April- 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.)

NEW POLICY: e-Fieldwork Placement Form: This form will be completed online. Due 3 weeks prior to the semester.

Please do the following:

- Go to Approved Agency Directory website and select your agency:
  - http://hhd.fullerton.edu/husr/Fieldwork/agencydir.htm
- Open the link (agency you are doing are interning at)
- SELECT: Access Fieldwork Placement Form
- Follow the instructions and type in your contact info, instructor, and course number. Once you have completed the online form, hit the Submit Form Button. All information will be sent to our office electronically.
- You will receive a confirmation email sent to personal email address. You can print out the email for your records.

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. DO NOT TURN in hard copies to EC405.

June - July 2018
The Learning Agreements (formerly the Learning Contract) should be completed and given to the seminar instructor for approval during the first week of classes. Students should make copies for themselves and to you site supervisor. Check with your instructor for due dates. The Learning Agreement-Participation Guidelines should be printed out, signed, 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 in person or via email.

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. Let your instructor know about your status. Turn in your completed forms in person or via email once they are completed.