

Graduate Practicum Agreement Request Procedures

A graduate practicum agreement is a legal document outlining an agreement between an agency and Illinois State University regarding the placement and payment of a graduate student. **The student may not begin employment until a fully executed agreement has been obtained by the University.** Obtaining agency payment prior to student employment is also highly recommended.

The following is a list of the departments currently utilizing this automated system. If your department is not listed below and you wish to request a graduate practicum agreement, please contact hwinfre@ilstu.edu.

| Department | Department Representative | Graduate Studies Representative | International Studies Representative | Human Resources Representative | RSP Representative | Department Invoice Representative |
|------------------|---------------------------|---------------------------------|--------------------------------------|--------------------------------|--------------------------|-----------------------------------|
| COM | Hunt, Steve | Selkow, Noelle | Wagoner, Aubrey | Brown, Amanda | Winfrey-Richman, Heather | Thomas, Diane |
| CCE | Steinbach, Harriett | Selkow, Noelle | Wagoner, Aubrey | Brown, Amanda | Winfrey-Richman, Heather | Steinbach, Harriett |
| EAF | Sutton, Lenford | Selkow, Noelle | Wagoner, Aubrey | Brown, Amanda | Winfrey-Richman, Heather | Wall, Linda |
| FCS | Reese-Weber, Marla | Selkow, Noelle | Wagoner, Aubrey | Brown, Amanda | Winfrey-Richman, Heather | Bess, Cathy |
| Graduate Studies | Selkow, Noelle | Selkow, Noelle | Wagoner, Aubrey | Brown, Amanda | Winfrey-Richman, Heather | Schmedt, Eike |
| KNR | Schlatter, Barb | Selkow, Noelle | Wagoner, Aubrey | Long, Donna | Winfrey-Richman, Heather | Wheatley, Gail |
| PSY | Jordan, Scott | Selkow, Noelle | Wagoner, Aubrey | Long, Donna | Winfrey-Richman, Heather | Harman, Kelly |
| SWK | Houston, Doris | Selkow, Noelle | Wagoner, Aubrey | Brown, Amanda | Winfrey-Richman, Heather | Moore, Robert |

1. Graduate practicum agreement request is initiated.
 - a. A department completes a graduate student agreement request form via the link below.
<https://illinoisstateuniversity.sharepoint.com/sites/ResearchAndSponsoredPrograms/Lists/Graduate%20Practicum%20Program%20Form/Item/newifs.aspx>
 - b. All approvers are notified that a graduate practicum agreement request has been initiated.
2. Department Approval

The graduate practicum agreement request form is automatically routed for department approval.

 - a. The request is automatically routed to a designated department representative for approval via email.
 - b. The department representative will click on the link provided in the automated email and review the request to ensure the student and placement meet all departmental guidelines.
 - Consult your departmental guidelines for approval criteria

- c. If additional information is required for approval, the department approver should contact the individual who initiated the request. This information can be found on the graduate practicum agreement request form.
- d. If approval is granted, the request will automatically be routed to the graduate school for approval, if the student does not meet grade point average requirement and/or credit hours requirement.
- e. If denied, the department approver should email the individual who initiated the request.

Good Day:

I recently received a request to approve the following graduate practicum agreement. At this time, I am unable to approve this request.

| | |
|------------------------|---|
| Graduate Student Name: | Last name, First name |
| Agency: | Agency name |
| Placement Dates: | ##/##/#### - ##/##/#### |
| Reason for Denial: | Please list specific reason the graduate practicum was Denied |

Please feel free to contact me regarding this request.

3. Graduate Studies Approval, if applicable

The graduate practicum agreement request form is automatically routed for graduate studies approval.

- a. The request is automatically routed to a designated graduate studies representative for approval via email.
- b. The graduate studies representative will click on the link provided in the automated email and review the form to ensure the student and placement meet all graduate studies guidelines.
 - Consult graduate studies guidelines for approval criteria
- f. If additional information is required for approval the graduate studies approver should contact the individual who initiated the request. This information can be found on the graduate practicum agreement request form.
- d. If approval is granted, the request will automatically be routed for approval by international studies, if the student is identified as an international student.
- e. If denied, the graduate studies approver should email the individual who initiated the graduate practicum agreement.

Good Day:

I recently received a request to approve the following graduate practicum agreement. At this time, I am unable to approve this request.

| | |
|------------------------|---|
| Graduate Student Name: | Last name, First name |
| Agency: | Agency name |
| Placement Dates: | ##/##/#### - ##/##/#### |
| Reason for Denial: | Please list specific reason the graduate practicum was Denied |

Please feel free to contact me regarding this request.

4. International Studies Approval, if applicable

The request is routed for international studies approval, if the student is an international student.

- a. The request is automatically routed to a designated international studies representative for approval via email.
- b. The international studies representative will click on the link provided in the automated email and review the form to ensure the student and placement meet all international studies guidelines.
 - Consult international studies guidelines for approval criteria
- c. If additional information is required for approval the international studies approver should contact the individual who initiated the request. This information can be found on the graduate practicum agreement request form.
- d. If approval is granted, the graduate practicum agreement will automatically be routed for approval by human resources.
- e. If denied, the international studies approver should email the individual who initiated the request.

Good Day:

I recently received a request to approve the following graduate practicum agreement. At this time, I am unable to approve this request.

| | |
|------------------------|---|
| Graduate Student Name: | Last name, First name |
| Agency: | Agency name |
| Placement Dates: | ##/##/#### - ##/##/#### |
| Reason for Denial: | Please list specific reason the graduate practicum was Denied |

Please feel free to contact me regarding this request.

5. Human Resources Approval

The request is routed for human resources approval.

- a. The form is automatically routed to a designated human resources representative for approval via email.
- b. The human resources representative will click on the link provided in the automated email and review the form to ensure the student and placement meet all human resources guidelines.
 - Consult human resources guidelines for approval criteria
- c. If additional information is required for approval the human resources approver should contact the individual who initiated the request. This information can be found on the graduate practicum agreement request form.
- d. If approval is granted, the graduate practicum agreement will automatically be routed for research and sponsored programs approval.
- e. If denied, the human resources approver should email the individual who initiated the request.

Good Day:

I recently received a request to approve the following graduate practicum agreement. At this time, I am unable to approve this request.

| | |
|------------------------|---|
| Graduate Student Name: | Last name, First name |
| Agency: | Agency name |
| Placement Dates: | ##/##/#### - ##/##/#### |
| Reason for Denial: | Please list specific reason the graduate practicum was Denied |

Please feel free to contact me regarding this request.

6. Research and Sponsored Programs Approval

The request is automatically routed for research and sponsored program approval.

- a. The request is automatically routed to a designated research and sponsored programs representative for approval via email.
- b. The research and sponsored programs representative will click on the link provided in the automated email and review the form to ensure the student and placement meet all research and sponsored programs guidelines.
 - Approval of department, graduate studies, international studies and human resources
 - Meets minimum University pay requirements
 - No prior payment delinquency by agency
- c. If additional information is required for approval the research and sponsored programs approver should contact the individual who initiated the request. This information can be found on the graduate practicum agreement request form.
- d. If approval is granted, a graduate practicum agreement will be automatically generated and emailed to the agency for signature. The individual who initiated the request will be cced on the following email.

Good Day:

On behalf of Illinois State University, I kindly submit the attached agreement(s) as outlined below:

| | |
|----------------------|---|
| Agreement Type(s): | Graduate Practicum Agreement – this agreement covers the paid work the student will be completing for your agency Learning Practicum Agreement – this agreement covers that unpaid/academic credit work the student will be completing for your agency |
| Academic Department: | Department Name |
| Student(s): | Last Name, First Name |
| Dates: | Start Date to End Date |
| Payment Amount: | \$\$,####.## per student |
| Payment Due: | No later than 30 days prior to start date listed above |

Please review the attached agreement(s), secure the necessary signatures and return to me at this email address as soon as possible. The student should not begin work until a fully executed agreement has been received.

I have included my contact information below should you have any questions or concerns. Please don't hesitate to reach out to me.

Thank you and take care!

- e. Weekly reminder emails will be sent to the agency until the partially executed graduate practicum agreement is returned.
- f. If denied, the research and sponsored programs approver should email the individual who initiated the request.

Good Day:

I recently received a request to approve the following graduate practicum agreement. At this time, I am unable to approve this request.

| | |
|------------------------|---|
| Graduate Student Name: | Last name, First name |
| Agency: | Agency name |
| Placement Dates: | ##/##/#### - ##/##/#### |
| Reason for Denial: | Please list specific reason the graduate practicum was Denied |

Please feel free to contact me regarding this request.

- g. Upon return of the partially executed agreement, the research and sponsored programs approver will secure the signature of the associate vice president for research and graduate studies.
 - h. Weekly reminder emails will be sent to the Associate Vice President for Research and Graduate Studies until the fully executed graduate practicum agreement is returned.
 - i. Upon receipt of a fully executed graduate practicum agreement, the research and sponsored programs approver will approve the request and upload a copy of the fully executed agreement to the graduate practicum agreement request form
 - j. Once approval is granted, the graduate practicum agreement will automatically be routed for departmental invoicing.
7. Departmental Invoicing
- The request is routed for department invoice generation and approval.
- a. The form is automatically routed to a designated department invoice representative for approval via email.
 - b. The department invoice representative will click on the link provided in the automated email and download an automatically generated invoice for the graduate practicum agreement and learning practicum agreement, if applicable.
 - i. The invoice and edit as needed.

- j. The department invoice representative will also download a copy of the fully executed graduate practicum agreement from the supporting document portion of the Graduate Practicum Agreement Request Form and the invoice to the agency.
- k. The department invoice representative will email the agency the following email with a copy of the fully executed graduate practicum agreement(s), invoice(s) and learning practicum agreement(s), if applicable. The individual who submitted the graduate practicum agreement request and the supervisor should be cced on this email.

Good Day:

Thank you for your participation in the graduate practicum program at Illinois State University.

I kindly submit a copy of the attached fully executed agreement(s) and invoice(s) outlined below:

| | |
|----------------------|---|
| Agreement Type(s): | Graduate Practicum Agreement(s) Learning Partner Agreement(s), if applicable |
| Academic Department: | Department Name |
| Student(s): | Last name(s), First Name(s) |
| Dates: | Start Date to End Date |
| Payment Amount: | \$###.## per student |
| Payment Due: | No later than 30 days prior to start date listed above |

Please review the attached agreement(s)/invoice(s) and return payment to me at the address listed on the invoice as soon as possible.

I have included my contact information below should you have any questions or concerns. Please don't hesitate to reach out to me.

Thank you and take care!

INCLUDE YOUR EMAIL SIGNATURE LINE
ADDRESS
EMAIL
PHONE

- l. Weekly reminder emails will be sent to the agency by the department invoice representative until payment for the graduate practicum agreement is returned.
- m. Upon receipt of payment the department invoice representative will deposit payment based on department procedures.
 - i. Consult departmental deposit guidelines
- n. The department invoice representative should email the individual who submitted the graduate practicum agreement request and the supervisor to inform them that payment has been received and the student can begin work.

Good Day:

Our department has recently received payment for the following graduate practicum agreement. The payment for the following will be deposited according to department guidelines.

| | |
|----------------------|---|
| Agreement Type(s): | Graduate Practicum Agreement(s) Learning Partner Agreement(s), if applicable |
| Academic Department: | Department Name |
| Student(s): | Last name(s), First Name(s) |
| Dates: | Start Date to End Date |
| Payment Amount: | \$###.## per student |
| Payment Due: | No later than 30 days prior to start date listed above |

I have included my contact information below should you have any questions or concerns. Please don't hesitate to reach out to me.

- o. The department invoice representative will then approve the request to indicate payment has been received.
- p. Upon approval by the department invoice representative, the request will be automatically archived.