Use of Employment as a Practicum site

All students are required to select a Practicum site from the Center for Internships and Community Engagement site. You may be able to use your existing employment*. Here are the steps:

- **First step:** You must begin by discussing with your employer how you can elevate your learning experiences at work. You must be creative in what you will do because your Practicum Instructor will ultimately need to approve the use of your employment site. You may want to come in on a different day, extend your day or do something within your job function that will take your learning to a higher level. Have a specific role and only count those hours as your practicum.

- **Second step:** Register yourself in a Practicum course and remember that you will need to register for both the lecture (2 units) and lab (1 unit). Select the lecture section first then select the corresponding lab section number (i.e. 01, 02, 50, etc.). After you register note the name of your Instructor and send an e-mail to him/her via your CSUF e-mail. If you don’t know your Instructors name or e-mail address stop by the CAS Department in EC503 or call 657-278-8458 or e-mail the address listed below.

- **Third Step:** E-mail your Instructor. The e-mail to your Instructor is a formal correspondence that should be clear and professional. Make sure that you have a specific plan of how you will complete your 60 hours and how this is a new/advanced role for you at your employment site. Your Instructor will reply with his/her decision.

- **Fourth Step:** Once you have the Instructors approval then you can begin the registration process on CICE. First, look on the CICE database to see if your employer (Name of the site) is on CICE. If you find your employer listed on CICE then register via the CICE Registration link. If your employer is a public school you will need to submit a New School Form and wait 24 hours to register under the name of you school (with a Supervisor listed).

- **Fifth Step:** If your employer is NOT on CICE then you will need to complete a Waiver. The Waiver Request form and directions are posted on the
Forms/Waiver link. A Waiver is only for employment sites NOT on CICE. If you are having a difficult time understanding the steps stop by Walk-in with the Fieldwork Coordinator (see BookNow link for the walk-in hours): https://booknow.appointment-plus.com/6nnvbd5c/ or stop by the CICE office at LH206 or send an e-mail to the address listed below.

- **Last Step:** Complete all the required forms from your Practicum course with your employer and treat your role at work as a Practicum experience. Learn and develop those networking opportunities and take your learning at work to a higher level. GOOD LUCK!

*Keep in mind that using your employment as your practicum is a privilege not a right. The rationale behind using a new site for your practicum experience is to help you develop and to add new experiences to your resume.*

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