

CPSY Approved Field Practicum Site

CPSY Approved Field Practicum Sites
Counseling Psychology
Department of Educational Psychology
Texas A&M University

CPSY Approved Field Practicum Site

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AUSTIN, TX

Austin Child Guidance Center

Austin, Texas

Contact: Dr. Julia Hoke

Phone: 512.451.2242

Email: jhoke@austinchildguidance.org

Website: <http://www.austinchildguidance.org/>

Clientele/Experienced Gained: Children, individual and group, psychological assessments

Duration: 2 semesters

Additional Info: They actively recruit only at UT, so those students get first dibs on spots. But when they have openings, they're happy to accept applicants from other schools. Applications are due in February for fall practicum.

Austin State Hospital

Austin, Texas

Contact: Dr. Victoria Latifses

Email: Victoria.Latifses@hhsc.state.tx.us

Website: <http://www.dshs.state.tx.us/mhhospitals/AustinSH/>

Clientele/Experienced Gained:

Adult Psychiatric Service (APS): APS is an acute care adult psychiatric service serving a diverse patient population (acute, chronic, forensic, ages 18-59) suffering from severe mental illness. Census ranges from 140-180. Therapy and assessment (diagnostic, neuropsychological, cognitive, academic skills/achievement, and malingering evaluations with an emphasis on objective measures) site.

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Child and Adolescent Psychiatric Service (CAPS): CAPS is an acute care psychiatric service serving severely mentally ill and IDD children and adolescents ranging in age from 3-18 years. Census ranges from 25-32. Therapy (individual and group) and assessment site.

Duration: 2 semesters

Additional info: If interested in a practicum placement, please send an email to Dr. Victoria Latifses, Victoria.Latifses@hhsc.state.tx.us. Please include:

- Placement preference
- 2 letters of recommendation (including one from a practicum supervisor)
- Curriculum vitae
- Redacted writing sample (a psychological report or a term paper)

St. Edward's University, Health & Counseling Center

Austin, Texas

Contact: Dr. Charles Couchman

Phone: 512-448-8538

Email: couchman@stedwards.edu

Website:

<http://think.stedwards.edu/healthcounseling/advancedpracticumcollegestudentmentalhealth>

Clientele/Experienced Gained: Providing individual counseling services to diverse student population of St. Edward's University. Practicum attempts to provide trainees with a broad range of experiences typical of working in a multidisciplinary center, including collaboration between counseling and medical personnel at the Health & Counseling Center. Practicum may also include walk in crisis management, outreach presentations to university community, and co-facilitate counseling group, depending on interest.

Duration: 2 semesters, with 14 hrs/week commitment.

Application: Completed application form, copy of vita, a letter of recommendation or a copy of an evaluation from previous practicum site. Applications are due early February as placement

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decisions are typically made by March 1st.

Additional Info: Students are required to have completed 2 semesters of prior counseling practica and 1 year of full time graduate coursework.

Travis County Sheriff's Office

Austin, Texas

Contact: Dr. Vivian Pan

phone: (512) 854- 9394

Email: Vivian.Pan@traviscountytexas.gov

Clientele/Experience Gained: Practicum students provide intake assessments for individuals being booked into jail, provide individual therapy for juvenile and adult offenders, family therapy for juvenile and adult offenders, provide group therapy (DBT skills, sexual assault survivors, anger management, CBT skills, or a new group), and assessment (diagnostic clarification, cognitive ability, achievement, and adaptive skills with clinical interviews, test scoring/interpretation, and integrative report writing), and provide psychological consultation to correctional staff for your individual case load.

The Clientele consist of inmates of the Travis County Correctional Complex and Travis County Jail, 70-75% of whom are pre trial. There are opportunities to work with special populations, including those with co-occurring IDD or substance abuse issues, transgender individuals, youthful offenders, and veterans.

Duration: Minimum of 1.5 days/week for 2 consecutive semesters

Application: Email Dr. Pan with:

- 2 letters of recommendation (including one from a practicum supervisor)
- Curriculum Vitae
- Redactive integrative report

Additional Info: Preference for advanced students (3rd year and above)

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BRYAN, TX

Juvenile Justice Center

Bryan, TX

Contact: Dr. Melissa Magyar

Phone: 979.823.3544

Clientele/Experienced Gained: Site includes experiences in assessments, therapy, groups, possible suicide risk assessment, and crisis intervention. When calling the central line, ask to be directed to Dr. Melissa Magyar, who is the licensed psychologist. She would be able to provide more direction and current supervision.

Duration: Two semesters Fall and Spring (NOT summer).

Additional Info: Prefers more experienced doctoral students, and preferred experience in community-based mental health.

Sexual Assault Resource Center

Bryan, TX

*Past site, does not have a psychologist on staff

Contact: Tracy Calanog

Phone: 979-731-1000

Email: tcalanog@sarcbv.org

Website: <http://www.sarcbv.org/get-involved/internships>

Clientele/Experienced Gained: Provides crisis support, mental health services, counseling for survivors and their families, and community education and outreach to survivors of sexual assault. Serves various counties including Brazos, Burleson, Madison, and Leon among others.

Application: Please contact Ms. Calanog for specific information regarding practicum.

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Women's Prison

Bryan, Texas

Contact: Dr. Kim Villabona

Phone: 979.823.1879 ex. 568

Email: kvillabona@bop.gov

Clientele/Experienced Gained: Incarcerated adult women, individual and groups. Gain experience on issues such as trauma, grief, self-esteem, eating disorders, and drug abuse.

Duration: 2 semesters starting in summer or fall, application submitted in spring semester

Federal Prison Camp

Bryan, Texas

Contact: Dr. Ashley Noble

Email: axnoble@bop.gov

Clientele/Experienced Gained: Practicum students at FPC Bryan are involved in direct patient care through a variety of programs, groups, and psychotherapy. Additionally, they are provided the opportunity to see inmates for brief therapy sessions as well as for crisis intervention. Over the course of the practicum, students will also learn about the Federal Bureau of Prisons and will be provided with the opportunity to utilize some of our data systems as well. These experiences are especially helpful for those students considering a predoctoral internship at a Bureau of Prison facility.

Duration: 2 semesters starting in summer or fall, 2 full working days approximating 16 hours/week.

Application: Contact Dr. Noble via email if interested. Application is submitted in spring semester (sometime in April).

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CLEAR LAKE, TX

University of Houston-Clear Lake, Career & Counseling Services

Clear Lake, Texas

Contact: Dr. Jonathan Schmalz-Benson

Phone: 281-283-2586

Email: schmalz@uhcl.edu

Clientele/Experienced Gained: Working with individuals, couples, and groups in a university counseling center setting. Typical presenting issues include depression, bipolar disorder, anxiety, relationship issues, trauma/abuse recovery, grief, self-esteem, body image, eating disorders, shame, academic, and vocational issues.

Duration: 2 semesters, 18-20 hours each week (not including lunch breaks) divided over three days, with two evenings until 7 p.m. While all trainees are expected to be present for case conferences and training seminars on Wednesday mornings from 8 am -12 noon, they are flexible with student's schedule.

Application: Submitted during spring semester. Interviews may be scheduled after the submission of your resume and list of coursework that will be completed by the beginning of the practicum. Applications are likely due in January for the next year. Contact the practicum training director.

COLLEGE STATION, TX

Texas A&M Student Counseling Center

College Station, Texas

Contact: Dr. Jason Hindman

Phone: 979.845.4427

Email: jhindman@scs.tamu.edu

Website: <http://scs.tamu.edu/>

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Clientele/Experience Gained: Adults, Students, Individual

Duration: 1 semester, with 16 hours per week commitment, but there is option of committing for two semesters.

Application process: Requirements include submitting a completed application, an updated vita and a statement of intent. This is followed by an on-site interview. Applications are due early in previous semester of chosen semester for practicum.

Texas A&M Telehealth Counseling Clinic

College Station, Texas

Contact: Dr. Carly McCord

Phone: (979)436-0700

Email: cmccord@sph.tamhsc.edu

Website: Telehealthcounseling.org

Duration: Preference given to students able to commit for 2 semesters, with a 15 hours per week, with 8 hrs of direct client contact, 1 hr of individual supervision, 2 hrs of didactic and discussion/process oriented group supervision, 2 hrs of supervision preparation, and 2 hrs of case management/paperwork.

Application process: Send a current vitae and an application form to Dr. Carly McCord. Applications will be reviewed and selected applicants will be invited to interview with the Clinical Director at the TCC. Interviews usually last approximately 30 minutes.

GEORGETOWN, TX

Southwestern University Health & Counseling Service

Georgetown, Texas

Contact: Dr. Kylin Lee

Phone: 512-863-1250

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Email: leek@southwestern.edu

Clientele/Experience Gained: Carry 6-12 individual clients depending on particular needs and time commitment. There is an opportunity to co-lead an Interpersonal Process group with an experienced staff member. Supervision of clinical weekly, typically 1 hour of supervision for individual work and 30-45 minutes supervision for group work. Advanced practicum students are highly encouraged to attend Clinical Consultation meeting.

Duration: It's a 12-15 hour weekly commitment. Length of Practicum would be negotiated with each student to be either a one or two semester commitment. Days on campus are flexible and can be designed to meet the trainee's schedule.

Application: It's due mid to late January. Application includes a letter of interest, clinical reference contact information - please include information from someone who has directly supervised your clinical work. This person should address your current level of skill, your openness to supervision, and any areas for growth, and a curriculum vita.

HOUSTON, TX

Charis Psychological Associates

Houston, TX

Contact: Dr. Pauline Clancy, Ed.D. (Licensed Psychologists)

Phone: (713) 777-8633

Email: charis_associates@hotmail.com

Location: 8303 Southwest Freeway, Suite # 800
Houston, TX 77074

Clientele/Experience Gained: Office in private practice offering services to children, adults, and couples (marital, pre-marital, child behavior problems). The organization has a contract with the state to serve individuals with disabilities. *Note: The practicum student will be trained in a Christian therapy modality.

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Duration: 2 semesters, 20 hrs/weekly commitment

Application: Interview, references, transcript of Graduate work.

Harris County Jail-Forensic Psychiatric Services

Houston, TX

(Pending)

Contact: Danielle Hale, Ph.D.

Phone: (713) 755-9520/ (713) 755-7135

Email: deborah.hale@mhmraharris.org

Clientele/Experience Gained: CBT Program at Harris County Sheriff's office. Practicum offers CBT services to adult male inmates experiencing behavioral problems and/or chronic emotional issues. Conducts both group and individual therapy.

Duration: Length of commitment ideally 2 semesters, 2 -3 days of 6 hour days

Application: Requires vita, letter of interest and an in person interview.

Harris County Juvenile Probation

Department

Houston, TX

Contact: Dr. Nicole Dorsey

Phone: (713) 222-4257

Email: nicole.dorsey@hcjpd.hctx.net

Clientele/Experience Gained: Students have the opportunity to conduct psychological screening evaluations and full psychological evaluations with youth who are involved in the juvenile justice system. Some of the youth are currently placed in our detention center and some of the youth are at home and come into our office for an assessment. We have a wide array of test measures for students to use and the expectation is for students to write a comprehensive and integrative report.

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There are also limited opportunities for students to be involved in crisis intervention situations and to provide group and individual counseling. Students will be exposed to working and consulting with a variety of other professionals, including psychiatrists, attorneys, and probation officers. Finally, besides the weekly individual supervision, students also have the opportunity to participate in group supervision and weekly didactic seminars if these experiences fit with their schedule.

Duration: 2 semesters, 2 full work days (but flexible)

Application: Interviews of practicum students start around February for beginning in the fall. Interested students email Dr. Dorsey directly with a cover letter and a copy of CV. Interview also entails participation in a writing assignment.

Additional Information: Practicum is currently assessment focused.

Harris County Psychiatric Center

Houston, TX

(Pending)

Contact: Dr. Barr

Phone: 713-741-3910

Clientele/Experience Gained: Psychiatric services to adults, adolescents, and children, both inpatient and outpatient. Consists of various units including adult, adolescent, child, and geriatric. Provide assessment, individual therapy, group services. Strong emphasis on assessment.

Duration: Starts in Fall. 16 hours weekly commitment, but can be spread over 2-3 days. At least two of those days should be consecutive.

Additional Information: HCPC is staffed by psychiatrists and psychologists of the UT Medical School faculty who supervise the patient care provided by psychology and psychiatry residents, psychology practicum trainees and medical students. Practicum student activities may include the following: attending treatment team rounds, participation in admission screening assessments and referred psychological evaluations, feedback and consultation with treatment teams, patients, and parents, and group therapy co-leadership. Research projects are also a possibility. There are lots of assessment experiences available.

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Michael E. DeBakey V.A. - Houston

Houston, Texas

Contact 1: Dr. Ellen Teng

Phone: 713-794-7703 ext. 25513

Email: ellen.teng@va.gov

Contact 2: Dr. Ashley Clinton

Phone: 713.794.7703 ext. 24602

Email: ashley.clinton@va.gov

Clientele/Experienced Gained: Spinal cord injury, PTSD, various disabilities, Adults, veterans, psychiatric population, outpatient, inpatient, pain management, psychosocial, vocational, biofeedback, trauma, neuropsychological assessments.

St. Thomas Counseling Center

Houston, Texas

Contact: Dr. Rose Signorello

Phone: 713-525-3162

Email: signorr@stthom.edu

Clientele/Experience Gained: Individual, couples, group, and family counseling; Crisis intervention, consultation, and mediation as needed; Campus outreach programming

Duration: 2 semesters (August-May), application required March/April. 15-20hrs/week commitment.

Application: Includes interview, vita, reference, and writing sample

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University of Houston (Main Campus), Counseling and Psychological Services
Houston, Texas

Contact: Dr. Cecilia Sun

Phone: 713.743.5409

Email: csun@uh.edu

Website: http://www.uh.edu/caps/clinical_training/practicum_training.html

Clientele/Experienced Gained: Individual, Group, Crisis Intervention, Psychological Assessment

Duration: 2 semesters (August-May), 16-20 hr/weekly commitment

Application: Letter of interest, CV, list of courses taken to date (no transcript required), and an interview in February. Applications are likely due in January for the next year. Contact the practicum training director.

HUNTSVILLE, TX

Sam Houston University, Student Counseling Center
Huntsville, Texas

Contact 1: Jeff Anderson

Email: jma056@shsu.edu

Contact 2: Annie Matthew

Email: ajm068@shsu.edu

Phone: 936-294-1720

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Clientele/Experience Gained: Practicum counselors have the opportunity to provide individual counseling and conduct initial intakes. Also provides a group counseling experience. Practicum counselors receive weekly individual and group supervision as well as weekly training seminars. Our training site is also designed to help the practicum counselor develop in his/her professional identity (such as development of theoretical orientation) as a counselor.

Duration: 1 semester (or 2 semesters), with 16 hrs/week commitment. There is also option for 19 hrs/week commitment if it's beneficial for the student.

Application: A brief vita and confirmation that they have completed a Practicum 1/ Interviewing class or practicum at a captured site run by the department in question. Also includes interview consisting of a 30 minute group interview with individuals providing the supervision and training. Please contact Dr. Anderson or Dr. Matthew to start application process, include CV, cover letter, and name of a reference. Applications are due by April 10th

San Marcos, TX

Texas State Counseling Center
San Marcos, TX

Contact: Dr. Clare Duffy

Phone: (512) 245-2208

Email: cmd101@txstate.edu

Website: <http://www.counseling.txstate.edu/training/practicum.html>

Clientele/Experienced Gained: Typically offers individual counseling and there are opportunities for group psychotherapy experiences, the administration of objective and projective assessments, and university community outreach activities to Practicum Counselors who express an interest in participating in these areas.

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Duration: Time commitment is two semesters, with Option A including 16 hrs/week or two full days and Option B involving 12 hrs/week. Practicum students are required to be at the Center on Fridays 1-3pm. An estimated break down of the hours and further details on the practicum experience is listed on the website.

Application: Preference given to second and third year doctoral students. Applications are submitted to Dr. Duffy and typical application deadline is early February and interviews are later in February. Requirements include:

- An official transcript of your graduate coursework with at least 24 hours completed or in progress.
- Two references (these could be email addresses or phone numbers where they could be reached) to give information on your academic and/or clinical work.
- Curriculum vita
- Statement of interest (How would a practicum training experience at Texas State University benefit your professional and academic goals/plans?)
- Texas State Practicum Application Form
- An on-site interview

Central Texas Veterans Healthcare System

This health care system includes three locations: Temple, Waco, Austin

CTVHCS Internship Program Brochure:

https://www.centraltexas.va.gov/services/Psychology_Internship/CTVHCS_Internship_Program_Brochure.pdf

Olin E. Teague VA Medical Center: Temple, TX:

Contact: Andrew J. Cook, Ph.D

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Email: Andrew.Cook@va.gov

Phone: (254) 742-4776

Clientele/Experienced Gained:

Geropsychology (Community Living Center), veteran disability examinations, health behavior assessment and intervention, individual and group psychotherapy, diagnostic interviews, treatment planning, PTSD, behavioral health, psychosocial treatment, rehabilitation psychology, rehabilitation and reintegration, substance abuse treatment, and neuropsychology

Duration: 2 semester, 8 hrs/week (minimum one work day) commitment

Application: Submit CV for initial consideration. Potential rotation supervisors will follow-up with students, possibly to include interview and/or writing samples at their discretion.

Waco VA Medical Center:

Contact: Andrew J. Cook, Ph.D

Email: Andrew.Cook@va.gov

Clientele/ Experience Gained:

Blind rehabilitation, geropsychology, substance abuse treatment program, primary care behavioral health, Center of Excellence Clinical Research Rotation, serious mental illness residential program, recovery services, mental health clinic, PTSD.

Application: See the CTVHCS brochure

Austin Outpatient Clinic: Contact:

Dr. Edgar Villarreal

Phone: 512-823-4627

Email: edgar.villarreal@va.gov

Website: <http://www.centraltexas.va.gov/visitors/austin.asp>

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Clientele/Experienced Gained: Outpatient facility for veterans, individual and group and family counseling. Rotation opportunities include: Home Based Primary Care Leadership and Administration, Mental Health Clinic (MHC), Primary Care Behavioral Health, PTSD Clinical Team (PCT), Rehabilitation Neuropsychology, Substance Abuse Treatment Program (SATP), Mental Health Intensive Case Management (MHICH), Eating Disorder Treatment Team, Other common minor rotations: Specific EBPs (e.g., CPT, PE, ACT, CBT Depression, CBT Chronic Pain, CBT Insomnia, DBT, IBCT, MI)

Opportunities are also present for doing integrated assessment, Neuropsychology

Duration: 2 semesters (Fall and Spring), 16-18 hours per week.

Application: Applicants need to have at least 1 practicum or commensurate clinical experience before applying. Copy of vita or resume, a statement of interest (why this particular site, training interests and experiences), and one letter of recommendation from previous practicum site. Applications are due January 13th, and interviews are completed by end of March 3rd.

Additional Info: Must be able to attend group supervision on Thursdays 1-3pm.

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Procedure for Identifying Qualified Practicum Site

- I. Find a practicum site that meets APA's *standards of accreditation*:
 - Has licensed psychologist as supervisor
 - Has weekly supervision
 - Practicum evaluation must be based in part on direct observation, which includes in-person observation, live video streaming, or video recording.
- II. Contact the director or administrator of this site, present/review and sign the contract/Agreement Between Texas A&M University Department of Educational Psychology and (Affiliate name), see page 20.
- III. Fill out the Practicum Registration form, ask site supervisor and faculty supervisor to sign it.
- IV. Turn in signed contract and registration form to department Academic Advisor.

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**AGREEMENT
BETWEEN
TEXAS A&M UNIVERSITY
DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
AND (AFFILIATE NAME)**

Texas A&M University, on behalf of its Department of Educational Psychology, (“TAMU”) and (Affiliate Name) hereby establish an affiliation for the purpose of providing practicum experience for TAMU students.

SCOPE OF PRACTICUM PLACEMENT:

Neither TAMU nor Affiliate will incur financial obligation to each other as a result of this Agreement. TAMU and Affiliate acknowledge that TAMU students will not provide services under this Agreement apart from their educational value.

TAMU AND AFFILIATE JOINTLY AGREE:

1. The purposes of the practicum placement are:
 - a. to provide learning activities which will assist TAMU students in meeting the objectives of coursework established by TAMU;
 - b. to provide expanded capabilities for TAMU in providing services in consonance with the objectives of graduate education.
2. [The term of this Agreement is for the 20 - 20 TAMU Academic Year.] OR [This Agreement commences on the date of signature by the last party and continues for __ year(s).] [NOTE: The term of this Agreement cannot extend beyond 5 years]
3. Either party may terminate this Agreement upon giving 30 days’ prior written notice to the other party, except that this Agreement will remain in effect as to any TAMU student participating in the practicum at Affiliate as of the effective date of termination for so long as such student remains in the practicum.

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4. Each party shall provide and maintain open channels of communication relative to the practicum through designated representatives.
5. TAMU shall establish practicum hours for students subject to approval by Affiliate. TAMU acknowledges that TAMU students will be subject to all applicable Affiliate policies and procedures while participating in the practicum. TAMU shall determine beginning dates, holidays, and ending dates for the practicum assignment.
6. The parties shall ensure that educational experience provided is consistent with the curriculum requirements of TAMU and with the standards of the accrediting entity for the school or department of TAMU in which the students are enrolled.
7. The parties shall periodically review the program administered under this Agreement and, when appropriate, revise the program to meet TAMU's curriculum requirements and the standards of the accrediting entity.
8. In compliance with federal and state law, including provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, TAMU and Affiliate may not discriminate on the basis of race, sex, religion, color, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in the administration of policies, programs, or activities; admission policies; or other programs or employment.
9. This Agreement does not prevent Affiliate from participating in any other program, nor does this Agreement prevent TAMU from placing TAMU students with other entities.
10. TAMU is not responsible for providing personal liability or medical insurance covering TAMU students. TAMU assumes no liability for the acts or omissions of its students arising in the course of this affiliation. TAMU students will be responsible for obtaining liability insurance coverage in an amount satisfactory to Affiliate.
11. Either TAMU or Affiliate may remove a student enrolled in the practicum if, in the opinion of either party, the student is not making satisfactory progress in the practicum. Any student who does not satisfactorily complete the practicum or any portion thereof may repeat the practicum at Affiliate only with the written approval of both parties.

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TAMU AGREES TO:

1. Bear responsibility for academic administrative elements of the practicum.
2. Designate and assign appropriate faculty to serve as representative to Affiliate.
3. Limit the activities of TAMU faculty at Affiliate to those functions required to fulfill the terms of this Agreement, unless otherwise agreed to by Affiliate.
4. Select the TAMU student or students who shall be placed at Affiliate, subject to the approval of Affiliate.
5. Provide information reasonably requested by Affiliate related to students participating in the practicum unless prohibited by federal or state law.
6. Inform all TAMU students and personnel participating in the practicum that they are required to comply with the rules and regulations of Affiliate while on the premises of Affiliate and to comply with the requirements of federal and state laws and regulations regarding the confidentiality of information in records maintained by Affiliate.
7. Provide Affiliate with copies of current course outlines, course objectives, the curriculum philosophy, and a list of faculty and their qualifications when requested.

AFFILIATE AGREES TO:

1. Provide initial and updated information to TAMU on Affiliate policies and procedures, staffing, and organization related to the practicum, and provide orientation sessions to inform TAMU students and personnel concerning the rules and regulations of Affiliate.
2. Allow the use of Affiliate material in TAMU classroom discussions and assignments, subject to approval of the faculty member and subject to assurances by TAMU to maintain the confidentiality of all Affiliate material in compliance with federal and state laws.
3. Provide suitable private office space, equipment, materials, supplies, and clerical assistance necessary for accomplishment of the teaching/learning tasks.

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4. Provide on-site supervision by a qualified Affiliate representative, approved by TAMU for designation as the practicum instructor, for not less than one hour per week and to provide coordination of practicum instruction and work supervision of TAMU students placed with Affiliate.
5. Comply with applicable state and federal workplace safety laws and regulations. If a TAMU student is exposed to an infectious or environmental hazard or other occupational injury while in Affiliate facilities, Affiliate, upon notice of the incident from the student, shall provide the emergency care as Affiliate provides to its employees. If Affiliate does not have the resources to provide such emergency care, Affiliate shall refer the student to the nearest emergency facility. TAMU shall inform the student that the student will be responsible for any financial charges generated.
6. Provide reasonable time for the Affiliate representative to prepare for and conduct conferences with TAMU students, and to consult with the representative(s) of TAMU.
7. Accept TAMU students for the practicum within the capability of Affiliate with the provision that said student may participate in any Affiliate programs and activities, as appropriate in the opinion of Affiliate.
8. Complete appropriate paperwork for TAMU students that is required by TAMU for performance evaluation and to inform TAMU of any concerns regarding the student.
9. Maintain sole responsibility for its clients' care.
10. Obtain and maintain all licenses required for Affiliate and ensure that all Affiliate personnel are appropriately licensed.

GENERAL PROVISIONS:

1. FERPA. For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 ("FERPA") and the practicum, TAMU hereby designates the Affiliate as a school official with a legitimate educational interest in the educational records of the students who participate in the practicum to the extent that access to the records is required by Affiliate.

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Affiliate shall maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

[NOTE: IF THE FACILITY IS A COVERED ENTITY THAT IS SUBJECT TO HIPAA, THE FOLLOWING SECTION SHOULD BE INCLUDED. OTHERWISE, IT SHOULD BE DELETED FROM THE AGREEMENT.]

2. HIPAA.

- (a) The parties acknowledge that Affiliate is a covered entity for the purposes of the Health Insurance Portability and Accountability Act (“HIPAA”) and subject to 45 CFR Parts 160 and 164 (“the HIPAA Privacy Regulations”).
- (b) To the extent that TAMU students are participating in the practicum and TAMU faculty members are providing supervision at Affiliate as part of the practicum, such students and faculty members will:
 - (1) be considered part of Affiliate’s workforce for HIPAA compliance purposes in accordance with 42 CFR §164.103, but will not be construed to be employees of Affiliate;
 - (2) receive training by Affiliate on, and subject to compliance with, all of Affiliate’s privacy policies adopted pursuant to the HIPAA Privacy Regulations; and,
 - (3) not disclose any Protected Health Information, as that term is defined by 45 CFR §160.103, to which a student has access through practicum participation or a faculty member has access through the provision of supervision at Affiliate that has not first been de-identified in 42 CFR §164.514(a).
- (c) TAMU may not access or request to access any Protected Health Information held or collected by or on behalf of Affiliate that has not first been de-identified as provided in 42 CFR §164.514(a).
- (d) The parties acknowledge that no services are being provided to Affiliate by TAMU under this Agreement and therefore this Agreement does not create a “business associate” relationship as that term is defined in 42 CFR §160.103.

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3. Execution and Modification. This Agreement is binding only when signed by both parties. Any modifications or amendments must be in writing and signed by an authorized representative of each party.
4. Assignment. This Agreement, with the rights and privileges it creates, is assignable only with the written consent of both parties.
5. Force Majeure. Each party shall excuse any breach of this Agreement by the other which is proximately caused by government regulation, war, strike, act of God, or other similar circumstance normally outside the control of well-managed business, provided that the other party makes diligent efforts to expeditiously remedy the breach.
6. Entire Agreement. This Agreement contains the entire understanding of the parties with respect to Practicum Placements and supersedes all other written and oral agreements between the parties with respect to the Practicum Placements. It is acknowledged that other contracts may be executed. Such other agreements are not intended to change or alter this Agreement unless expressly stated in writing.
7. Governing Law. The substantive laws of the State of Texas (and not its conflicts of law principles) govern all matters arising out of or relating to this Agreement and all of the transactions it contemplates.
8. Independent Contractor Status. This Agreement does not create a partnership or joint venture between the parties. Neither party may bind the other or otherwise act in any way as the representative of the other, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. Employees of either party are not employees of the other and neither party's personnel are entitled or eligible, by reason of this contractual relationship, to participate in any benefits or privileges given or extended by the other party to its employees.
9. Provisions. Each provision of this Agreement is severable. If any provision is rendered invalid or unenforceable by statute or regulations or declared null and void by any court of competent jurisdiction, the remaining provisions will remain in full force and effect if the essential terms of this Agreement remain valid, legal, and enforceable.
10. Notice. Any notices required or permitted under this Agreement will be deemed given (a) three business days after it is sent by certified or registered mail, return receipt requested, (b) the next

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business day after it is sent by overnight carrier, (c) on the date sent by facsimile or email transmission with confirmation of transmission and receipt, if sent during the recipient's normal business hours and if not, on the next business day, or (d) on the date of delivery if delivered personally, and in each case, addressed to the intended recipient at the address below or such other address as the intended recipient may specify in writing:

TAMU: Texas A&M University
Department of Contract
Administration 1182 TAMU
College Station, Texas 77843-1182

Affiliate:

AFFILIATE NAME

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
TEXAS A&M UNIVERSITY

Administrator

Dean, College of Educational Psychology

DATE

DATE

Practicum Supervisor

DATE

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Appendix A

Form Required for Field Practicum Placement in a VA Facility

*All items must be addressed for the Training Director to sign and submit the letter verifying the student's status to the VA training program for field practicum placement. Credentialing should be initiated at least six months prior to the semester the student would like to begin the practicum.

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Educational Sponsor – University/Program

Sponsoring Institution or VA facility:

Training Program:

VA Facility:

Date:

Dear Medical Center Director:

I certify that all appropriate information for the health professions trainees listed on the attached TQCVL List of Trainees has been verified. At the time of verification, all trainees listed are fully qualified and have the necessary credentials to complete their scheduled clinical training at a Department of Veterans Affairs (VA) healthcare facility.

ALL trainees:

- Are enrolled in the designated training program and have met criteria for their specified level of training;
- Meet the physical requirements of the training program;
- Have had tuberculosis screening as required by the Center for Disease Control (CDC) or VA standards;
- Have had hepatitis B vaccination or have signed declination waivers;
- Have been vaccinated for influenza per VHA policy; currently by November 30th each year or, if declining vaccination, trainees are aware of the requirement to wear a face mask throughout the influenza season while at the VA healthcare facility;
- Have been screened against the Health and Human Services' List of Excluded Individuals and Entities (LEIE). <https://exclusions.oig.hhs.gov/> (all paid and WOC trainees)

As applicable:

- International medical school graduates have had primary source verification of the Educational Council for Foreign Medical Graduates (ECFMG) certificates.
- Licensed trainees have been screened against the National Practitioner Data Bank (NPDB) <https://www.npdb.hrsa.gov/>
- Trainees born male, both U.S. citizens and immigrants, who are between 18 and 25 years old, have registered with the Selective Service or provided a Status Information Letter.
- If required by the admission criteria of the training program, all trainees have had primary

source verification of education and other credentials.

NOTE: List may not be all inclusive. Please mark which items below are required and have been verified.

- Reference letters
- Primary source verification of current and past license(s) or registration(s) in any field
- Certification(s) through the state licensing board(s) and/or national and state certification bodies
- Drug Enforcement Administration (DEA) registrations
- National Provider Identifier (NPI) registration
- Other:

As applicable, for non-U.S. citizen trainees:

- Documented proof of current immigrant or non-immigrant status has been reviewed and attached to include:
 - o Appropriate visa (J-1, J-2, H-1B, H-4, E-3) status; or o Permanent Resident Card (formerly “Green Card”); or
 - o Deferred Action for Childhood Arrivals (DACA) trainee, Employment Authorization Document (Form I-766).
 - o Other visas require discussion with the VA Designated Education Officer (DEO) and may need decision of VA General Council.
- Appointment of non-US citizens must be approved by the Medical Center Director.

I will notify the VA DEO, as soon as possible but no later than 72 hours, of changes in the academic status of individual trainees, adverse actions that affect the trainee appointment, or changes in health status that pose a risk to the safety of trainees, other employees, or patients.

I certify that all documents pertaining to the listed trainees are maintained on file and available for review by VA officials by contacting the following Office:

 Signature and Printed Name

Date _____

 Title of Educational Official
 [Titles include: Program Director, Designated Institutional
 Official (DIO), or Educational Dean, Dean for Academic Affairs, Dean]

VAMC Chief of Staff
 Accept/Do Not Accept (circle one) Printed Name:

Signature
 Date

VAMC Director
 Accept/Do Not Accept (circle one) Printed Name:

Signature
 Date

Enclosures: **TQCVL List of Trainee(s)**
 cc: **VA Facility, Designated Educational Officer**