One of the most challenging components to the practicum course is securing a practicum training site in a timely manner. The NSU Psychology Department will work with you to the best of our ability to help you secure a practicum placement. That said, it is the student’s responsibility to find (and complete) a practicum training site. Failure to find a site, or to take an extended period of time searching for one and then not having enough time to complete the required hours, is not necessarily sufficient grounds for requesting an “I” for the term. Below are a list of criteria regarding what is and is not grounds for an “I” grade. This list is not exhaustive, as unique circumstances often present themselves. Ultimately, allowing an “I” is at the full discretion of the PSY495/496 instructor and/or NSU Psychology Practicum Coordinator.

Acceptable grounds for an Incomplete:

- Per the syllabus, you have completed the minimum percentage of assignments and you have a grade of C or better at the time of the request, with the request indicating significant and exigent circumstances that cannot be avoided. Examples include an unexpected death or disability in the family, severe illness, pregnancy (maternity/paternity care; but not including daily childcare scheduling conflicts), or significant legal issues (not to include acute court appearances or probation-related status). **NOTE: all requests must be accompanied by documentable verification processed through Student Affairs, as indicated in the syllabus.**
- Conditions beyond your immediate control force you to terminate practicum prematurely, but in good standing. Examples include a training site closing (out of business), or the company no longer having the personnel to supervise you appropriately.
- You absolutely cannot find a practicum under any circumstances and have exhausted all possible opportunities. **NOTE: This is HIGHLY unlikely to ever occur, as there is almost always an option available, although it may not be the most favorable option.** Justifying this will require you to keep ongoing records of your practicum searching, such as a simple table/spreadsheet indicating which sites you have contacted, people spoken to (phone, email, in person), and all relevant dates. In addition to keeping good records, you will also need to keep in constant communication with the Practicum Coordinator on an ongoing basis.

Unacceptable grounds for an Incomplete

- Unsuccessful remediation due to poor work performance at a site
- Scheduling conflicts or otherwise not being happy or satisfied with your practicum site or supervisor
- Cannot find an ideal practicum training site
Completing the “I” Incomplete Process

Prior approval is needed for an “I” grade to be allowed. Assuming it is granted, there are two mechanisms to complete the process of moving an “I” to an A-F grade. There is no guarantee of passing the course simply by being approved for an “I”.

1. You receive an “I” and complete the practicum with your current site;
2. You receive an “I” and complete the practicum with a different site.

These are decisions that are the student’s responsibility to follow-up on and the student’s responsibility to coordinate with the practicum site/supervisor and the NSU Practicum Coordinator. Typically, a specific timeframe and course/practicum requirements will be set up, which must be adhered to. Failure to do so could cause your “I” to finalize as an “F”. These requirements should be put in writing, and it is the student’s responsibility to ensure that all requirements are adhered to and met.

Direct all inquiries to Dr. Scott Debb, Psychology Practicum Coordinator; smdebb@nsu.edu / 757-823-8943