INSTRUCTIONS FOR SPRING 2019

OCTOBER – DECEMBER 2018: During this time you should start looking for your practicum/fieldwork/internship site for the Spring 2019 semester. You may visit the Fieldwork office (EC 479) or view the approved agency directory online at: http://hhd.fullerton.edu/husr/Fieldwork/agencydir.htm. Start contacting and setting up interviews at agencies during this time. This process takes time. DO NOT WAIT until the semester begins to secure your placement. NOTE: You may serve up to 20 hours at your approved agency prior to the beginning of the semester.

JANUARY 2, 2019: This is your due date to have secured a placement for the Spring 2019 semester. Complete the fieldwork placement form online by then. BE SURE TO PRINT OUT THE EMAIL VERIFICATION that you will receive that confirms you have completed the form electronically. You should bring this email to your instructor the first day of class or send it electronically to your instructor if you are taking an online fieldwork course.

JANUARY 22, 2019: This marks the commencement of the new semester.

You and your agency supervisor should begin working on the Learning Agreement as soon as possible. This agreement specifies the activities and learning skills that you will gain over the course of the semester. Check with your instructor for dues dates for this agreement.

Read and sign the Participation Guidelines and submit to your instructor within the first 3 weeks of class.

APRIL 18, 2019: Fieldwork day. Go to the TSU Pavilions from 12:30-3:30 pm. (Attend this event to help you find Summer and/or Fall 2019 internship sites).

MAY 2019: Depending on your instructor, complete the Supervisor Evaluation of Student’s performance, the Student’s Evaluation of agency and Supervisor, and the Fieldwork Office Evaluations online through Survey Monkey. Print a copy of the End of Semester Verification Form. Complete this form to verify that your supervisor and you have completed all evaluations. Sign and turn this along with the Hourly Recording Form to your instructor.

HOURLY RECORDING FORM: You must turn in this form to verify that you have completed at least 120 hours at your agency. Turn this in to your instructor with your agency supervisor’s signature on it.

MAKE A COPY OF THIS HOUR LOG FOR YOU OWN RECORDS. IF YOU NEED IT IN THE FUTURE, YOU ARE RESPONSIBLE TO HAVE ACCESS TO IT.