

### CSUDH MA PSY Practicum Procedures

**Below outlines the steps for MA PSY students seeking external practicum experiences in pursuit of their degree.**

**STEP 1:** Identify a practicum site.

There are multiple ways to find a practicum site. A student can contact sites of interest and inquire if they accept Psychology MA practicum students and gather information about the site. The site will likely interview the student. If accepted, move onto STEP 2.

A student can also review the list of already approved on the CSUDH MA website and contact the site to see if they are accepting students. The site will likely interview the student. If the student is accepted, then move on to STEP 2.

**Students must NOT begin any practicum experience without first gaining/confirming approval by the Graduate Coordinator.**

**All students in clinical practicum placements must purchase liability insurance and submit proof to the Graduate Coordinator prior to beginning practicum placement.** Contact [www.apait.org](http://www.apait.org) for student insurance.

**STEP 2:** Email Dr. Paxton [[kpaxton@csudh.edu](mailto:kpaxton@csudh.edu)] with the following information for your site:

-Name of Site and address

-Name of supervisor (and license type, if applicable), phone number, email address

**STEP 3:** Dr. Paxton will contact the site to confirm the duties and initiate the process of securing an agreement between CSUDH and the site so the student can pursue practicum duties there. If we already have an agreement, the Graduate Coordinator will confirm this. The site agreement process can take up to 4-6 weeks, in some cases.

**STEP 4:** Once approved, Dr. Paxton will inform the student that they may begin practicum duties. Students should not begin any practicum work until informed by Dr. Paxton that the site has been approved.

**STEP 5:** All students at a practicum site must complete the Practicum Placement Survey each semester sent out by the Graduate Coordinator.

**STEP 6:** The student should work with their supervisor to ensure that they are performing the duties agreed upon. If a student is seeking licensure, they must be supervised by a licensed therapist. The student must keep track of hours on a weekly basis and the supervisor must sign off on these hours. The student and the supervisor will devise a plan for signing-off on hours. The student should use the official forms from the Board of Behavioral Sciences for the Licensed Professional Clinical Counselor for their hours and keep these throughout the licensing process. Students also have found the website, [trackmyhours.com](http://trackmyhours.com) useful for keeping track of hours and duties.

**STEP 7:** Submitting hours for the 550-hour graduation practicum requirement: Students must have their supervisor complete the form—and put the total practicum hours for the time period they state on the form. In cases where students are performing hours suitable for licensure (i.e., face-to-face clinical hours for the LPCC), the supervisor should also indicate that in the space provided. These forms should be submitted to the Graduate Coordinator and students MUST keep a copy of all forms for their records.

Upon completion at a site or for a time period, students should complete and submit:

[Agency Evaluation of Clinical Trainee](#) [*for clinical practica*]

[Evaluation of Psychology Student Research/Teaching Practicum Experience](#) [*for research/teaching*]

[Trainee Evaluation of Student Experience](#)

Upon completion of all 550 hours, students should complete and submit:

[Request for Submission of Practicum Hours to Records Office](#)

All proof of hours mentioned above

### **IMPORTANT NOTES FOR STUDENTS SEEKING LPCC LICENSURE**

-Pursuing licensure is optional and requires completion of 63 units of specified coursework.

-Students must be enrolled in a practicum course (i.e., PSY 571, PSY 574, or PSY 596\*) while accruing clinical practicum hours. \*(PSY 596 must be taken after PSY 571 and PSY 574, not concurrently. It may be taken more than once).

-A minimum of 280 face-to-face clinical hours pre-graduation are required for the LPCC license. These hours are included in the 550-hour MA requirement, not in addition to it.