**REQUEST FOR PRACTICUM PLACEMENT**

**TO:** Director of Student Services or Human Resources located in the

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_school district.

**FROM:** Camille J. Odell, M.S., Director

 Professional School Counselor Education Program

**RE:** School Counseling Practicum Placement for **«First\_Name» «Last\_Name»**

**DATE:** [ Date ]

**«First\_Name» «Last\_Name»** has qualified for participation in a practicum in school counseling and college and career readiness support by completing the course work required by the Utah State Office of Education and the Department of Psychology at Utah State University. Your assistance in identifying/approving an appropriate site or sites in your district for this student would be greatly appreciated.

This document of eligibility is to be presented to you by the prospective practicum student. The student is eligible to work under the supervision of a level 2 licensed school counselor in K – 12 settings.

The student is to complete 150 clock hours, and will be required to keep a log of activities.

**Student Name:**

**Student Phone Number:**

**Student Email Address**:

If you have any questions about the qualifications of this candidate, please contact me at (435) 797-5576 or by email at camille.odell@usu.edu.

 2865 Old Main Hill Logan, UT 84322-2865 Ph: (435) 797-3243 Fax: (435) 797-3572 sper.usu.edu