Form Instructions: Application for Clinical Practicum (PSYC 785)

Please follow these steps when completing your application for clinical practicum:
- Student fills in top portion of form with name, semester, hours, etc. and renames the file in the following format- "APPLICATION FOR CLINICAL PRACTICUM_STUDENT LAST NAME, FIRST NAME_SITE NAME"
- Student then emails file to the practicum supervisor.
- Practicum supervisor fills in the plan of work, arrangements for supervision and management of clinical income portions of the form, then signs and emails back to the student.
- The student reviews the form, signs it, and sends it to their mentor to review and sign.
- The student's mentor reviews and signs the form, then sends to the DCT for the final signature.
- After the DCT has signed the form, the graduate coordinator will file the form, add a permission for the student to enroll in PSYC 785 then notify the student via email.

In order to avoid issues with electronic signatures, you should:
- Download Adobe Acrobat Reader onto a computer and opening the pdf with that software to sign it.
- A free version of Adobe Acrobat Reader can be downloaded here: www.tinyurl.com/download-AdobeReader
- It will not save properly if it is opened and signed in an internet browser.
- It will not save properly if it is opened and signed on a phone (it creates layers in the document and hides what others have done).