Steps to Selecting a Practicum (Fieldwork) site for your course

1. **Attend a Mandatory Fieldwork Information Session (FIS):**
   [https://booknow.appointment-plus.com/6nnybd5c/](https://booknow.appointment-plus.com/6nnybd5c/) (Select Event). You will need to attend 1-2 semesters prior to the semester you plan to take your first Practicum course. You will only need to attend the Fieldwork Information Session once.

2. **Complete all Practicum prerequisites courses and then enroll in your first practicum course (Introductory-CAS 394/394L then Advanced Practicum-CAS 454, 464, 474, 494 plus lab).** Prerequisites must be completed in advance of registering for the Introductory Practicum – concurrent enrollment is not allowed. It is recommended you take your Introductory Practicum with CAS 325A.

4. **Prepare your resume, cover letter and have them reviewed by the Career Center.** This should be done prior to contacting practicum sites so you can incorporate the feedback and send out the best e-mails and applications. You may want to use the resume you completed in CAS 300 as a starting point.

5. **Apply to a minimum of 5-8 Practicum sites from the CICE Database** Find sites that will help expand your knowledge in future career opportunities as well as gain valuable experience to enhance your resume. Titan Connection is the best place to start and the exact steps are discussed at the Fieldwork Information Session and can be found on the CICE Information Card.

Here are the most common methods to finding a site for your Practicum:

   a. **Titan Connection Sites:** Search the CICE data base by following the CICE Academic Internship Information Card OR view the Approved Public School District List and complete a New School form at: [http://www.fullerton.edu/cice/students/internships.php](http://www.fullerton.edu/cice/students/internships.php)

   b. **Other Internships:** You may find and register a new site (start this procedure at least one semester prior to enrolling your Practicum course) by following the directions at: [https://docs.google.com/a/csu.fullerton.edu/forms/d/e/1FAIpQLScyZfFXCunPQvMqTxYQl8MaCDJBEDbTBVAPI3eTq3AR1pFIG_w/viewform?c=0&w=1](https://docs.google.com/a/csu.fullerton.edu/forms/d/e/1FAIpQLScyZfFXCunPQvMqTxYQl8MaCDJBEDbTBVAPI3eTq3AR1pFIG_w/viewform?c=0&w=1)

   c. **Employment:** Propose using your current employment and, if approved you may also need to complete a Practicum Waiver.

   d. **Short-term Study Abroad:** You may complete your Practicum requirements abroad in our short-term Study Abroad opportunities [http://hhd.fullerton.edu/cas/International/intloppt.htm](http://hhd.fullerton.edu/cas/International/intloppt.htm)

6. **Be prepared for an interview and once you are selected accept the Practicum position.** Remember that once you accept an offer you must honor your semester-long commitment to serve as an intern, so prioritize your positions of interest. If you receive an offer from your “back up” but are in the final discussions for another site, don’t be afraid to ask for a few days to provide your final decision. Confirm your start date, end date, and weekly meeting with a supervisor. The internship must take place within the bounds of the academic semester in which you are enrolled.
7. **Prior to beginning your hours at the site register on CICE.** Select a fieldwork site that is approved by CICE before you are completing your registration. Academic internships listed on Titan Connection have already been approved so proceed directly to the CICE Registration. Remember you cannot begin your hours at the Practicum site if you have not registered on CICE.

If you found your internship outside of Titan Connection, your internship supervisor must submit a company profile and internship description to CICE in order to be approved. To begin the process:

- Go to [My Academic Internship Site Isn’t Registered](#)
- Complete the online request form

An email with instructions will be sent to the site supervisor. It is your duty to ensure your internship is approved and that this occurs before you begin your hours. Approval typically takes 1 - 3 weeks (sometimes longer) so plan accordingly. Twenty-four hours after your site has been approved you can complete the CICE Registration.

8. **Log in to your Titanium course prior to the first day of the semester** to view the course requirements and required forms for your Practicum course. All course requirements will be listed on the instructor’s syllabus. You must pass the lecture course with a “C” or better, earn a Satisfactory or higher in your Practicum Final Evaluation as well as complete a minimum of 60 hours to earn a “Credit” for the lecture/lab. If you do not pass the lecture or do not complete the 60 hours (lab) you will need to retake BOTH the lecture and lab courses (and complete a new set of 60 hours).