Practicum Agreement Form

_____________________________________ is proposing to conduct research in the form of a practicum
that supports the completion of a Master of Science degree in ______________________________ with a
concentration in ______________________________. The student understands that this practicum is in
lieu of a Thesis option or the Non-thesis option with comprehensive exam. The graduate student has
requested that ________________________________ serve as their Practicum Committee Chair for this practicum.

(Graduate Faculty Member’s Full Name)

The graduate student is proposing the following project for their practicum:

Proposed Practicum Title: _____________________________________________________________

Brief Description of Proposed Practicum: _________________________________________________
___________________________________________________________________________________
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It is anticipated that the proposed practicum will require approximately ________ hours of on-site
activities and will be conducted at the following location: ____________________________________

(Company name and location)

The timeframe for these onsite activities will begin ___________________ and the onsite activities
should conclude on or about __________________________.

(expected beginning date)

(expected end date)

This practicum will be performed as a requirement for degree listed above and under the supervision of the
Practicum Committee Chair and the onsite supervisor.
The Student Agrees to:

- Complete all planned project activities as approved by both the Practicum Committee Chair and the On-site Supervisor and will do so in the proscribed manner following the standards of professional practice set by the on-site supervisor.
- Once all on-site activities are complete, the student will contact both the Practicum Committee Chair and the On-site Supervisor that all activities are complete.

Signature: ______________________________________________     Date: ____________________
(Graduate Student’s Signature)                                                                                                               (date)

Graduate Student’s Phone: __________________________ Email: ____________________________
(Graduate Student’s Phone)                                                                 (Graduate Student’s Email)

As the Onsite Supervisor, _________________________________________ agrees to:

- Provide on-site supervision for the proposed practicum.
- Provide appropriate space and access to the graduate student for the purpose of completing the proposed practicum.
- Make clear to the graduate student what the expectations are regarding their conduct and resource access while on-site.
- When appropriate, advise the Practicum Committee Chair on the graduate student progress on-site.

On-site Supervisor’s Signature: ___________________________________     Date: _________________
(Onsite Supervisor’s Signature)                                                                                                               (date)

On-Site Supervisor’s Phone: __________________________ Email: ____________________________
(Onsite Supervisor’s Phone)                                                                 (On-Site Supervisors Email)

As the Practicum Committee Chair, _________________________________________ agrees to:

- Evaluate proposed practicum onsite activities and make appropriate recommends to the graduate student and on-site supervisor to help ensure a safe and successful practicum experience.
- Provide liaison between the on-site supervisor, the graduate student, and the practicum committee where appropriate.

Practicum Chair’s Signature: ___________________________________     Date: _________________
(Practicum Chair’s Signature)                                                                                                               (date)

Practicum Chair’s Phone: __________________________ Email: ____________________________
(Practicum Chair’s Phone)                                                                 (Practicum Chair’s Email)

NOTE: This practicum may be terminated at any time by the on-site supervisor or the University upon written notification to all parties involved.