This document is designed to outline a general guidance procedure, to be used when conflict arises between a student and a practicum site. Disputes may be the result of scheduling, responsibilities, work performance, or another concern that cannot be resolved between the two parties. Please note that the NSU Practicum Coordinator will strive to remain neutral in any dispute unless explicitly stated otherwise. As such, both a cooperative relationship with the training site and protecting the student’s best interests will be taken into account.

**Stage 1:** A concern has been identified by the student and/or site supervisor. The two parties should schedule a formal meeting to try and resolve the concern(s) amicably.

**Stage 2:** Ongoing concerns or disagreement identified in Stage 1 should be documented in writing (email or formal document) and sent to the NSU Practicum Supervisor by the site supervisor. Students are highly encouraged to keep their own documentation as well.

**Stage 3:** The student and training site should schedule independent formal meetings (face to face, phone, or virtual conference) with the NSU Practicum Supervisor to discuss the continued concerns.

**Stage 4:** The student, practicum site supervisor, and NSU Practicum Supervisor should schedule a formal meeting to discuss and document all concerns.

**Stage 5a:** The practicum site supervisor should create a formal ‘Remediation Plan’ for the student, which should include a) specific concerns noted; b) actions required for the student to successfully resolve the issue; c) timeframe to complete the Remediation Plan; and d) site supervisor and student signatures. A separate remediation plan with comparable information will be developed by the NSU Practicum Supervisor (see page 2 of this document) in relation to course requirements, as opposed to the aforementioned practicum requirements. The NSU Practicum Supervisor should receive a copy of the site’s remediation plan. The site supervisor may request the NSU Remediation Plan.

**Stage 5b:** If the site supervisor and student (and NSU Practicum Supervisor if required) cannot come to an amicable agreement, premature practicum completion may be allowed, wherein the site supervisor signs off on a partial completion of hours on the Practicum Time Sheet. The student will then work with the NSU Practicum Supervisor regarding meeting the NSU course requirements to fulfill practicum. If another placement is determined to be required, it will be at the NSU Practicum Supervisor’s discretion. If no additional placement is determined to be warranted, the Total Hours completed will be entered into the student’s course requirements. This may result in a failing grade for the course. If another site is to be sought by the student, failure to obtain additional hours will NOT be grounds for requesting an “I” (incomplete) for the course, and the student will be graded based on what hours they did complete, which may also result in a failing grade for the course.

**Stage 6:** If the training site’s Remediation Plan is not met, the site supervisor may terminate the Practicum Contract prematurely. This will result in a corresponding failure to complete the NSU Remediation Plan, resulting in an “F” (Failure) for the course for the semester. Students may apply for Practicum in a subsequent semester in order to replace the F on their transcript. Students in this situation are highly encouraged to work with their academic advisor—in addition to the NSU Practicum Coordinator—to make substantial gains in preparedness prior to re-applying for practicum.
NSU Remediation Plan

This remediation plan is for NSU purposes to help inform student progress in the Practicum course. Site supervisors should prepare an independent Remediation Plan to accommodate their needs and expectations for the student. Practicum Site Remediation Plans should be signed by the student and supervisor and forwarded to the NSU Practicum Coordinator.

Remediation Plan Start Date _________________ Proposed Review/End Date _________________ Site Supervisor: __________________________

Practicum Site: __________________________ Supervisor Contact Info: __________________________

<table>
<thead>
<tr>
<th>Competency Required</th>
<th>Problem Behaviors</th>
<th>Performance Expectations</th>
<th>Timeframe for improvement</th>
<th>Assessment Methods</th>
<th>Dates of Evaluation</th>
<th>Result / Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required: All students must successfully complete their training site’s remediation plan</td>
<td>Please reference the training site’s remediation plan.</td>
<td>Adhere to all remediation requirements specified by the training site.</td>
<td>Indicated by the training site.</td>
<td>The NSU Practicum Coordinator will correspond directly with the training site.</td>
<td>Indicated by the training site.</td>
<td>The student’s performance will increase to the standards set by the training site.</td>
</tr>
</tbody>
</table>

Student Name: __________________________ Signature: __________________________ Date: _________________

Faculty Name: __________________________ Signature: __________________________ Date: _________________

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