

SAMPLE LETTER OF PRACTICUM VERIFICATION

This letter can be emailed to your supervisor/prospective supervisor upon request

University of La Verne

Month Day, Year

Dear Practicum Supervisor Mrs./Mr. XYZ

This letter is to verify that Ms./Mr. First Name Last Name is a fully admitted graduate student to the University of La Verne, School Psychology program. As a first/ second year graduate student, she/ he is required to have a field experience placement (Practicum) at a school site.

The Practicum experience generally consists of the school psychology trainee shadowing/ observing a professional school psychologist, as they engage in daily duties. This experience also allows the graduate student to understand the various components of school sites as well as the climate and culture of schools and school districts. To that end, Ms./Mr. Last Name is expected to secure a Practicum placement site and adhere to the following:

1. Receive professional supervision from a school psychologist who possesses three (3) years of full-time experience (in Pre-K to 12th grade settings).
 - a. The supervising school psychologist must be an experienced school psychologist who has background, training, and credentials appropriate to the school psychology field.
2. Complete 225 hours of supervised field experience (1-2 days/week).
 - a. Fall Semester = 100 hours
 - b. Spring Semester = 125 hours
3. Complete the Verification of Placement document to confirm district provision of a field placement site and appropriate supervision.

Further, the trainee is expected to engage in (but not limited to) the following:

1. Demonstrate the ability to understand and apply core knowledge learned in coursework regarding psychological foundations, and legal, ethical, and professional foundations in schools.
2. Practice field-based activities and observe the Site Supervisor demonstrate applicable school psychologist skills (e.g., classroom observation, interviewing of teachers and pupils, observation of Student Study and IEP Team meetings, crisis intervention, educational planning and evaluation, consultation and collaboration, intervention planning with parents and school staff, wellness promotion, research and measurement, etc.).
3. Observe individual pupil differences in cognitive, social, emotional, and physical development in different settings from early childhood through late adolescence.
4. Become familiar with a wide range of classroom instructional settings designed for pupils from diverse backgrounds and with different abilities from preschool through high school.

5. Develop effective interpersonal skills to communicate with parents, school staff, and other professionals to improve student instruction and achievement.
6. Participate in regular evaluations regarding their field- based skills from both site and university-based supervisors.
 - a. All practica experiences are evaluated. The evaluation process is twofold and involves evaluation of the candidate’s progress and the suitability of the school-based experience.
 - b. School psychology candidates are given written formative and summative assessments during practica by the university supervisor and the site supervisor (each semester). In addition, students will be given a “credit” or “no credit” at the completion of their practicum.
 - c. University supervisors of Fieldwork Experience interact with institution representatives and local school districts to ensure that a student’s field experiences are effectively coordinated (either face to face meetings, via teleconference, or phone as applicable).
7. Regularly log field experience hours and self-evaluate progress.

If you have additional questions or require further clarification, please do not hesitate to contact me. I can be reached via phone at (000) 000-0000 or at the following e-mail address: zzzzzz@laverne.edu. Thank you.

Respectfully,

First and last name
Title, Fieldwork Supervisor
School Psychology Program
LaFetra College of Education

SAMPLE VERIFICATION OF HOURS LETTER

This letter should be placed on School Letterhead and signed by your supervisor.

Date

This letter is to verify that (trainee name) of the School Psychology Program at University of La Verne, has completed 80 practicum hours under my supervision at XXXX School.

If you have any questions or concerns please feel free to call me at (XXX) XXX-XXXX.
Sincerely,

School Psychologist

Title
School Psychology Program
College of Education and Organizational Leadership