

**RESPONSIBILITIES OF THE AGENCY PRACTICUM SUPERVISOR**

1. Review the practicum manual to determine the commitment on the part of the agency and the agency person assigned as the practicum supervisor. It is suggested that one person in the agency have primary responsibility for the practicum student and have assigned time for this responsibility. Such individual should not be assigned to supervise more the three students at a given time.
2. Understand the student time-line as outlined in the Practicum Manual (Appendix G).
3. Conduct an initial meeting with the student to determine the specific needs and objectives of the student and adapt the practicum program accordingly.
4. Provide an orientation session(s) to the student to familiarize him/her with agency policies, procedures, and organizational structure.
5. Meet with the student at least once per week to arrange schedules, discuss, review and sign reports, assess progress, and discuss upcoming assignments and schedules.
6. Inform the student of personnel policies and procedures.
7. Assist the student in understanding the role of the practicum student and the practicing professional.
8. Allow the student to progress at a rate that challenges him/her and yet is in the best interests of the agency and its clientele.
9. Monitor the student to assure the quality of the agency's programs and practices in serving its clientele.
10. Provide the student with a written guide of expectations and responsibilities within the agency.
11. Interpret the practicum program to agency personnel, clientele, governing boards, and the community.
12. Assist the student in meeting professionals in the field by way of making an effort to introduce the student at area, regional, and state professional meetings. Encourage the student to attend such meetings by providing time for such experiences during the practicum.

13. Conduct a formal evaluation of the student at least twice during the practicum placement (See Appendix M or N).
14. Assign a total point value to the student s internship project. This will be recorded on the final evaluation form (See Appendix M or N).
15. Work cooperatively with the University Supervisor in assigning a final grade that is reflective of the student s performance.
16. Provide suggestions to the University for ways in which it might improve its practicum program.