

Office of Placement & Training
University Training Manual Policies & Procedures
2024

Office of Placement & Training (OPT)’s University Policies & Procedures, Student Handbook:

1. Grading:

Please find The Chicago School’s *Grading* policy in the [student handbook](#). This policy is listed under “Academic Policies and Procedures” and is highlighted in the “In Progress” section.

The student must complete necessary documentation outlined by their department to satisfy deliverables associated with the training course grade. Before the term/semester ends, all training course grades will be listed as In Progress (IP) as a placeholder until all course assignments and training documentation requirements are satisfied. All documentation is due by the “Official End of Term” date(s) (Please find these dates in the Academic Calendar) and the student’s last day of training.

Practicum and Internship Courses

A student is required to complete the following steps to receive a grade for practicum and/or internship:

1. Turn in a completed and signed Training Agreement on the Office of Placement and Training (OPT) database by the second week of the term/semester.
2. Submit an hour log signed by the primary supervisor by the end of each term/semester.
3. Submit a site supervisor evaluation.
4. Submit a seminar leader evaluation.
5. Complete a site evaluation by the end of the term/semester.
6. Complete a consolidated report in the OPT database.
7. Submit any additional documentation required by academic department policy and/or state or governing board forms.

A student who fails to complete any of the above steps will remain in IP status in their practicum and/or internship course. Following 12 weeks from the end of the grading term, the grade will be changed to No Credit (NC) or Fail (F), and the student may be required to repeat the practicum or internship placement and seminar course.

A student who needs to complete practicum or internship hours to satisfy degree requirements, and who will be actively engaged in training on site after the add/drop date of the subsequent term/semester, must be enrolled in an extension course.

The Practicum/Internship Seminar courses are taken sequentially, and the student must show proficiency throughout the Practicum/Internship experience. Students who do not pass the seminar course must repeat the field experience. Hours accumulated during a semester will be counted toward total hours only if the student passes the seminar course. Hours accumulated during a semester will not be counted toward total hours if the student fails the seminar course.

2. In Progress (IP) Grade:

Please find The Chicago School's *In Progress (IP)* policy in the [student handbook](#). This policy is listed under "Academic Policies and Procedures."

A course is not considered complete until all course requirements have been met and the final course grade has been assigned. The IP grade may be used only in practicum, internship, field experience, and study abroad courses.

A student who has completed their final term/semester in their academic program must have all IP grade(s) resolved within 30 calendar days of the official end of the term/semester as published on the [Academic Calendar](#) or be enrolled in a corresponding extension course to remain in Active status at TCS. A student who does not meet those requirements will be withdrawn from the institution. This rule supersedes the 12-week timeframe for practicum and internship courses described in this document.

Practicum and Non-Doctoral Internship Courses

A student is required to complete the following steps to receive a grade for practicum and/or a non-doctoral internship:

1. Turn in a completed and signed Training Agreement on the Office of Placement and Training (OPT) database by the second week of the term/semester.
2. Submit an hour log signed by the primary supervisor by the end of each term/semester.
3. Submit a site supervisor evaluation.
4. Submit a seminar leader evaluation.

5. Complete a site evaluation by the end of the term/semester.
6. Complete a consolidated report in the OPT database.
7. Submit any additional documentation required by academic department policy and/or state or governing board forms.

A student who fails to complete any of the above steps will be assigned an IP grade in the practicum and/or internship course. Following the 12 weeks from the end of the grading term, the grade will be changed to No Credit (NC) or Fail (F), and the student may be required to repeat the practicum or internship placement and seminar course. A student who needs to complete practicum or internship hours to satisfy degree requirements and who will be actively engaged in training on site after the add/drop date of the subsequent term/semester must be enrolled in an extension course.

3. Training Course Extension:

A student may extend their time in practicum or internship to meet program or licensure requirements by a maximum of two semesters or four terms. A student who has not successfully completed the training requirements of the program after completing these additional two semesters or four terms receive a No Credit (NC) and may be required to repeat the training sequence in its entirety and associated course work.

A student may petition the Office of Placement & Training (OPT) policy exception committee for one additional semester or two additional terms. To qualify for an extension, the student must be deemed to have been making satisfactory progress to the point of the request for extension. A student who does not complete practicum or internship requirements by the end of that extension will receive a No Credit (NC) and may be required to repeat the entire training sequence and associated course work.

Where a program has both practicum and internship, this policy applies separately for each type of training requirement (e.g., a student may extend two semesters or four terms to complete a practicum sequence before a petition is required but remain eligible for an extension to the internship sequence).

4. Repeating a Training Course:

Please find The Chicago School's *Repeating a Training Course* policy in the [student handbook](#). This policy is listed under "Academic Policies and Procedures."

Should a student trainee fail any component of the training experience (training placement supervisor evaluation, seminar leader evaluation, and/or training course grade), they will be required to repeat either a portion of or the entire training experience depending on program requirements. This may include repeating training course(s) and/or training hours. A student is not permitted to count accrued training hours from a failed training experience unless extenuating circumstances are present as determined via policy exception.

Reasons that a student trainee may be required to repeat a training experience include, but are not limited to:

- Dismissal from a training site after unsuccessful remediation;
- Dismissal from a training site due to a serious, irremediable infraction;
- Lack of expected training competency including professional judgment;
- Transfer from another graduate program;
- Failure of the student trainee to submit required training documentation;
- Failure of the student trainee to successfully complete all requirements of the training seminar course sequence; and/or
- Leaving a training site without permission from the Director of Clinical Training.

A student displaced from training and must repeat a passed training course may be eligible to petition for policy exception related to tuition expense. Displacement is defined as being forced to cease training due to circumstances beyond the student's control. Dismissal from training does not qualify as displacement.

A student who must repeat a passed training course for a reason other than displacement will be responsible for repeating the training experience including retaking the training course and paying associated course costs.

5. Accommodations:

The Office of Placement & Training (OPT) is committed to actively working with and supporting students to ensure equal access to training. Requests for accommodation(s) must be approved by the Office of Student Support. Students may familiarize themselves with The Chicago School's [Student Rights and Responsibilities policies](#) in

the student handbook. Accommodations are not retroactive and do not begin until the student has gone through the interactive request process with TCS's Americans with Disabilities Act (ADA) Liaison team.

It is important to note that a training agency's primary obligation is to *clients*; therefore, OPT cannot guarantee that a training agency will honor accommodations. Accommodations made by The Chicago School does not transfer on to a student's training site and a student will need to apply for separate accommodation within the site's human resources or related department. If you have already received approval for accommodation from The Chicago School, it does not guarantee that you will be granted the same accommodation by your training site.

TCS Directors of Training evaluate training sites to ensure that sites have reasonable safety and training protocols in place to protect TCS community members. Students must follow sites' safety and training protocols and use reasonable judgment while at practicum or internship. If a student believes that a site has inadequate protocols in place or that a site fails to adhere to their protocols, the student should report it immediately to the Director of Training or their supervisor.

6. International students (F-1 Visa Holders):

International Students: Please note that it is the student's responsibility to coordinate with the Designated School Official (DSO) and your academic program to ensure that you are adhering to all necessary requirements that will secure your eligibility for training. As such, if you are on training or launching onto training prior to the end or beginning of a semester/term, please work with your DCT to ensure you are appropriately registered for a training course and your DSO to confirm the requirements of your Visa status are satisfied. Please find international student resources [here](#).

7. Degree Conferral:

Please find The Chicago School's *Degree Conferral* policy in the [student handbook](#). This policy is listed under "Academic Policies and Procedures."

Office of Placement & Training (OPT)'s Training Manual Policies & Procedures:

1. Ethical Responsibilities:

Students are expected to engage in professional and ethical behavior and to follow the ethical guidelines set forth by their discipline's regulating body. Failure to adhere to professional codes of ethics, standards of practice, and state laws may result in disciplinary action up to and including dismissal from the program.

The Chicago School (TCS) policies are available for review in the Academic Catalog and Student Handbook available [here](#). Discipline-specific codes of ethics are available below:

[American Counseling Association \(ACA\)](#)

[American Psychological Association \(APA\)](#)

[American Public Health Association \(APHA\)](#)

[Behavioral Analyst Certification Board \(BACB\)](#)

[Board of Certified Behavior Analyst \(BCBA\)](#)

[Council for the Accreditation of Counseling and Related Educational Programs \(CACREP\)](#)

[Canadian Psychological Association \(CPA\)](#)

[American Association for Marriage and Family Therapy \(AAMFT\)](#)

[National Association of School Psychologists \(NASP\)](#)

[Society for Industrial Organizational Psychology \(SIOP\)](#)

2. Ethical Responsibilities in Seminar:

Seminar class provides an opportunity for robust conversations for students' clinical work and professional development opportunities. It is essential that the conversations that occur in this course remain confidential. If this is breached it may result in a referral to Student Community Standards (SCS) and/or dismissal from their training experience.

See confidentiality policy below.

3. Documentation in Seminar:

Students are expected to follow the Health Insurance Portability and Accountability Act (HIPAA), accrediting bodies requirements, and training site's policies related to the storing and discarding of clinical materials. If students are asked by their training site to store clinical records on the hard drive of their personal devices (e.g., computers, phones, etc.), please reach out to your DCT for consultation.

See confidentiality policy below.

4. Liability Insurance & Background Clearance:

The Chicago School (TCS) provides all enrolled students with professional liability insurance. The certificate of insurance is available on the Office of Training & Placement's (OPT) databases. As long as students remain active, i.e. enrolled in training seminars or extension courses, they are covered by the school's liability insurance. Students may also be required by their academic department and/or training site to maintain their own professional liability insurance. This liability insurance would be separate and distinct from the policy provided as a part of a student's matriculation at TCS. Departments will inform students of the cost for this coverage prior to beginning training. Additionally, training sites may require a student to submit to and pass an additional background check. Of note, TCS cannot share the results previously obtained in the new student process. Students who might reasonably anticipate that issues will arise on a background check, even if it does not appear on the TCS background check, are required to consult with their program's Director of Clinical Training or Associate Director of Training prior to the practicum or internship search process.

5. Vaccination Requirements:

The Chicago School's Office of Placement & Training (OPT) defers to the practicum and internship training site's policies and procedures regarding background checks, training and certifications, and drug testing requirements. OPT further defers to practicum and internship training site's policies and procedures regarding immunization and

vaccination requirements (collectively “Health Standards”) as they relate to COVID-19 or any other communicable disease. Students should therefore familiarize themselves with the training site’s requirements prior to accepting a training offer to see if the site is a good fit.

Please note that accommodations granted by The Chicago School through the Accessibility Accommodations Request form may not be honored by a practicum or internship training site. Students therefore seeking accommodation(s), including without limitation, accommodation to the Health Standards must follow the practicum or internship training site’s accommodation application procedures.

6. Site Vetting:

The Office of Placement & Training (OPT) vets all sites prior to placing students and/or allowing students to begin training. This is done by the Director of Clinical Training (DCT) or Associate Director of Clinical Training (ADOT). The OPT representative meets with the site representative(s) to vet the site and to ensure the following:

- Site meets programmatic requirements;
 - Number of hours
 - Supervision
 - Documentation
 - Follow compliance in HIPAA compliant documentation
 - Other program specific needs
- Site is able to adhere to documentation requirements and associated database platform;
- Site agrees to follow the national OPT policies and timelines; and
- If the program requires, the site agrees to the terms of the Memorandum of Understanding (MOU).
- **If the site is approved, they will be provided with:**
 - MOU to review and sign
 - Site Information Form
 - Site Supervisor Manual (Revisited)
 - Invitation from Tevera
 - Certificate of Liability Insurance (If requested)

This site vetting process differs for our accredited doctoral internship programs. These programs utilize Association of Postdoctoral and Internship Centers (APPIC) when

engaging students in site placements. APPIC has their own application and site vetting process to evaluate the suitability of sites and approve membership to their organizations.

Our Applied Clinical Psychology (ACP) program develops psychological associate positions. These sites will utilize the site vetting process described above.

7. Site Visits:

All new sites must undergo a site visit as a part of the vetting process. Additionally, the Office of Placement & Training (OPT) in each department will review students survey of site form at each grading period. During these review periods, each department will develop a plan to visit the sites that students have rated low or identified as challenging. Departments should strive to visit all sites bi-annually. Site visits occur as needed due to training concerns or to help students and site supervisors navigate training challenges.

8. Site Placement Review:

Office of Placement & Training (OPT) routinely reviews practicum and non-doctoral internship sites in order to ensure that training sites provide experiences consistent with the goals and philosophies of the university and programmatic requirements. Information for this on-going assessment comes from:

- Student's general feedback and evaluation of site at each grading period;
- Interactions between OPT and site personnel;
- OPT site visits;
- Feedback from seminar leaders;
- Timeliness of submission of required paperwork;
- Management of training concerns and communication with OPT related to these concerns;
- OPT's internal consultation through formal and informal meetings regarding student experience on site; and
- Ensure that all documentation associated with the site is up to date.

Training sites are required to update their site information on an annual basis and to keep their information current. If a site's training goals change after a training agreement has been made, it is expected that the site will make such changes known to OPT which will then determine if the site remains eligible to train our TCS students. If a practicum/internship site substantively changes its training program any time after a student accepts their offer, they must contact OPT in a timely manner.

9. Site Closure:

DCTs and ADOTs will approach closing a site with thoughtful best practice and consultation from the campus director(s) of OPT. Prior to closing a site, the DCT will complete the following steps:

- A. Meet with the stakeholders at the site to explore opportunities for repair.
- B. Discuss the potential consequences of site closure with the student(s).
- C. Consider any ethical considerations of pulling students from a site (appropriate termination with clients, completion of documentation, etc.).

A site can be closed due to unethical practices, lack of supervision, safety concerns, and other items deemed unrepairable by OPT faculty.

When a DCT is moving towards site closure, they will consult with their campus director of OPT to ensure that we are involving any necessary parties as well as following best practices. This consultation will occur early in the site evaluation process. If the DCT and campus director(s) of OPT deem that the site should be closed, the following steps will be taken:

- A. DCT or campus director of OPT will contact OGC to create a letter terminating the MOU.
- B. Plan with the site regarding students' completion of clinical documentation, termination of clients, returning items that belong to site, etc.
- C. Discuss completion of training documentation with site (evaluations, hour logs, etc.)

- D. Clarify with the student(s) that they will need to continue attending their seminar course and associated responsibilities, unless otherwise advised.
- E. Students can reengage in site searching with DCT approval and at the completion of the site closure process.
- F. Close out the site for their program in Tevera and leave a detailed note.
- G. Notify other programs affiliated with the site that they have terminated the training relationship for their program.

10. Memorandum of Understanding:

All newly developed sites must have a fully executed Memorandum of Understanding (MOU) prior to students beginning clinical training on site. The Office of Placement & Training should identify active MOUs that need renewal on an annual basis.

11. Monetary Compensation for Supervision and Training:

Supervision: Students at The Chicago School are not permitted to pay for supervision at their clinical training site. Due to the ethical conflict of interest, students should not pay an individual who has evaluative authority over their professional outcome.

Training: Students can receive a stipend for their clinical training hours, however, are not permitted to receive hourly and/or salary pay. This is dependent on the site and their availability of funding and not determined by The Chicago School. *Students in some departments may also be employees of their site and receive a salary and/or hourly pay.* If your site does offer you a stipend, please contact your DCT/ADOT prior to accepting this compensation.

12. Driving:

Students at The Chicago School are not permitted to transport clients at any time and under any conditions. If a site requests that you transport a client, please consult with your Director of Clinical Training.

13. In-Home Treatment of Clients:

Students are allowed to provide services to clients in the client's home, however this must be done under the following conditions:

1. First, they must shadow a seasoned clinician executing this type of treatment;
2. Second, the student must feel ready to engage in this type of service, as determined by the supervisor, and comfortable to do it on their own;
3. Third, the supervisor must be available, by phone or in person, if an emergency arises or to consult with if the student has a question or concern; and
4. Finally, if your site allows for providing services within the community, the student must ensure they are meeting the training site's confidentiality requirements.

14. Professional Comportment Related to the Interview Process:

Responding to Interview Offers and Expected Conduct During the Interview Process:

Students will engage in the site placement interview and placement process according to their program's policies and procedures. The Office of Placement & Training (OPT) requires that when you are called and offered an interview that you accept it graciously. If you have applied to a site and are offered an interview, you must attend the interview, unless you have accepted another offer with the approval of your Director of Clinical Training (DCT). Each interview will provide you with another chance to practice and hone your interviewing skills, learn about the current professional market, and develop professional relationships. When scheduling interviews, be sure to confirm the date, time, and location of your interview. Ask about special parking instructions or directions to the location of the interview.

If OPT learns that you failed to show for or cancelled an interview, consequences could include you being referred to the Student Community Standards (SCS) Committee or being placed on an Academic Development Plan (ADP). However, and in some instances, such as illness or emergency, it may be necessary to reschedule an interview. Please consult with your OPT program liaison to further discuss how to address these situations.

Responding to Offers:

After accepting an offer refer to your program's policies and procedures around updating your placement information. **Once you verbally, or in writing, accept an offer, you are bound to that "match/placement."** Under **NO** circumstance can you accept another offer. Rather, you should inform every other site at which you interviewed or have an interview scheduled and notify them that you are no longer a candidate for their position. Please remember that you are an ambassador of the Chicago School, thus your actions in the practicum search process reflect not only upon yourself, but the Chicago School and your peers. If, at any point after verbally accepting an offer, you fear that you have made the "wrong choice" you are **NOT to contact the site directly**. Because your verbal acceptance is a binding agreement between you and the site, you should immediately contact the DCT. If you withdraw your acceptance of an offer, the consequences could include being referred to the Student Community Standards (SCS) Committee or being placed on an Academic Development Plan (ADP).

If you accept an offer at a practicum site and still have interviews scheduled at other sites, you should discuss ways to proceed with the DCT. You must professionally cancel your scheduled interview to be mindful of the time of site supervisors and their commitment to clinical work. Together with the DCT, the student will determine the best way to communicate with the site that the interview will be cancelled.

Scheduling & Attendance:

Students are expected to maintain an agreed-upon training schedule with minimal changes or disruptions. Students are expected to provide adequate notice of absence from training, where possible. Students should report absences due to illness to the site supervisor and/or the Director of Clinical Training at least 48 hours in advance, where possible.

If the student requires an extended leave of absence from the site due to injury, serious illness, pregnancy or related conditions, or other reason, they should immediately notify the site's Director of Clinical Training as well as the Office of Placement & Training (OPT). In the instance that any of the above occur after accepting a site, but prior to starting a practicum, the student must contact OPT promptly to discuss immediate

and/or future accommodations. The University's Accommodations policy can be found [here](#). While on site, you will need to seek accommodations from your site as well as from the school.

Students are required to maintain contact with the OPT throughout their training experiences to ensure that they are meeting program requirements. If students are not meeting their hour requirement or anticipate that this will be a problem in the future, they must contact their Director of Clinical Training or Associate Director of Training in a timely manner. If there is any change to the student's active status while enrolled at The Chicago School (i.e., dismissal, LOA, etc.), they must notify their DCT immediately. If your status is inactive for any reason, you are no longer allowed to engage in training of any kind and must work with your DCT to create an exit plan from your training site. If you have reenrolled at The Chicago School, following an inactive status, you must reengage with your DCT to determine training status and next steps.

Termination from Training Site:

Students removed from training due to training-related concerns may be referred to the Student Community Standards (SCS) Committee depending on the concerns brought forth by the site or seminar leader. SCS will review information presented by the student, site, and/or seminar leader/instructor to determine an appropriate resolution. Possible outcomes include referral to the academic department for further advisement, creation of an Academic Development Plan (ADP), additional training requirements, or termination of the practicum/internship placement. A site may opt to terminate a student's placement if all attempts at remediation have failed. In this case, the site supervisor will be asked to provide documentation regarding the nature and progression of the concerns, the feedback provided to the student, the actions taken to intervene, and the student's response to the interventions. It is also within a site's prerogative to immediately terminate a student if it is determined that the student's behavior is either too egregious and/or is not remediable. This written account will be forwarded to SCS for review.

In all cases listed above, it is at the department and OPT's discretion to determine the most appropriate course of action.

15. Confidentiality:

Confidentiality:

Confidentiality is important in any class, but especially in an experiential class, in which students might disclose personal information in discussions with the class or instructor, or in their class writing. For respect, safety, and integrity we must maintain the utmost of confidentiality regarding what is communicated in class. Without a confidential environment students' willingness to process their clinical and professional development experiences may be limited. Exceptions to confidentiality include any information regarding potential harm to yourself or others, particularly to children. As a licensed clinician, the instructor is a mandated reporter and must report threats to an individual, be they self-inflicted or caused by others.

Students also at times may bring to class real world and work experiences to enhance their own and others' learning. Students are similarly expected to protect the privacy and confidentiality of such information and materials. All students must maintain all related notes and handouts from such classes professionally. Failure to do so may result in a referral to the Student Community Standards (SCS).

Please see policies two and three above.

16. HIPAA Compliant Zoom Account:

All students and faculty in programs that require professional training will be issued a Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant Zoom account. These accounts are strictly for students' educational use and are not permitted to be used for clinical/counseling purposes.

17. Training Documentation: **Clinical/Counseling/ABA/School:**

Students and training sites are expected to abide by all conditions detailed in the training agreement that is established within the **first two weeks** of training. Students must receive direct supervision by qualified site supervisors for all clinical or supervisory

activities at a training site. Students who experience disruption in their supervision or activities specified in their training agreement must contact their Director of Clinical Training or Associate Director of Training.

- Training Agreement
 - Completed by student with input/review from site supervisor
 - Due within two weeks of starting practicum
 - If it is not completed, training is suspended

The Office of Placement & Training (OPT) expects sites to provide clear and timely feedback about performance to students. Students who are placed on a formal or informal remediation plan, on “warning,” or a performance improvement plan, by their training site, must contact their Director of Clinical Training or Associate Director of Training immediately so that the program may support the student in meeting site expectations. If a student is placed on a performance improvement plan, the site is required to provide the Director of Clinical Training or Associate Director of Training with the proper documentation for the student’s training record.

The following documentation is required for successful completion of non-doctoral training experiences, due dates are program specific and can be found in training manuals.

- Site Supervisor Evaluation of Student Forms
- Seminar Leader Evaluation of Student Forms
- Student Hour Log
- Student’s Evaluation of Site Forms
- Consolidated Report (Tevera Users Only)
- Additional documentation as specified by program

18. Training Documentation: I/O and Public Health:

Students and training sites are expected to abide by all conditions detailed in the training agreement that is established within the **first two weeks** of training. Students must receive direct supervision by qualified site supervisors for all clinical or supervisory activities at a training site. Students who experience disruption in their supervision or

activities specified in their training agreement must contact their Director of Clinical Training or Associate Director of Training.

- Training Agreement
 - Completed by student with input/review from site supervisor
 - Due within two weeks of starting practicum
 - If it is not completed, training is suspended

The Office of Placement & Training (OPT) expects sites to provide clear and timely feedback about performance to students. Students who are placed on a formal or informal remediation plan, on “warning,” or a performance improvement plan must contact their Director of Clinical Training or Associate Director of Training immediately so that the program may support the student in meeting site expectations. If a student is placed on a performance improvement plan, the site is required to provide the Director of Clinical Training or Associate Director of Training with the proper documentation for the student’s training record.

The following documentation is required for successful completion of the training experience, due dates are program specific and can be found in training manuals.

- Training Agreement
 - Completed by student with input/review from site supervisor
 - Due within two weeks of starting practicum
 - If it is not completed, training is suspended
- Supervisor Evaluation Form
 - A supervisor evaluation is completed once at the end of the semester in which the training/internship was taken.
- Student Evaluation of Site Form
 - Completed by student at the end of the first semester and the end of the placement experience. This form must be completed to receive a grade.

19. Conflict resolution:

The Director(s) and Associate Director(s) of Training serve as the school's liaisons to practicum/internship training sites, helping to resolve any problems that may occur. If problems arise, we expect that sites will contact the Office of Placement & Training (OPT) at the earliest possible convenience. Similarly, if our students encounter anything unusual or problematic at their training site, they should contact both their advisor and the Director of Clinical Training immediately. In general, the best solution occurs as early as the problem is identified through informal means. The Director of Clinical Training will therefore only directly intervene with a site after reasonable attempts have been made by the student to resolve the problem at hand, unless there have been egregious, serious, irremediable infractions at the site.

20. Remediation:

If concerns arise during training, the site will work to remediate these skills through a plan for improvement, otherwise known as a remediation plan. This remediation plan should be specific to behavioral concerns and provide clear expectations for improvement. The Office of Placement & Training (OPT) will work with the site to assist in the expectations and goals of the remediation plan. This plan must be 30 days or more. A site must inform OPT before initiating a remediation plan and engage with OPT throughout the process, including if the plan's requirements have been met. This process should be a collaborative one, including OPT, the site and the student. If the student does not meet these remediation plan expectations, the site must inform OPT before terminating the student.

The student trainee may be removed from their practicum or internship site due to:

- 1) Failure to function in a responsible and professional manner;
- 2) Failure to adhere to the ethical guidelines for professionals in their specified field;
- 3) Failure to adhere to the laws that govern whatever state or district in which the trainee is engaging in practicum or internship (e.g., mandated reporting of child abuse);
- 4) Failure to successfully remediate areas of deficiencies as defined by the training site; and/or
- 4) Termination by the site based on failure to adhere to agency policy and procedures or other behavior determined to be unacceptable for a student trainee.

21. Supplemental practicum for certification or license seeking students:

Some students gain additional experience by completing supplemental training experiences. Supplemental training experiences are similar to other practicums or internships but may be a few months to a year or have a lesser weekly time commitment than the required practicum or internship. For example, a site at which you previously trained may welcome you back for a few months over the summer to gain additional training in testing. A supplemental practicum can only occur when a student is concurrently engaged in a full practicum experience, enrolled in a Practicum Seminar and approved by the Office of Placement & Training (OPT). Before starting this supplemental training experience, a student must consult with OPT's Director of Clinical Training to review the experience and receive approval. Within two weeks of their start date, students must complete a Supplemental Training Agreement. Note that the student and supervisor will submit practicum evaluations and hour logs just as they would for a required training experience. Students must submit all forms for their primary and supplemental training experiences, with passing marks for their supervisors and seminar leaders to successfully receive credit for the training experiences.