



Fieldwork

ENROLL IN YOUR FIELDWORK COURSE

- Enroll in the appropriate Fieldwork course, according to your timing in the program.

Practicum Seminar - HUSR 396

Fieldwork Seminar - HUSR 495

Internship Seminar - HUSR 496

- Prerequisites must be completed in advance of registering for each Fieldwork course.

*** Concurrent enrollment is not allowed.**



**COURSE
ENROLLMENT**

ATTEND A MANDATORY FIELDWORK INFORMATION SESSION

The logo features the word "ORIENTATION" in a bold, blue, sans-serif font, slanted upwards. It is flanked by three orange lines on each side, resembling a stylized sun or light rays. Below "ORIENTATION" is the word "time" written in a cursive, orange script font.

ORIENTATION
time

- 1-2 semesters prior to the first fieldwork seminar course
- Online – Dates to be provided on HUSR Portal and/or Fieldwork website prior to the beginning of each semester.
- Students will want to attend one of the ZOOM presentations to understand their options for Fieldwork.

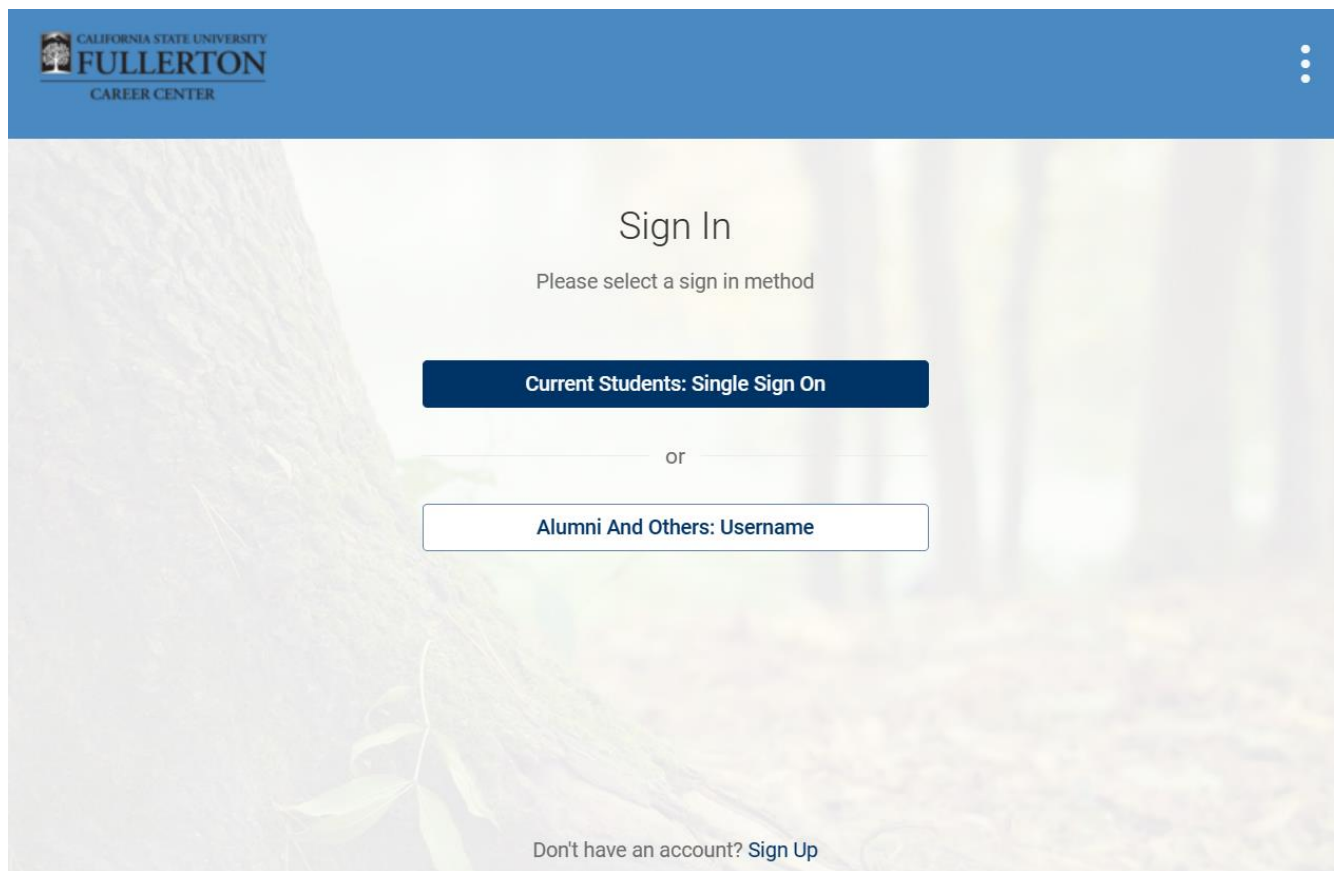
*** No need to attend an Orientation for your second or third fieldwork seminar course.**

Finding a site for your Fieldwork

Option 1: Find a Pre-Approved Internship in Titan Connection

Visit www.fullerton.edu/cice/search

- Log in using your campus portal
- Fill out the survey if first time logging in

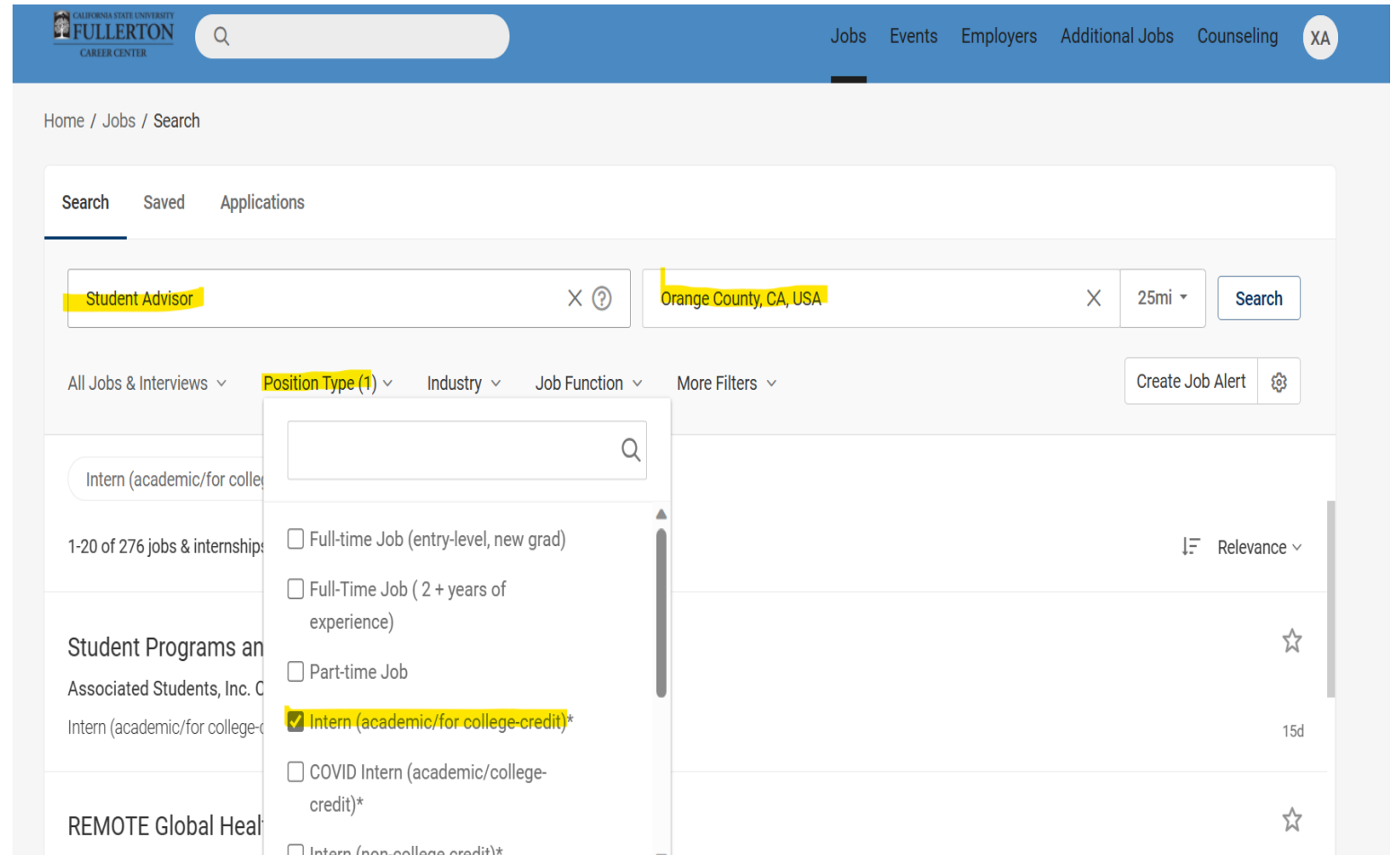


The screenshot shows the sign-in page for the California State University Fullerton Career Center. The page has a blue header with the university logo and name. The main content area is white with a background image of a tree. The sign-in options are:

- Current Students: Single Sign On** (dark blue button)
- or
- Alumni And Others: Username** (white button with a border)

At the bottom, there is a link: "Don't have an account? [Sign Up](#)".


- Click Position Type and select Intern (**academic/for college credit**) located beneath the Keywords search field
- Enter relevant Keywords and click Search
- Click on positions to review and apply

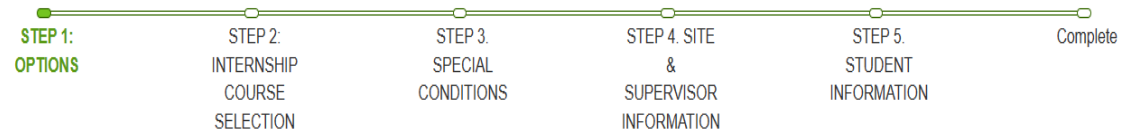


Option 2: Find Your Own Fieldwork

- If you accept an internship that you found outside of Titan Connection it must be approved by CICE. To submit the internship approval: Go to www.fullerton.edu/cice/newsite
- Make the appropriate selection and follow the directions that appear.
- Step 1- Step 5 needs to be completed to submit the approval request.

Internship Approval Request

 NOTICE: We may start experiencing high traffic due to the beginning of the semester. If you are having issues with page loading, it is recommended that you try again before 9am or after 6pm on weekdays, or any time on the weekend. Thank you for your patience and understanding!
—The CalState S4 Team



PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID UNNECESSARY WORK FOR YOURSELF AND YOUR ACADEMIC INTERNSHIP SUPERVISOR.

This form is used to seek approval of an academic internship or practicum experience.

Make the appropriate selection below and follow the directions that appear.

STEP 1: OPTIONS

IMPORTANT: Please read carefully to ensure you make the correct selection.

Please select one of the options below to proceed with this form. **Required**

- I am a CAS/PSYC/HUSR student interning at a public school (part of a public school district)
- I will be interning as a COPE Health Solutions Clinical Care Extender
- I found my academic internship in Titan Connection and/or my internship is already in Titan Connection
- I found my internship outside Titan Connection (and I am NOT a CAS/PSYC/HUSR student at a public school)
- I have not yet received an offer for an internship

Option 3: Public schools

- Only internships at an approved school district will be eligible for immediate course credit. To review the list of approved districts, visit www.fullerton.edu/cice/schooldistricts

LOOKS LIKE THIS:



- To request approval of a district not already on the list, please complete **Option 2** at least **6 months** prior to the start of your proposed internship.

CICE Approved School Districts

File Edit View Insert Format Data Tools Extensions Help

Menus 100% View only

A5:B5 NOTE: Private schools are not part of school districts. Follow directions for "Finding your own Site" to seek approval for these schools. Instructor approval may be required for private school placements.

CICE APPROVED SCHOOL DISTRICTS	
<p>To begin your search for a public school placement, follow these instructions:</p> <ol style="list-style-type: none"> 1. Select a school district within this list and follow the directions under How to Apply. 2. Secure a position at an applicable school. Only schools and programs that are operated by the district are eligible. Placement is not guaranteed and is based on current availability. 3. After you have secured a practicum, internship or service opportunity with an approved school, complete the Internship Approval Request Form. <ul style="list-style-type: none"> • For academic internship and practicum students, consult your major's academic internships instruction card to access this form. • For students in service-learning classes, consult the service-learning instruction card to access this form. 4. Once your Site Registration form has been processed by CICE, you will receive an email notification and you may then complete your CICE placement. Your position will be listed by the district (employer list), and your school (position title). DO NOT select a position other than the one you submitted on your Site Registration Form. 5. Prior to starting your practicum or service, you MUST complete the CICE Placement. 	
<p>Students MUST secure their own placement in a classroom at their preferred school within an approved district. Schools MUST be managed by (not just within the geographic area) one of the approved public school districts on this list.</p>	
<p>NOTE: Private schools are not part of school districts. Follow directions for "Finding your own Site" to seek approval for these schools. Instructor approval may be required for private school placements.</p>	
School District	How to Apply:
ABC Unified School District	• When making your request for practica or internships to the school or district, refer to your position as "observation," NOT internship • When sending emails for practica or internships, include resume and cover letter, your name, and number of hours you need. Contact school principals for availability. Individual school contact information can be found on: www.abcusd.k12.ca.us
Alhambra Unified School District	Contact school principals for availability. Individual school contact information can be found on: www.ausd.us
Alvord Unified School District	Contact school principals for availability. Individual school contact information can be found on: www.alvordschools.org
Anaheim Elementary School District	Contact school principals for availability. Individual school contact information can be found on: https://anaheimelementary.org/
Anaheim Union High School District	Contact school principals for availability. Individual school contact information can be found on: http://www.auhsd.us/District/
Azusa Unified School District	Contact Amy Collier at amyc@azusausd.k12.ca.us
Baldwin Park Unified School District	Contact school principals for availability. Individual school contact information can be found on: https://www.bpsd.net/
Bonita Unified School District	Contact Nicole Madrid at madrid@bonita.k12.ca.us
Brea Olinda Unified School District	Contact school principals for availability. Individual school contact information can be found on: www.bousd.k12.ca.us/ for these details.
Buena Park School District	Contact school principals for availability. Individual school contact information can be found on: https://www.bpsd.us/
Capistrano Unified School District	Contact school principals for availability. Individual school contact information can be found on: https://www.capousd.org/
Centralia Elementary School District	Contact school principals for availability. Individual school contact information can be found on: http://www.cesd.k12.ca.us/
Charter Oak Unified School District	Contact school principals for availability. Individual school contact information can be found on: https://www.cousd.net
Chino Valley Unified School District	Contact school principals for availability. Individual school contact information can be found on: https://www.chino.k12.ca.us/
Claremont Unified School District	Contact school principals for availability. Individual school contact information can be found on: https://www.cusd.claremont.edu/
Corona-Norco Unified School District	Contact school principals for availability. Individual school contact information can be found on: www.cnusd.k12.ca.us
Covina-Valley Unified School District	Contact school principals for availability. Individual school contact information can be found on: www.c-vusd.org
Cypress School District	Contact school principals for availability. Individual school contact information can be found on: www.cypsd.org
Desert Sands Unified School District	Contact school principals for availability. Individual school contact information can be found on: https://www.dsusd.us/
Downey Unified School District	Contact school principals for availability. Individual school contact information can be found on: https://web.dusd.net/
East Whittier City School District	Contact school principals for availability. Individual school contact information can be found on: www.ewcsd.org
El Monte Union High School District	Contact Daniel Morris at dmorris@emuhsd.k12.ca.us for placement.
El Monte City School District	Contact school principals for availability. Individual school contact information can be found on: https://www.emcsd.org/

OPTION 4 – Use of Employment

Students are allowed to use their workplaces for fieldwork sites if they meet the following four criteria:

- The workplace is registered and approved by CICE
- The student's fieldwork activity does NOT include any of the workplace activities that the student typically conducts at the site
- The student's fieldwork hours are NOT earned during hours that they are working at the site
- The student's fieldwork activity is appropriate and consistent with the requirements for all HUSR Fieldwork

***If your site is NOT registered (approved), you need to follow the directions in Option B**



OPTION 5 – Short-Term Study Abroad

- You may complete your Fieldwork requirements abroad in our short-term study abroad opportunities, when available. Contact the Human Services Department for more information at (657)278-8444.



FINAL STEP

Complete CICE Placement (1-2 Months Before)

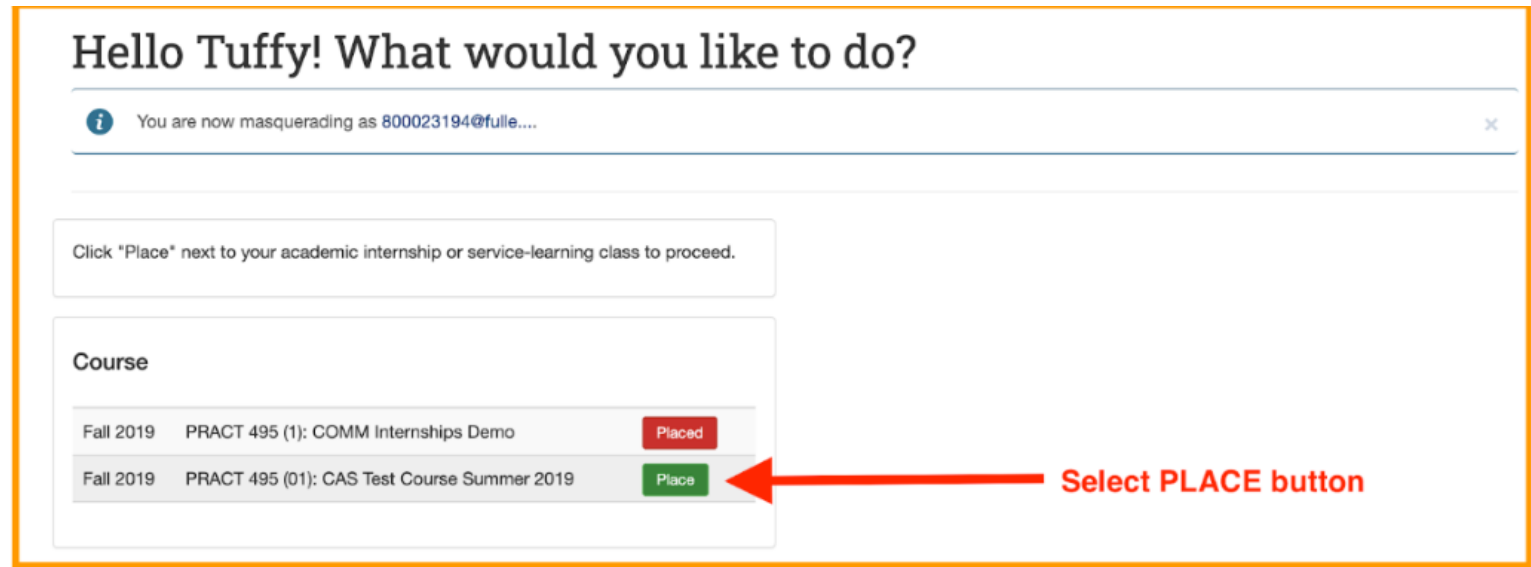
- Once you have accepted your internship (and it has been approved by CICE if found outside Titan Connection), Visit: <https://app.calstates4.com/fullerton>
- Login and Complete CICE Placement (1-2 Months Before)

***Students may not start their internship hours until they have completed the placement process.**

The screenshot shows the CSU Fullerton CalStateS4 application page. At the top, there is a dark blue header with 'CSU Fullerton' on the left and 'HOME' and 'SITES' in a lighter blue bar. On the right side of the header, there is a 'Student/Faculty Log In' button and a small text link: 'If you're stuck in a sign in loop, follow the steps in this HelpDoc.' Below the header, the main content area has a white background with the text 'Welcome to CalStateS4 for CSU Fullerton'. A yellow warning icon is followed by a notice: 'NOTICE: We may start experiencing high traffic due to the beginning of the semester. If you are having issues with page loading, it is recommended that you try again before 9am or after 6pm on weekdays, or any time on the weekend. Thank you for your patience and understanding! —The CalState S4 Team'. At the bottom right, there is a dark blue box with white text that reads: 'PLEASE READ BEFORE YOU PROCEED. Congratulations on securing your internship and/or enrolling in a service-learning class! For Academic Internships: You should only login if you have: 1. Received an offer to start an academic internship, AND... 2. Confirmed that your academic internship is fully registered with and approved by CICE, AND... 3. Enrolled in your internship course for the term in which you seek credit. Check the information card for your major for full instructions on your internship approval and class enrollment process by clicking on the following link:'

FOLLOW THE INSTRUCTIONS TO COMPLETE THE CICE PLACEMENT

- Select the **green** PLACE button next to the class in which you are enrolled for the term.



Hello Tuffy! What would you like to do?

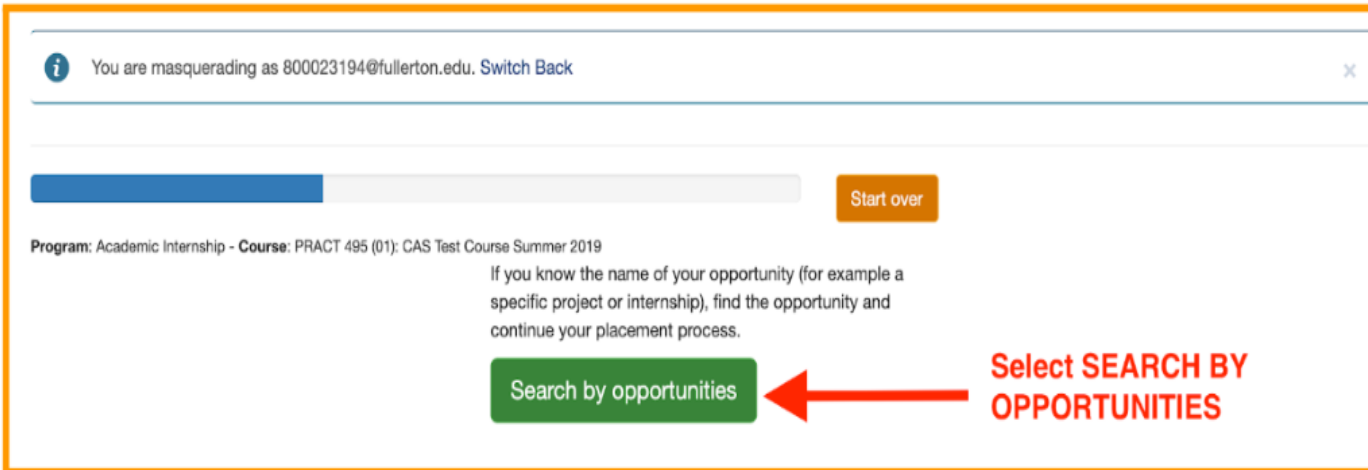
You are now masquerading as 800023194@fulle....

Click "Place" next to your academic internship or service-learning class to proceed.

Course		
Fall 2019	PRACT 495 (1): COMM Internships Demo	Placed
Fall 2019	PRACT 495 (01): CAS Test Course Summer 2019	Place

Select PLACE button

Figure 4. Searching by opportunities.



You are masquerading as 800023194@fullerton.edu. Switch Back

Start over

Program: Academic Internship - Course: PRACT 495 (01): CAS Test Course Summer 2019

If you know the name of your opportunity (for example a specific project or internship), find the opportunity and continue your placement process.

Search by opportunities

Select SEARCH BY OPPORTUNITIES

- Select the **green** SEARCH BY OPPORTUNITIES.
- To allow you to search for your internship.

- In the **SITE NAME** field, type in the name of your company, organization, district, or agency. Use the shortest root form of the name to ensure a successful search. Any extra characters (i.e. space, comma, etc.) will result in a failed search.
- Select **APPLY FILTER**

Type the name of your organization, company, agency or school district in the Site Name field ONLY. All other fields should be left as is.

Search fields are exclusive. What's that?

City Location Type Opportunity name Contains Site Name Contains

Program Tags Keyword Vehicle Required Paid Position Items per page

Academic Internship x Start typing... - Any - - Any - 25

Select **APPLY FILTER**

Select only your respective internship title. Many sites may have multiple internships listed.

- Account Executive Intern**

at CAL STATE FULLERTON - The Daily Titan in Fullerton

<p>The?account executive internship position requires the student to call on new and existing advertising clients for the purpose of securing advertising sales for the multiple platforms of the Daily Titan. This position is based in the advertising department of the Daily Titan and the position will be directly supervised...</p>
- American Language Program Practicum Interns**

at CAL STATE FULLERTON in Fullerton

<p>The American Language Program at CSUF provides full time English instruction for international students who need English support before university matriculation. The Practicum Interns each teach one class under the supervision of a experienced full time ALP instructor.</p>
- Archival Assistant Intern**

at CAL STATE FULLERTON - The Center for Oral and Public History (COPH) in Fullerton

The Center for Oral and Public History (COPH) is seeking an archival assistant intern to work closely with the center's archivist. With close to 6,000 recorded interviews and related transcripts, photographs, and other materials, COPH maintains the largest oral history archive in the state of California with around 300 oral...

- **Select your assigned internship/service-learning title.** Please make sure to select only the title assigned to you as the organization may have multiple positions listed.

- Next read the description of the internship to confirm it is the position for which you are registering.
- Select the green **SELECT THIS OPPORTUNITY** button.

Archival Assistant Intern

You are masquerading as 800023194@fullerton.edu. [Switch Back](#)

[Select this opportunity](#) ← **Select SELECT THIS OPPORTUNITY**

[Back to Opportunities list](#)

Opportunity description and instructions:
The Center for Oral and Public History (COPH) is seeking an archival assistant intern to work closely with the center's archivist. With close to 6,000 recorded interviews and related transcripts, photographs, and other materials, COPH maintains the largest oral history archive in the state of California with around 300 oral history projects. The collection stands out nationally for its grassroots nature and the wide range of communities represented. The archivist intern will help the archivist organize, digitize, and process materials for many of the center's oral history projects.

Program Site:
CAL STATE FULLERTON - The Center for Oral and Public History (COPH)

Program:
Academic Internship

Select Site staff

You are masquerading as 800023194@fullerton.edu. [Switch Back](#)

Warning: If you do not see your position contact click "I don't see my Site Staff/Contact" and then contact the CICE office on (657) 278-3746 or cice@fullerton.edu.

Select your assigned supervisor or program representative

[Start over](#)

Program: Academic Internship - **Course:** PRACT 495 (01): CAS Test Course Summer 2019 - **Site:** CAL STATE FULLERTON - The Center for Oral and Public History (COPH) - **Opportunity:** Archival Assistant Intern

Last name	First name	Email address	Phone	Select
Navar	Natalie	nnavar@fullerton.edu	657-278-3693	Select

- Then, locate the name of your assigned supervisor, program representative, or recruiter.
- Click on the green **SELECT** button for that person.

- Type in the **TOTAL** number of **semester/term hours** for which you plan on serving at this site.

Program: Academic Internship - Course: PRACT 495 (01): CAS Test Course Summer 2019 - Site: CAL STATE FULLERTON - The Center for Oral and Public History (COPH) - Site staff: Natalie Navar - Opportunity: Archival Assistant Intern

Term **Required**

Please estimate the minimum number of hours you will serve at this site
 CAL STATE FULLERTON - The Center for Oral and Public History (COPH) has no minimum hours requirement. **Required**

You will have a chance to correct this when you complete your site evaluation, but it is helpful for us to know a rough estimate before you start your service.

Next

Type the number of hours you plan on interning for the semester

Figure 10. Accessing the placement forms.

Program: Academic Internship - Course: PRACT 495 (01): CAS Test Course Summer 2019 - Site: CAL STATE FULLERTON - The Center for Oral and Public History (COPH) - Site staff: Natalie Navar - Opportunity: Archival Assistant Intern

Signup Forms

Academic Internship Placement Forms

Complete form *

Select COMPLETE FORM

Finish placement

Your placement is not complete until you have filled out all required webforms

- Select the orange **COMPLETE FORM** button.
- Be ready to provide information regarding your internship and about yourself.



The following information is needed to complete the forms

- ADD EMERGENCY CONTACTS. This should NOT be your supervisor or professor.
- Complete the form indicating the number of hours you plan on completing each week during the semester/term.
- Read the seven items in the PLEASE READ CAREFULLY section and sign the form using your mobile device or mouse. Select SIGN WAIVER..
- Enter the name of your site at the top of the WAIVER OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS form
- Enter your Campus-wide ID number in the CWID field
- Sign the form using your mobile device or mouse.
- Select whether you are over or under 18 years of age, then **select SUBMIT.**

- After completing, the forms select the green **FINISH PLACEMENT** button.

Placement Forms

You are masquerading as 800023194@fullerton.edu. Switch Back

After you have finished completing all required forms, you **must** click Finish Placement to complete the process.

Start over

Program: Academic Internship - Course: PRACT 495 (01): CAS Test Course Summer 2019 - Site: Clever Endeavors Early Care & Education - Opportunity: CAS 394L Intern

Signup Forms

Academic Internship Placement Forms View submission

Select **FINISH PLACEMENT** → Finish Placement

Figure 12. Viewing the placement forms.

Student: Tuffy Titan
Placed by: Tuffy Titan
Course: PRACT 495 (01): CAS Test Course Summer 2019
Program: Academic Internship
Site: Clever Endeavors Early Care & Education
Site Staff: (empty)
Opportunity: CAS 394L Intern

Placement Term(s):
 Fall 2019
Estimated Hours:
 120
Reported Hours:
 Not Reported

Signup Forms



Academic Internship Placement Forms View submission


Select **VIEW SUBMISSION** ↓

- You should see the **CONGRATULATIONS, YOU HAVE PLACED** message. You have now completed your CICE Placement.

To download your placement forms to your local drive,
select **DOWNLOAD PDF**.

Academic Internship Placement Forms

 You are masquerading as 800023194@fullerton.edu. [Switch Back](#) 

[Download PDF](#)  **Click DOWNLOAD PDF**

Placement #111794 Information

Student: Tuffy Titan	Term: Fall 2019
Program: Academic Internship	Estimated Hours: 120
Course: PRACT 495 (01): CAS Test Course Summer 2019	Reported Hours: 0
Program site: Clever Endeavors Early Care & Education	Student ID: 800023194@fullerton.edu
Opportunity: CAS 394L Intern	Submitted by: 800023194@fullerton.edu
Staff: (empty)	Submitted on: 12/04/2019 9:51 am

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, Fullerton and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.



You are ready to start your internship !!