Instructions for Spring 2016

November 2015 - January 2016
During this time, you can start looking for your practicum/fieldwork/internship site for the Spring 2016 semester. Visit the Fieldwork Office (EC-479) or view online at: [http://hhd.fullerton.edu/husr/Fieldwork/agencydir.htm](http://hhd.fullerton.edu/husr/Fieldwork/agencydir.htm). Start contacting and setting up interviews at agencies during this time. DO NOT wait until classes begin to secure your placement.

**NOTE:** You may start up to 20 hours of fieldwork prior to the beginning of the semester.

January 4, 2016
This is the due date for submitting the [Petition Form](http://hhd.fullerton.edu/husr/Fieldwork/FieldworkPacket/index.htm). All students requesting an agency placement that is NOT in the Approved Agency Directory need to complete this form for approval. Do NOT begin your placement until it is approved by the Fieldwork Office. Download form at: [http://hhd.fullerton.edu/husr/Fieldwork/FieldworkPacket/index.htm](http://hhd.fullerton.edu/husr/Fieldwork/FieldworkPacket/index.htm). **NOTE:** Petitions are allowed for 495 and 496 courses only.

January 5, 2016
This is the due date for you to have secured a placement for the Spring 2016 semester. Turn in your [Fieldwork Placement Form](http://hhd.fullerton.edu/husr/Fieldwork/FieldworkPacket/index.htm) to the Fieldwork Office no later than the date stated above. You must choose an approved site. Contact the Fieldwork Office in EC-479 if you are uncertain about the site’s status or if you are having difficulty finding one.

January 23, 2016
This day marks the commencement of the new semester. You may begin accruing internship hours for the Spring 2016 semester if you have not already done so. You and your agency supervisor should begin to work on the Learning Contract. This contract specifies the activities and learning skills you will gain over the course of the semester.

January 25 – February 12, 2016
The Learning Contracts should be completed and given to the seminar instructor for approval by the second week of class. Make sure to get your site supervisor and instructor’s signature. Students should make copies for themselves and their site supervisor.

The Voluntary Release of Liability & Indemnification Agreement should be signed by you and turned into your instructor at the beginning of the semester. Turn both of these forms into your instructor.

March 28 – April 3, 2016
Spring recess – no classes. You may choose to fulfill internship hours during this time, with the consent of your agency supervisor.

March 21, 2016
**Fieldwork Day** – 12:30 – 3:30 pm TSU Pavilions (Come find out about internships!) Meet agency supervisors.

May 9 - 13, 2016
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.

May 14 - May 20, 2016
Semester examinations. 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 in the lab and seminar portion of the class.

Revised 12/15