

Missouri State University Practicum Site Questionnaire

Name of site Missouri State University – Office of Student Conduct

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Your Site

Description of the activities that occur at your site:

The Office of Student Conduct facilitates and administers the behavioral expectations of Missouri State University students. We engage in conduct meetings, educational meetings, trainings, and conduct hearings.

Description of practicum students' duties at your site:

The duties may depend on whether or not you are an undergraduate or graduate student. If you are a graduate student, you will be able to sit in and facilitate conduct meetings with the professional staff – this option is not available to undergraduate students currently.

Some duties may include but not limited to:

- Special assigned projects – topic research, creation of reports, creation of training sessions and materials, creation of publication materials, developing creative consequence information, creation of manuals, etc.
- Investigations – facilitating interviews with students who have been identified as witnesses in certain situations.
- Reports – writing and editing investigation reports. Reading and interpreting incident reports
- Conduct meetings – facilitating conduct meetings (when ready)
- Meetings – attend department meetings, university meetings, committee meetings when necessary

Due to the nature of the work and pace of the environment, projects may come up as well.

Type of population with which students would be working (e.g., adults, adolescents, children, physically challenged, cognitively challenged, etc.):

Our population includes undergraduate and graduate students as well as student organization conduct. Student organizations include fraternities and sororities as well.

Our Students

Undergraduates

Our undergraduate students typically are juniors and seniors with 17-35 credit hours in Psychology. There are exceptions. If you have any special requirements for students who apply at your practicum site, please describe them.

We expect that they will uphold privacy and confidentiality. We expect that they will understand the Family Educational Rights and Privacy Act (FERPA) and uphold the principles. We will review with them if they chose to work with us.

Graduate Students

Our graduate students are students at the end of their first year or sometime during their second year in the clinical track of our graduate psychology program. These students need direct service contact with clients, and also need weekly supervision from a licensed mental health professional. Is your site interested in working with our graduate students?

Yes - We expect that they will uphold privacy and confidentiality. We expect that they will understand the Family Educational Rights and Privacy Act (FERPA) and uphold the principles. We will review with them if they chose to work with us.

Hours, Pay, and Commitment

Days and time of days on which you need practicum students: Varies. Open for discussion. No weekends and traditionally no evenings.

Is this a paid practicum? Yes _____ No X

If yes, what is pay rate? _____

What length of commitment (e.g., semester, three months, six months), do you expect from the student?

We would like the student for a minimum of a semester.

Application Process

What is the preferred application process (e.g., email/mail resume/schedule an appointment)?

Email resume and letter of interest. Upon receipt, a meeting will be scheduled to discuss goals, etc.

Please provide any other information that would be useful in helping our students to make more informed choices.

We want to make this a learning experience and want to help students achieve their goals. We want to aid them in the process of becoming successful professionals.

Thank You!

Thank you for your help in working with our students.

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