January 1, 2019

Dear Practicum Supervisor,

Thank you for agreeing to accept this CSUF student into your program as a Child and Adolescent Studies’ Practicum Student (CAS 474L). As a Department, we are deeply grateful to you, and your organization, for providing our students with this valuable opportunity to work with children, adolescents, and/or families under the guidance of caring, competent professionals, such as yourself, in the field.

In compliance with University and Department requirements, this practicum student is concurrently enrolled in the Child and Adolescent Studies Department’s Practicum Course (CAS 394). This course has been specifically designed to facilitate and enhance the integration of academic material with fieldwork experience. While students are enrolled in this course and lab, they are required to:

- Observe and participate in an agency or setting that serves children, adolescents, young adults, and/or families approximately 4-6 hours per week (totaling 60 hours during the course)
- Attend class three times per week for instruction and discussions relating the fieldwork experience to their professional and personal development
- Work directly under and collaboratively with the Supervisor, and other professionals at the site, and to remain under their authority and guidance for the duration of the course

In regards to Supervision, it is our expectation that the Supervisor and Student will collaborate as to duties, skills to be learned, professional knowledge to be gained and personal goals. To facilitate this process, the student will complete with you an Individualized Learning Plan that we hope will be of service to you, and the student, as you discuss goals, establish expectations, and assign responsibilities. In addition to this document, the students will also need you to review and sign an Ethical Agreement at the beginning of the practicum and a Time Log and Supervisor Evaluation at the end.

It is our wish that this experience be a service to your program. In that regard, please know that each student will be guided in the appropriate ways to conduct themselves in a professional and ethical manner, and will be expected to treat you and your staff with the highest regard at all times.

Thank you for allowing our student(s) to complete a practicum at your facility and for agreeing to be a significant part in training and guiding them towards becoming highly competent, caring professionals, and persons of integrity in their respective professions. Please do not hesitate to call me if you have any questions or concerns the student cannot answer for you.

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