

A credit or no credit grade is given for CAS 474L. In order to receive credit the following criteria must be met:

- (1) You must register your “academic internship” on the Center for Internships and Service Learning (CISL) database **before** you begin your practicum hours.
- (2) Review, complete and abide by what is set forth in the Standards of Ethical Conduct document for CAS 474L students; sign and turn this into the Instructor **before** you begin your fieldwork.
- (3) Turn in the CAS 474L time sheet reflecting the dates of your fieldwork and the activities you engaged in. This form will be initialed by your Site Supervisor for each day of fieldwork; and also signed by your Site Supervisor once it is completed (to reflect 60 hours of fieldwork).
- (4) Receive a satisfactory evaluation from your Site Supervisor.
- (5) Complete 60 hours of fieldwork in an appropriate practicum placement over the course of the semester.

What is an appropriate practicum placement? An appropriate practicum placement meets the following criteria.

1. Student has direct interaction with children/adolescents in a school setting.
2. Student is supervised by a professional who holds a license/credential in the area in which he/she is employed.
3. Where the site supervisor provides direct interaction and supervision of student for a minimum of one hour a week.
4. A site where the site supervisor is interested in a mentoring role.
5. Where the student attends and participates in site activities over the course of the semester and accumulates 60 hours.
6. School learning goals are based on the content standards of the state of California.
7. Where there are NO dual relationships (reflecting a familial or close social relationship) between the student and:
 - a. His/her site supervisor.
 - b. Administrators or others who have authority or over the site supervisor (e.g., principals, program directors).
 - c. Other colleagues at the site where the objectivity and professionalism of the fieldwork experience are compromised.
8. Sites and fieldwork activities that are approved by the CAS 474L Instructor.

NOTE: Students must also provide whatever clearances are required by their site.