

**Illinois State University
Graduate Practicum Program Form**

Complete this form and submit it to Human Resources with a position description indicating the responsibilities and clientele for this placement. This form will be returned to the University Supervisor once HR verifies the student is eligible for this placement. The University Supervisor will complete the required internal paperwork within the Cayuse 424 system and start the internal University approval process. Once approved, RSP will develop a contractual agreement with the external sponsor. After a Graduate Practicum Placement Agreement is signed by the sponsoring agency/business and returned to RSP, ISU graduate assistant paperwork will be processed. **Work may not begin until all ISU graduate assistant appointment papers are processed.**

EXTERNAL SPONSOR INFORMATION:

Name of Agency/Business: _____

Contact Person/Mailing Address: _____

Phone Number: _____ Fax: _____ Email: _____

Period of Agreement/Employment: Start Date _____ End Date _____

Note: The Start Date should be either the 1st or 16th of the month. The End Date should be either the 15th or last day of the month.

Amount to be paid to University _____ + _____ = _____
Total Student Stipend Admin. Costs + IDC (10% of stipend) Total Budget

STUDENT INFORMATION: Please provide the following graduate student information and verify the student's eligibility.

Student's Name: _____

Student's Mailing Address: _____

Student's UID: _____ Current degree program: DOCTORAL ___ MASTERS ___

Type of degree student holds: _____ Yr. existing degree earned: _____

Student Monthly Stipend: \$ _____ # of Hours Student will work per week _____
(must meet University minimum) (maximum is 20 hours per week)

STUDENT ELIGIBILITY

Verification by University Supervisor:

I state that this student should have a GPA of 3.0 or above at the end of this semester (2.80 or above if an incoming graduate student), that he/she will be enrolled in 9 credit hours during the fall and/or spring semesters (unless a valid Course Load Waiver is approved by the Graduate School), that the student is making satisfactory progress towards a degree, and that the Graduate Practicum experience is related to the student's graduate degree. (If you cannot affirm any of the above, do not continue with practicum paperwork for this student.)

University Supervisor Signature _____ Date _____

Verification by Human Resources:

I verify that the monthly stipend meets the University minimum for this graduate student, that the number of hours the student will work per week is within Graduate School policy, that the student has a current GPA of either 3.0 or 2.8 (incoming graduate student) and that the GPA will be re-verified each semester. I will also verify each semester that the student is enrolled in at least 9 credit hours (fall/spring) or a Course Load Waiver approved by the Graduate School is on file in HR. This student's degree work is in _____ and I verify that is appropriate for this practicum. Fingerprinting for this practicum (if required) was completed on _____ and the student is approved to be hired. (If you cannot affirm any of the above, return this form with notes to the University Supervisor.)

Human Resources Signature _____ Date _____