.

Location: Battle Creek
Availability: Fall, Spring, Summer (minimum of two consecutive semesters)
Prerequisites: PSY 1400 and PSY 3300 with “B” or better; Background check will be done by practicum site; Completed Permission to Elect Form submitted to Advising Office required to be registered

Website: http://www.jessicafrieder.org/
Contact: Dr. Jessica Frieder: jessica.frieder@wmich.edu

PSY 3970: Summit Pointe Behavior Treatment Committee (BTC)

Description: The Summit Pointe BTC practicum focuses on the use of evidence-based practices, grounded in Applied Behavior Analysis (ABA), to assess and develop effective interventions for adults with developmental disabilities, individuals with mental health diagnoses, and multi-system needs (e.g., legal system). Clients receiving BTC support in general are based on level of intensity of presenting behavior(s). This practicum focuses on supports for clients necessitating the most intense level of assessment, intervention, transition planning, and monitoring. Students partaking in the practicum will receive opportunities to develop and refine case management activities from a behavior analysis perspective. Activities will focus on comprehensive assessment, design/implementation of behavioral interventions, staff training, and progress monitoring.

Location: Battle Creek and surrounding areas
Availability: Fall, Spring, Summer (minimum of two consecutive semesters)
Prerequisites: PSY 1400 and PSY 3300 with “B” or better; Background check will be done by practicum site; Completed Permission to Elect Form submitted to Advising Office required to be registered

Website: http://www.jessicafrieder.org/
Contact: Dr. Jessica Frieder: jessica.frieder@wmich.edu
PSY 3970: Psychological Assessment & Treatment Services (PATS)

Description: The CMH Psychological Assessment and Treatment Services (PATS) team at Western Michigan University is an extension of the psychological services provide by Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS). PATS deals specifically with CMH clients with difficult problem behaviors that require more intensive assessment and treatment services. PATS works with all parties involved with a KCMHSAS client to provide behavioral assessment and treatment services. PATS trains staff in key settings in which clients are served to provide stable, effective interventions to decrease problem behaviors and increase adaptive behaviors. Specific services provided by PATS include:

- Functional assessment of problem behavior
- Screening and evaluation for mental health issues
- Development and revision of behavior intervention plans
- Conducting preference assessments and developing behavioral acquisition programs
- Data collection and monitoring plan effectiveness
- Follow-up and management of behavior intervention plans
- Staff training and support
- Interaction with behavior management committees and individual consumer meetings

The purpose of this practicum is to gain experience in providing services to adults (and, in some cases, children) with developmental disabilities within the individuals’ homes, day programs, and other locations of service provision. In addition, students will gain experience working with service providers to aid in and improve the implementation of behavior plans. The goals of the practicum are to help students gain real-world experience working with individuals with developmental disabilities and to learn how to implement behavior analytic principles in applied settings in a socially significant manner. Practicum students will gain experience defining target behaviors, observing clients’ behavior and collecting assessment data, monitoring treatment integrity, participating in staff training, and interacting professionally with service providers. Students will work closely with graduate therapists in the completion of their weekly assignments.

Location: Kalamazoo Area
Availability: Fall, Spring, Summer
Prerequisites: PSY1400 with “B” or better; Previous Practicum experience preferred; Completed Permission to Elect Form submitted to Advising Office required to be registered
Contact: Cody Morris: cody.a.morris@wmich.edu
PSY 3970: Kalamazoo Autism Center (KAC)

Description: The undergraduate practicum at the Kalamazoo Autism Center is an advanced practicum designed to provide training in the job performances required of a Board Certified Assistant Behavior Analyst (BCaBA). Practicum students will have the opportunity to serve as an assistant to a Board Certified Behavior Analyst (BCBA) employed at the KAC. Assignments delegated practicum students may include:

- Review of the behavior analytic literature to inform treatment
- Writing and/or revising treatment programs
- Designing and/or updating graphic displays of data
- Designing and implementing training for behavior technicians
- Collection of treatment integrity data
- Delivery of performance feedback

All delegated assignments will be completed under the mentorship of the practicum coordinator and supervising BCBA. Breadth of experience will vary based on the student’s incoming skillset and number of semesters enrolled in the practicum. Experience hours toward BCaBA certification may be accrued in this practicum.

Location: Kalamazoo
Availability: Fall, Spring, Summer
Prerequisites: PSY1400 with “B” or better; Previous Autism/Developmental Disabilities Practicum experience required; Completed Permission to Elect Form submitted to Advising Office required to be registered
Contact: Dr. Katie Garza: katie.garza@wmich.edu
COUNSELING/CLINICAL PRACTICA

PSY 3970: Crisis Intervention Hotline

Description: Students receive intensive training in answering Crisis Intervention Hotline calls. After completing practicum requirements, students may go on to be Crisis Intervention Hotline volunteers. Students must complete 135 hours of service to complete practicum requirements, but Gryphon Place may require 200 hours to become a volunteer. Training is intensive and not all students will be accepted if they do not demonstrate the necessary skills. However, no previous experience is required.

Location: Gryphon Place; Kalamazoo

Availability: Fall, Spring, Summer

Prerequisites: Applying and passing the screening and training process; Completed Permission to Elect Form submitted to Advising Office required to be registered

Contact: Dr. Lester Wright: lester.wright@wmich.edu

PSY 3970: Youth Shelter Practicum

Description: Students assist crisis workers at a shelter for runaway youth in creating a therapeutic environment that will motivate youth to resolve problems and effect positive changes in attitudes, values, and behavior. A minimum of 135 hours is required for 3 credit hours. Hours are flexible, and there is an informal training period. In order to complete all necessary paperwork, you must contact ARK at least 2 months before the beginning of the semester in which you plan to do your practicum.

Location: The ARK: Kalamazoo

Availability: Fall, Spring, Summer

Prerequisites: One previous course taught by Dr. Wright; Background check required; Completed Permission to Elect Form submitted to Advising Office required to be registered

Contact: Dr. Lester Wright: lester.wright@wmich.edu

PSY 3970: Domestic and Sexual Assault

Description: Students can complete their practicum at the YWCA sexual assault and domestic assault program. The duties will vary depending upon how long the student works there and the student's hours of availability. Typical duties revolve around assisting in domestic and sexual assault crisis services, which might involve: answering crisis calls, addressing shelter resident inquires, helping with personal care needs, observing trained Victim Advocate staff in the delivery of service, being on call to provide supportive listening and assistance to survivors of sexual assault at hospitals in Kalamazoo or the YWCA nurse examiner site, attending court proceedings to support survivors, learning how to complete a Personal Protection Order, conducting intakes and assessments for the survivors, assisting with development of marketing materials for crisis services, and providing clerical support for YWCA programming.

Location: YWCA: Kalamazoo

Availability: Fall, Spring, Summer

Prerequisites: PSY 4240 or 5240 and PSY 2500 with “C” or better; Completed Permission to Elect Form submitted to Advising Office required to be registered

Contact: Dr. Lester Wright: lester.wright@wmich.edu
PSY 3970: Lakeside Treatment and Learning Center

Description: Lakeside provides students with several opportunities as it is a treatment and learning center. You will work with youth who are involved in the justice system. There are also various components to Lakeside (Treatment/Learning) so depending on which components are available your duties will vary. Make sure to ask what the current duties of the practicum are. The duties likely vary throughout the year, particularly during the summer months. Students have gotten some forensic testing experience there. Please verify that they have someone with at least a Master’s degree in one of the helping professions to provide supervision.

Availability: Fall, Spring, Summer
Location: Lakeside Treatment and Learning Center: Kalamazoo
Prerequisites: PSY 3260 with “C” or better; Background check required
Contact: Dr. Lester Wright: lester.wright@wmich.edu

PSY 3970: KPEP - Kalamazoo Probation Enhancement Program

Description: KPEP operates residential and non-residential programs for adult offenders as a community-based alternative to incarceration. They offer the opportunity and structure for men and women to take personal responsibility in their lives. KPEP began in the fall of 1980 to provide a live-in residence for those individuals who need more structure than regular probation provides, but where extended jail time is not judged necessary. The goal of KPEP is to show the residents that they can become independent, contributing members of the community.

Availability: Fall, Spring, Summer
Location: Kalamazoo, Berrien County, Calhoun County, or Muskegon County
- 4 Internships: Kalamazoo
- 1 Internship: Berrien County
- 1 Internship: Calhoun County
- 1 Internship: Muskegon County
Prerequisites: PSY 5240 and PSY 3260 with “C” or better; Completed Permission to Elect Form submitted to Advising Office required to be registered
Contact: Dr. Lester Wright: lester.wright@wmich.edu

PSY 3970: VOICES Practicum

Description: Voices Against Sexual Assault (VOICES) is a community organization that seeks to join local groups and organizations in a collaborative effort to reduce sexual victimization in our community by raising awareness through education, advocating prevention, and coordinating services. Contact the faculty advisor for a list of qualifications and specific duties.

Availability: Fall, Spring, Summer
Location: VOICES: Kalamazoo
Prerequisites: PSY 5240 with “C” or better; Completed Permission to Elect Form submitted to Advising Office required to be registered
Contact: Dr. Lester Wright: lester.wright@wmich.edu
PSY 3970: Let’s Talk about it Girl’s Home (LTAI)

Description: LTAI is an open residential foster care home that provides services to young ladies ages 13 to 17. LTAI is the only licensed girl’s home in Kalamazoo County. They offer many valuable services to assist their residents with transitioning to their open facility and finally on to supported independent living. They provide care in a warm, caring and nurturing environment. Their Mission is “empowering families one child at a time.”

Major Duties and Responsibilities:

- Assist with facilitation of individual and group therapy. Under supervision, the intern will experience multiple roles including therapist, case manager and counselor.
- Under supervision, provide individual and group counseling and guidance, including guiding and counseling residents through development of personal, social, educational, and career plans.
- Work with diverse populations and members of traditionally underrepresented groups.
- Work effectively with a team.

Availability: Fall, Spring, Summer
Location: Let’s Talk about it Girl’s Home: Kalamazoo
Prerequisites: PSY 2500 and PSY 3240 with “C” or better; Multiple background checks required: approximate cost $10; Completed Permission to Elect Form submitted to Advising Office required to be registered
Contact: Dr. Lester Wright: lester.wright@wmich.edu

PSY 3970: FIRE Place

Description: The FIRE Place is a service and resource center that addresses the issues of Sexual Assault and other bias incidents and supports students who are survivors, friends of survivors, and witnesses. Bias incidents are negative words or actions that may happen to us because of who we are (skin color, gender, sexual orientation etc.) In other words, a hateful or discriminating act or comment toward a particular identity group. The FIRE Place will provide peer support and education, serve as a resource center, as well as provide a number of art and awareness projects that students may participate in. The center will work to create and maintain a linked network with other programs on Western Michigan’s campus and in the community. This will assist in seamless referral to the services, program offices, and registered student organizations (RSO) that may be most beneficial to a student’s needs. The center will also maintain a collection of resources and educational publications on the topics of sexual assault, bias incident, and other forms of violence. We will explore why and how these things occur and what we can do to change the culture to begin to prevent them. We are located in room 3130 of Sindecuse Health Center.

The FIRE! Sexual Assault Peer Educators is a peer education program whose primary goal is to educate the campus about sexual assault. Through education and programming we are fighting to end sexual assault on our campus and in our community. Students will be highly trained in presenting on the issue of sexual assault and in helping survivors, their families, and friends. This program is available as an internship or elective class credit opportunity for many academic majors and minors.

Availability: Fall, Spring, May be available summer
Location: Sindecuse Health Center
Prerequisites: PSY 5240 with “C” or better; Completed Permission to Elect Form submitted to Advising Office required to be registered
Contact: Dr. Lester Wright: lester.wright@wmich.edu
SCHOOL/EDUCATION PRACTICA

PSY 3970: Psychology in the Schools (Psych in Schools)

Description: The Psych in Schools Practicum involves a unique experience where graduate and undergraduate students will have the opportunity to learn about the effectiveness of applied behavior analysis (ABA) in schools. Additionally, students will help with a variety of needs from designing assessments to implementing interventions. Moreover, they will collaborate with existing school teams to design treatments that are evidence-based, effective for the students, and efficient for the staff. Specifically, we collaborate with the Portage Public Schools in two ways:

- First, we assist the early childhood special education classrooms (ages 3-5) by assessing kids using a verbal behavior assessment, and by writing and implementing intervention programs to teach them language and learning skills to prepare them for kindergarten.
- Secondly, we conduct functional behavior assessments with students who have a special education diagnosis, but who are currently in the general education classrooms. The students we work with typically engage in moderate to severe problem behavior that could lead to a more restrictive placement. Once the function of the behavior is determined, we work with the team to design a function based effective intervention plan.

It is imperative that WMU students use a team approach to intervention. WMU students learn to assess the environmental contingencies that affect both the school personnel and the special needs students, in order to develop effective and efficient methods in the classroom.

Location: Portage Public Schools
Prerequisites: PSY 1400 with “B” or better; Availability for a two-semester commitment fall and spring; Completed Permission to Elect Form submitted to Advising Office required
Availability: Fall, Spring, and Summer 1
Contact: Nicole Hollins: Nicole.a.hollins@wmich.edu

PSY 3970: Sexual Health Peer Education Project

Description: Students provide information regarding prevention of sexually transmitted diseases, contraception and responsible sexual behavior to other students using many different methods of outreach and education.

Location: Sindecuse Health Center
Availability: Fall, Spring
Prerequisites: Students are selected by interview and/or audition
G.P.A. of 3.0 or higher; Completed Permission to Elect Form submitted to Advising Office required to be registered
Contact: For information about becoming a Peer Educator, use this link: www.wmich.edu/shc/hpae/peered.htm
Dr. Lester Wright: Lester.Wright@wmich.edu serves as the departmental supervisor for this practicum opportunity

*Applications are due March 15- April 15 for Fall Semester and Nov 1 – Dec 1 for Spring Semester
PSY 3970: Language and Literacy Practicum

Description: The Language and Literacy Practicum is designed to teach undergraduate and graduate students how to apply principles of behavior to the education of children, adolescents, and young adults who struggle with reading and/or language skills. Practicum students will serve as tutors and/or classroom assistants in a middle school in Kalamazoo County. Students will receive hands-on and seminar training for the first four weeks of the semester before working for 10 hours each week in the classroom. For more information and an application:
http://academicliteracyleab.weebly.com/soar-practicum.html

Location: Various locations in Kalamazoo area

Prerequisites: PSY 1400 with “B” or better; Availability for a two semester commitment fall and spring; Completed Permission to Elect Form submitted to Advising Office required

Availability: Fall, Spring

Contact: Sarah A. Pichler: sarah.a.pichler@wmich.edu and Dr. Denise Ross: denise.ross@wmich.edu
AGING PRACTICUM

PSY 3970: WMU Aging Practicum: WMU Senior Day Services

Description: Work with older adults with Neurocognitive Disorder (formerly known as dementia) and aging adults with developmental disabilities at a day program in Portage, currently located near the Kalamazoo/Battle Creek Airport on Portage Rd. Learn how to implement behavior plans, collect data, administer psychological assessments, engage participants in activities, and run your own project. Students will be working with a multidisciplinary group including an occupational therapist, a registered nurse, a certified nursing assistant, volunteers, and graduate psychology students.

This is a day program so students who are interested need to be available to work during the day, Monday through Friday. Students can only put in hours between 9am and 4pm. Student on-site hours need to be in at least 2-hour blocks. It is a 10 hour a week commitment with 9 hours a week put in at the day program and the other hour for a weekly group meeting on campus. This is a 3-credit hour practicum.

This practicum offers BCaBA supervision for interested students. When coupled with courses taken as a Behavioral Science major, students can accrue hours needed to apply to sit for the BCaBA exam upon graduation from WMU.

Location: Portage, MI
Availability: Fall, Spring, Summer (two semesters preferred)
Prerequisites: We give priority to those students who are or plan to be Behavioral Science Majors, have a 3.5 GPA, and taken any or all of the following: PSY 1400, 3300, 3600. We have also found that students who have taken PSY 4280 (Psych of Aging) are well prepared for the practicum. However, we still encourage anyone to apply (including general Psychology majors as well as non-Psychology majors). We will also look at other course work, practica, and additional research projects in our selection process. Completed Permission to Elect Form submitted to Advising Office required to be registered
Contact: Andrea Perez: andrea.perez@wmich.edu or Dr. Jonathan Baker: jonathan.c.baker@wmich.edu
APPLIED ANIMAL BEHAVIOR PRACTICUM

PSY 3970: Applied Animal Behavior Practicum

Description: Students in the AABP train the homeless dogs and cats available for adoption at local area shelters behaviors that will make them more attractive to potential adopters using behavior analysis. Our training methods merge together operant conditioning and animal training techniques. We focus on training basic obedience and trick behaviors, as well as decreasing impolite behaviors that may affect adoptability and/or are welfare concerns.

Interested students should be aware that the shelters are NOT no-kill facilities. This means that you will be working in environments where animals may be euthanized. This is especially true of animals who become too sick or aggressive to be treated in a timely and/or cost-effective manner, or are injured/in pain. This makes our work that much more important, but please be aware of the possibility.

How to get started: email the graduate instructor, complete an application, attend an interview, and attend a site visit. Should you be accepted, we will supply you with a pre-filled out Permission to Elect form and will explain what to do with it.

Location: Kalamazoo County Animal Services & Society for Prevention of Cruelty to Animals: Kalamazoo
Availability: Fall, Spring, sometimes Summer
Prerequisites: PSY 1400 with “C” or better. Prior animal handling experience preferred; Completed Permission to Elect Form submitted to Advising Office required to be registered
Contact: Bethany Hintze: bethany.m.hintze@wmich.edu or Dr. Cindy Pieatresas: cindy.pieatras@wmich.edu
NEUROSCIENCE PRACTICUM

PSY 3780: Behavioral Neuroscience Research Practicum

Location: Main Campus

Description:
- Students will gain hands-on experience with research methods and techniques implemented in biopsychology and neuroscience.
- Students will engage in intensive study of brain anatomy through hands-on dissections and computer aided tutorials.
- Students will observe selected research methods and techniques, including electrophysiology, psychophysiology, and behavioral pharmacology.
- Students will research scholarly scientific literature to design, plan, and implement research projects.
- Students will gain experience with research data analysis and APA style research report writing.

Availability: Spring

Prerequisites: PSY 1000, 1400, 1600 3000, and 3720 (PSY 3720 to be taken concurrently); Application needed for consideration

Contact: Dr. Lisa Baker: lisa.baker@wmich.edu
PSY 3970: Student Designed Practicum

Description: In order to offer students a broad range of options to complete their practica requirement, the department has established a student designed practicum listed as PSY 3970.

Student designed practica require more work to establish; therefore, planning should occur well in advance of the semester in which you would like to enroll for the practicum. Part of the requirements is to establish adequate supervision for the experience. Two supervisors are required: 1) a direct, on-site supervisor and 2) a faculty supervisor within the department. At the end of the semester, the faculty supervisor will evaluate your performance using feedback elicited from the on-site supervisor.

Requirements: These requirements were developed to ensure a level of consistency between student designed practica and established sites. All practica must meet these minimum requirements in order to be approved.

- The practicum must be unpaid and not part of a current job.
- The work should be “psychological” in nature.
- The supervisor should have a graduate degree in psychology or a relevant field.
- A written job description should be provided to the faculty sponsor before the semester begins.
- The on-site supervisor should meet with the student on at least a weekly basis.
- The on-site supervisor must provide a written evaluation to the faculty sponsor.
- The student must complete a minimum of 135 hours during the semester. This breaks down as follows approximately 10 hours/week.

Procedure: Planning should begin early as it can take some time to obtain the necessary signatures in order to enroll. In order for the process to be as efficient as possible, please follow the steps below in order:

1) Ensure that the potential practicum would meet the requirements listed above.
2) Arrange for a person at the potential practicum site to serve as your on-site supervisor.
3) Present your idea to a Psychology Department faculty member and ask them to serve as your faculty sponsor.
4) Collaborate with that faculty member to determine the requirements for your individual practicum.
5) Print off the Permission to Elect form found on the Psychology Blog Site: [http://dearpsychologyadvisor.blogspot.com](http://dearpsychologyadvisor.blogspot.com) or the Psychology Website: [http://www.wmich.edu/psychology/advising/undergraduate/practicum](http://www.wmich.edu/psychology/advising/undergraduate/practicum)
6) Obtain the signatures necessary on the form and ensure that the entire form is accurately and completely filled out.
7) Return the Permission to Elect form to the Undergraduate Advisor, 3705 Wood Hall, who will then register you for the course.