Instructions for Summer 2018

March - June 2018
During this time, you can start contacting and interviewing agencies for your practicum/fieldwork/internship site for the Summer 2018 semester. Visit the Fieldwork Office (EC-479) or view 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. Because of the compressed summer schedule (4-6 week session), it is necessary that you have secured a site prior to the beginning of the semester.

**NOTE:** Summer sessions begin at different times throughout the semester. Be sure to check the class times and beginning and ending dates for each segment.

May - July 2018
This is the time for you to have secured a placement for the Summer 2018 semester (depending on the segment enrolled.) Turn in your Fieldwork Placement Form to the Fieldwork Office **three weeks prior** to the beginning of the semester. Contact the Fieldwork Office in EC-479 if you are uncertain about the site’s status or if you are having difficulty finding one. You can email or scan this form to julimartinez@fullerton.edu

**May - July, 2018** (These dates will vary depending on which segment you begin. May 29th begins 1st segment.)
Commencement of classes - Check the schedule for beginning dates of classes. Students may begin accruing internship hours and may start up to 20 hours of fieldwork prior to the beginning of the semester.

**NOTE:** You may also contact the department office for further information at (657)278-8444. If you have an online class, you can email or scan your Learning Contract and Release of Liability Form to your instructor or bring them to EC-405.

June - July 2018
The Learning Contracts should be completed and given to the seminar instructor for approval during the first week of classes. Students should make copies for themselves and site your supervisor. Check with your instructor for due dates. The Voluntary Release of Liability & Indemnification Agreement should be signed by you and turned into your instructor within the first week of classes.

**July and/or August 2018**
Continue fulfilling internship hours.

**July and/or August 2018** (These dates will vary depending on which segment you begin.)
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. Ask your instructor for the due dates and 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.

**July and/or August 2018**
Semester examinations – Check with your instructor for dates. You should have all 120 internship hours completed at this time. Ask your agency supervisor to review and sign off the Student Hourly Recording form, and return it to your instructor. Failure to complete the 120 hours by the end of the semester results in an INC grade for the class.

**NOTE:** Most students do not complete all of their 120 hours in the summer session. Be sure to contact your instructor when you have completed all your hours and turn in your paperwork to EC-405. Your instructor will do a grade change after the required hours and paperwork are turned in. It is a good idea to follow-up with your instructor to make sure the grade has been changed.

Revised 11/17