Table of Contents

I. PACC Lab Information
II. Student Responsibilities
III. Procedures
IV. Assessment Check-out Procedure
V. Assessment Check-in Procedure
VI. Library Book & Equipment Check-out/in Procedure

Appendix

A. Forms

1. EDP Assessment Check-Out Contract
2. EDP Assessment Check-out Form
3. EDP Assessment Check-out Extension Request Form
4. EDP Damage/Lost Assessment Report
5. EDP Damaged/Lost Assessments Fine Collection Form
6. EDP Room Check-out Request Form
PACC Lab & Clinic Information

The lab and clinic are to be used by students in the School Psychology program to gain access to testing materials, work areas, books, and testing rooms. There are important procedures to follow when using the lab and clinic areas and are discussed here. We will follow university policy, in doing so, make sure that you are following these procedures. If you have any questions or you are unsure about something please ask your professor, the lab/clinic staff, or the front office administrators. There are expensive, sensitive materials in the lab. Therefore, it is important that policies and operational guidelines are followed. There will be disciplinary action for rules that are violated. UTSA has specific actions that will be taken if necessary (these can be found in your Graduate Student Handbook).

- **Location and Hours of Operation:**
  - PACC Lab- DB 4.228
  - PACC Clinic- DB 4.120
  - Lab and Clinic Hours
    - Monday-Friday 9am-6pm
    - Saturday 10am- 2pm

- **Lab and Clinic Rules are as follows:**
  - No food or drinks
  - Only authorized personnel are allowed behind the main desk and computer.
  - Printer access is not available in the lab or clinic.
  - Loud voices and/or inappropriate language is not permitted.
  - If you have any doubts about equipment use, consult the lab/clinic staff.

- **Lab Etiquette**
  - Please be courteous to others around you and limit cell phone use when in the lab.
  - Please make sure you completely log-out of the computers for the benefit of yourself and the next person.
  - Please be on time to your scheduled room appointments and do not go over your allotted time in the room.
  - Please do not throw trash in recycle bins. They should be used for paper only. We don’t want to have to sort through trash/recyclables.
  - Please do not use the lab/ clinic area’s for socializing or meeting friends/ peers for any other purpose than lab/clinic business. Our space is limited and we must ensure that everyone is able to use the space as needed.
• Fire Drill Procedures:
  o Since you will be checking out the materials you need, you will be responsible for collecting the materials and/or making sure they are secured before leaving.
  o The staff must lock all the doors (including the front door) in the lab and clinic before leaving.
  o All materials that the staff is checking-out at the time of the fire drill must be secured in a cabinet and locked since they technically are the staff’s responsibility at that time. Any materials being checked-in are still your responsibility.

  **If there is a real fire and you are in immediate danger please just get out of the building right away and do not worry about these procedures. Your safety comes first!**

*The Speech Privacy System*

This system is designed to allow the sessions to remain private by making a soft breeze sound outside of the room. This system needs to be turned on whenever there are students meeting with clients in the lab or clinic.

If the system is not on, you may request that the lab/clinic staff turn it on before you begin your session.
Student Responsibilities

I. Assessment Availability
The assessment materials are available first to students taking assessment courses, and secondly to practicum and internship students. These materials will be available to students to check out for the time allotted by the professor, after which time, the student and/or the professor may request that the materials remain checked out for a longer period. However, it is the student’s responsibility to make sure that this extension is granted by the professor and by the department. Please see Appendix A for this form. Check out procedures must be followed without exception.

II. Assessment Responsibilities
Each assessment is different and requires different handling procedures and knowledge to adequately and accurately utilize them. Also, the nature of the assessment usage often requires some form of training to administer correctly, as well as a clear understanding of the privacy practices for each assessment. Therefore, it is important that the student is fully aware of what is required for each assessment.

It will not be the responsibility of the lab/clinic staff to know what each assessment entails or what each course requires (unless previously requested by the professor); it is up to the students to know what is needed and request those things in a timely manner.

III. Forms
a. The EDP Assessment Check-out Form
   This form must be filled out in full by you and the information checked by the lab/clinic staff.
   1. The staff member must check to make sure all of the information is correct and detailed.
   2. He/she must also check your student ID.
   3. If all of the information on the form is filled out correctly and signed by the student then the lab/clinic staff member must:
      a. Fill out the office only section,
      b. sign the form, and
      c. make a copy for the student- It is within your best interest to keep this form because you may need it to verify items you have before checking them in.

b. The Assessment Check-out Extension Form
   This form must be completed in full by the student and signed by the professor (unless previous permission is granted by the professor to the EDP staff member).
1. The staff member must verify that all of the information is correct and detailed.
2. He/she must check the student’s ID to ensure that the name and banner ID are correct.
3. The staff member must then check the database and/or inventory to make sure that the requested items are available AND that they are not waiting to be checked-out by another student.
4. The staff member must check with the professor to make sure that he/she did give permission to check out the items listed.
5. The staff member must cross check the check-out extension list with the list of items originally checked-out by the student on the Assessment Check-Out Form. If there are differences the staff member must ask the student to either turn in the items that are not on the list or to fill out a new Assessment Check-Out Form for additional items.
6. The staff member must then update the database with the extension information (date, additional items, etc.) AND file the form in the Check-out Binder.

c. The Damage/Lost Assessments Report Form
   If items become damaged to the point where the assessment is no longer useable or if the damage affects the accuracy of the assessment then the student responsible for the assessment items must pay to replace the damaged items. If it is not necessary to replace the entire assessment (ie. only one item in the assessment was damaged) then the cost of the individual items to be replaced or in some cases fixed must be determined. The student is required to fill out the EDP Damaged/Lost Assessment Report Form. EDP staff must review the form and the damaged/lost materials:
   1. Check the student’s ID to ensure that the name and banner ID number match the form.
   2. Check that all of the damaged items appear on the form and as much detail about the damage as possible is given.
   3. The student signed the form.
   4. Write the date the form was turned in.
   5. Research and print out costs of item(s) to be replaced. This will be shown as proof of the current market value of the item(s) to be replaced.
   6. Give a copy of this form and the damaged item(s) to the Program Coordinator to assess whether the item(s) need to be replaced.
d. **Damaged/ Lost Assessments Fine Collection Form**

After the Program Coordinator has assessed the situation and ruled that the item(s) must be replaced/ fixed, staff members must do the following:

1. Fill out this fine collection form (mainly the itemized list of damages and price per item).
2. Contact the student right away to arrange a meeting time where the information can be discussed.
3. If the student does not return attempts to contact then discuss putting a hold on the student’s account with the Program Coordinator and note it on this form.
4. If the student comes to the meeting you must go over this form with him/her as well as the print outs of the costs of the item(s).
5. Make sure the student signs the form.
6. Make sure the student understands the obligation of their payment or set up a payment plan with him/her, with the first payment being due within one week.
7. The student must pay the amount due if no payment plan is arranged within one week of the meeting.
8. A copy of this form may be given to the student if he/she requests it.
9. Once the student is ready to pay please fill out the payment method section of the form, sign it, and give a copy to the student. DO NOT sign the form until full payment is received.

IV. **Fines**

If assessment materials are damaged in a way to disrupt the validity of the assessment or cause the assessor to be unable to administer the test correctly then that material must be replaced or fixed.

The cost to replace/ fix assessments varies by test, availability of the item needing to be replaced, current market trends, and the damage done. Therefore the price per item will be determined at the time the damage is reported.

*These fines could add up quite quickly. For example, if you have checked out the entire Woodcock Johnson test kit and you lost a test book, the audio scoring CD, and the audio cassette tape, you would owe the department $545.67. This is the price to replace all of these items, plus tax and shipping. It is vital that you use these items with the utmost care and confidentiality.*
Check-Out Procedure

I. Fill out an EDP Assessment Check-out Form (see information above)

II. Visual Inspection

It is essential to inspect all materials for any damage prior to checking them out (this includes carrying cases and/or carts). If damage does exist you can get an undamaged copy (if available) or write a description of the damage on the Sign-out sheet so that you will not be charged for the damage.

Some damage is expected over time, such as frayed book edges. However, since these materials are presented to clients it is important that they remain looking as new as possible. This gives the test more merit, as well as the assessor. If proper care is shown to these materials then they should be usable for years to come.

III. Carrying Cases and Carts

These items are important to visually inspect as well. Make sure the cart is in good condition. If there is damage to a cart or case you must fill out a Damage/ Lost Report (see Appendix)

IV. Checking-out Equipment

There are other devices and equipment available to you for check-out and must be included on your Check-out Form. These include:

- Stop Watches
- Voice Recorders
- Microphones
- Laptops
- Projectors

a. Stop Watches, Microphones, and Voice Recorders
These items can be checked out using the Library Book Check-out Scanner. The Lab/ clinic staff will help you with this.

b. Laptops and Projectors
These items are more expensive and are the responsibility of the front office. Therefore, special procedures must be followed and forms filled out. The lab/clinic staff will help
you find the correct form. Please read this form carefully and fill out each section completely.
Room Check-out Procedure

I. General Information

You will be able to schedule a room in the lab or clinic for practicing and recording assessments. It is vital that the scheduling of rooms be well organized and followed correctly; you may never get priority over any other student. This is first come, first serve.

- You may only schedule a room for up to 3 consecutive hours within one day.
- You may only make another room reservation after you have completed the 3 hours already scheduled. This means that you cannot reserve more than one room at a time.
- You are allowed to reserve a room on the same day and after your 3 hour reservation is complete and if there is space available.
- If there are no rooms available you may reserve a room that is available for another time/day.

II. Room Check-out Form

You may come in or call the PACC lab to make a room reservation you must fill out a Room Check-out Form (unless calling in, then the lab/clinic staff will fill one out for you; see Appendix section). **Clinic rooms will be scheduled first!**

If you are calling to schedule a room, please stay on the phone until the lab/clinic staff has confirmed the reservation. Also, please take note of the cancellation policy.

Lab and Clinic rooms will be under constant surveillance. This means that everything that is said and done in these rooms can possibly be heard/ viewed by faculty members at any given time. Please keep this in mind when you are working in the Lab and Clinic.

III. Room Reservations

You must check-in at the Lab to get into your assigned room. You may not have the keys to or be allowed to go to rooms without a lab/clinic staff’s assistance.

You may not go over your allotted time in the room, especially if there are other students waiting to use the room. If this occurs you will only have five minutes over your time and then a lab/clinic staff member will knock on the door. It is important that
schedules are kept because we must remain fair to everyone, and we will have many student’s waiting to use rooms.

IV. Cancelling a Room Reservation

You are asked to call as soon as possible if you are not planning on keeping the reservation. This allows us to let other students use the space.

If you are more than 10 minutes late and there are other students waiting to use a room your room reservation will be cancelled.

If a student is more than 10 minutes late and there are no students waiting for a room then you may keep the reservation for up to 30 minutes after the reservation time. After that your room reservation may be cancelled; especially if another student comes in and there are no other rooms available.
Check-In Procedure

I. Check-out Form
The lab/clinic staff will retrieve your check-out form from the binder. He/she will go over each item being returned and put a check mark next to each one as it is handed in.

The lab/clinic staff will give a copy of the Check-out Form to you if you request it.

II. Visual Inspection

It is essential to inspect all materials for any damage when checking them in (this includes carrying cases and/or carts). If damage does exist (that wasn’t there already) you need to fill out a Damage/ Lost Assessment Report.

Then, a copy of the report, the research done to replace/ fix the item(s), and the actual item(s) are given to the EDP Program Coordinator to review and determine what should be done about the damage/ loss.

Do not at any time attempt to fix the item yourself; this could further damage the item. Also, do not attempt to replace the item yourself, many assessments require credentials to purchase and it is the responsibility of the EDP Program Coordinator to ensure that all assessment materials are bought and accounted for under his/her licensure. Remember, the EDP Program Coordinator is the ultimate decider of assessment materials and any questions should be directed to him/her.

III. Carrying Cases and Carts
These items are important to visually inspect as well. Make sure the cart is in good condition. If there is damage to a cart or case the student must fill out a Damage/ Lost Report.
Library Book Check-out/ in Procedure

All of the materials in the library are available for students and professors to check-out. It is important that these items be checked out properly to ensure that our collection remains intact. Each book is divided into one of four sections, they are:

1. Practices that Permeate all Aspects of Service Delivery- Yellow Sticker
2. Student-Level Services for Children, Families, and Schools- Blue Sticker
3. System-Level Services for Children, Families, and Schools- Green Sticker
4. Foundations of School Psychologists’ Service Delivery- Red Sticker

You may check-out up to 5 books at time for a three week period. You may check-out the book again after you have checked it in as long as there are no other students waiting to check-out that book.

You will be allowed to browse the books at any time and read them while in the lab (not the clinic) without checking them out. However, it is your responsibility to put the book back in the correct place. The colored sticker on the bottom spine of each book indicates the section it was taken from and all books are in order by the first author’s last name. Please be diligent in doing this because we want our lab library to remain nice and neat, allowing all of the students an opportunity to find what they need.
Appendix A- Forms

EDP Assessment Check-out Contract

Student Name: ______________________________ Date: ______________________

Banner ID:@__________________ Phone Number: ______________________________

Student E-mail:________________________________________________________________________

This represents a professional agreement between you, the student, and the Department of Educational Psychology. The purpose of this document is to allow you, as a student, the opportunity to check-out psychological assessment materials under the following conditions and with the outlined understandings and responsibilities. By initialing each statement and signing below you agree to the following:

I. I understand the legal and ethical requirements of each assessment I am checking out, including the process of administering the assessment as required by my course and instrument protocol. __________ (initial)

II. I understand that I am solely responsible for keeping the assessment materials in good condition. If an assessment is damaged or lost while in my possession, then I am fully responsible for paying to replace the damaged or lost materials or a hold will be placed on my academic account until payment is received by the Department of Educational Psychology. __________ (initial)

______________________________ Date

Student Signature

______________________________ Date

EDP Staff Signature
EDP Assessment Check-out Form

Student Name: ___________________________________________ Date: ____________________

Banner ID:@_________________________________________ Student Phone Number: ____________________________

Student E-mail: __________________________________________

Course Name: ___________________________________________ Course Number: __________________

Assessment Name(s): _______________________________________ Date Due: __________

Item(s) Checking Out:
Please list the specific assessment materials this student is checking out (be as detailed as possible, including forms, pens, pencils, etc.) Please attach more pages as needed.

<table>
<thead>
<tr>
<th>Item(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_____________________________  __________________
Student Signature  Date

For Office Use Only:

_____ Form filled out and signed  _____ Item(s) were given to the student in good condition
_____ All item(s) in detail  _____ A signed copy of this form was given to the student
_____ Availability of item(s) checked  _____ Item(s) checked-in on: _______________________
_____ Assessment Contract on file  _____ Damage/Lost Report needed

_____________________________  __________________
EDP Staff Signature  Date
EDP Assessment Check-out Extension Request Form

Student Name: ___________________________________________ Banner ID:________________________

Student E-mail:________________________________________ Student Phone Number: __________________

Course Name: __________________________________________ Course Number: _________________________

Professor’s Name:______________________________________ Professor’s E-mail:_____________________

Items Requesting for Extension:
Please list the specific assessment materials (be as detailed as possible, including forms, pens, pencils, etc.)
Please attach more pages as needed.

<table>
<thead>
<tr>
<th>Items</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_____________________________
Student Signature

Date

_____________________________
Professor Signature

Date

For Office Use Only:

- [ ] Inventory available
- [ ] Assessed items are in good condition
- [ ] Confirmed with professor
- [ ] Other: ___________________________
- [ ] Cross-checked items with Check-out Form
- [ ] Student returned unneeded assessment items

EDP Staff Signature

Date
EDP Damage/ Lost Assessment Report

Student Name: _________________________  Banner ID: @__________________

Student E-mail: _________________________  Student Phone Number: _________________________

Items Damaged/ Lost:

Please list the specific assessment materials (be as detailed as possible, including forms, pens, pencils, etc.)
Please attach more pages as needed.

<table>
<thead>
<tr>
<th>Item 1</th>
<th>Item 2</th>
<th>Item 3</th>
<th>Item 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signing this document ensures that the item(s) listed as damaged or lost above were done so while they were issued to you. Signing this document is not an obligation for payment at this time. The damages will be reviewed and payment will be assessed at a later date. However, do keep in mind that if the item(s) do need to be replaced you will be required to do so in a timely manner as other students will need to utilize this/ these assessment item(s). If you do not respond to a payment ruling then the department will put a hold on your student account until the items are paid or an acceptable payment plan is established.

_______________________________________________________________  _______________________
Student Signature  Date

For Office Use Only:

____ Date received: _________________________  ____ Student contacted for payment meeting
____ Replacement Items researched and printed  ____ Other: _________________________________
____ Copy and item(s) given to the Program Coordinator

_______________________________________________________________  _______________________
EDP Staff Signature  Date
# EDP Damage/Lost Assessment Fine Collection Form

Student Name: ___________________________  Banner ID: @________________

Student E-mail: _________________________  Student Phone Number: ___________________________

**Items Damaged:** Please list the specific assessment materials (be as detailed as possible, including forms, pens, pencils, etc.) Please attach more pages as needed.

<table>
<thead>
<tr>
<th>Item Name/Description</th>
<th>Price</th>
<th>Item Name/Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Cost of assessment items to be replaced/fixed:** ___________________________

Signing this document gives you, the student, responsibility for paying the above listed costs for replacing or fixing the damaged assessment items within one week from signing. Failure to pay for these items will result in a hold on your student account until the fine is paid or an acceptable payment plan is established. A signature by an EDP staff member and copy of this document ensures that payment was received or a suitable payment plan has been established.

Student Signature ___________________________  Date ________________

**For Office Use Only:**

- Print outs of price per item damaged
- Student paid via which method: 
  - Personal check
  - Credit card
  - Cash
- A receipt was given to the student
- A signed copy of this form was given to the student
- Payment plan established: ___________________________
- Copy given to the Program Coordinator

EDP Staff Signature ___________________________  Date ________________
EDP Room Check-out Request Form

Student Name: ___________________________________________ Banner ID: @ ______________________

Student E-mail: _________________________________________ Student Phone Number: ______________________

Date Needed: ______ Time Needed: ________ Specific Room Requested: __________________________

Equipment/Materials Needed: ________________________________________________________________

________________________________________________________________________________________

Additional Information: ___________________________________________________________________

*Room Policies: Students may only schedule a room for up to 3 consecutive hours within one day. Lab and Clinic rooms will be under constant surveillance. Students may not go over his/her allotted time in the room. Please call to cancel your room reservation right away. If a student is more than 10 minutes late and there are other students waiting to use a room his/her room reservation will be cancelled.

For Office Use Only:

_____ Scheduled on Calendar

_____ Confirmed with Student

_____ Student Read Room Policies

_____ This Form Filed into Room Reservation Binder

_____ Other: _______________________________

__________________________________________  _________________

EDP Staff Signature  Date