

Counseling and Guidance Field Work Application Process

Application Deadlines:

Watch your email for application deadlines. The deadline for summer and fall applications tends to be in early May each year. The deadline for spring applications tends to be in early December. Fieldwork courses should be taken according to the sequence outlined in your online Academic Student Planner. Any questions regarding possible adjustments to this sequence should be discussed with your faculty advisor. Make certain to watch for the application deadline: Applications will not be accepted after the due date. Submitting an application after the deadline may result in you not being able to take the desired field work course the following semester.

Filling Out Your Application:

Applications for Practicum and Field Studies courses are submitted online through Dynamic Forms. Instructions on how to complete the application can be found in the appropriate handbook (PPS, CSP, CWA) under the Counselor Education tab of the [Student Resources](#) website.

- You will be asked to enter your Site Supervisor's email address when submitting the application. This needs to be the same email address that the Site Supervisor wants to use when receiving notifications of forms that need to be signed throughout your placement. They will then use the same email address when creating their Dynamic Forms account allowing them to sign your application. If you list their work email address and they create an account with their personal email address they will not receive your application so please confirm what email address they would like you to use.
- You will need to provide proof of liability insurance in order to submit your application. Liability insurance can be purchased through a number of professional associations at a discounted rate if you hold a graduate student membership. You will receive an email when your Site Supervisor and the Fieldwork Coordinator have approved your application. You may also log in to Dynamic Forms at any time to see if your application is still pending or send a reminder notification to your Site Supervisor asking for their signature. Once approved, a copy of your application can be viewed in the Form History folder of your Dynamic Forms account. Your Dynamic Forms username and password is the same as your MyCLU username and password.

Regarding Appropriate Sites & Site Supervisors:

- CSP students: Your site supervisor must hold a Master's Degree or higher for at least 2 years in an appropriate field (e.g. counseling, psychology, education). Additionally, your Practicum and Field Studies need to be completed at 2 different locations.
- PPS Practicum students: If you choose public K-12 for your Practicum experience, your site supervisor must hold a PPS credential for at least 2 years. If you choose private K-12 or a college or university, your site supervisor must hold a Master's Degree or higher for at least 2 years in

an appropriate field (e.g. counseling, psychology, education). If you choose an agency, your site supervisor must hold an appropriate license for at least 2 years.

- PPS Field Studies students: You must complete your Field Studies I and II experiences in a public school setting, and these field work experiences must be completed at 2 different levels (elementary, middle school, or high school). Additionally, your site supervisor must hold a PPS credential for at least 2 years.
- Child Welfare & Attendance (CWA) students: You must complete your CWA experiences in a public school setting with an experienced holder of the PPS credential (at least two years); your site supervisor must work with attendance-related issues.

Review Your Assignments WITH Your Site Supervisor:

Make certain you have reviewed the assignments and other requirements for all of the Practicum and Field Studies courses prior to meeting with a potential site supervisor. You need to review these requirements with the site supervisor prior to either one of you signing the field work application as this is a contract which stipulates that you will be able to complete the necessary requirements at this site.

Fees:

A fieldwork fee will be charged to your student account for all field work courses (EDCG 528, 533, 534, 535, and 540):

- Practicum (EDCG 528) \$105.00
- Field Studies (EDCG 533, 534, 535) \$80.00
- Child Welfare & Attendance (540) \$55.00

Registration:

You may not register for any of the Practicum or Fieldwork courses until your Application for Fieldwork has been processed, and approved by your Fieldwork Coordinator. Once this happens, you will be cleared to register; you will receive an email telling you to register for the appropriate course. (Bypassing this process is unethical and may result in registration consequences.) It is important to understand that Practicum and Field Studies hours may not begin until your application has been approved and the semester has begun. If you have questions about this, please contact the Fieldwork Coordinator.

PPS Students: IMPORTANT

NONE of the activities completed in Practicum (EDCG 528) count toward your requirements for EDCG 533 and EDCG 534.

- Additionally, between Field Studies I and II, you must complete:
 - At least 150 hours of direct contact with students of diverse backgrounds including socioeconomic disadvantages, English learners, homeless youth, foster youth, students with disabilities, students experiencing suspension and expulsion from school, LGBTQ+ students, and racially minoritized students between EDCG 533 and 534.

- At least 100 hours must be completed in each of the following areas: Social/Emotional, College/Career, and Academic between EDCG 533 and 534.

- Furthermore, do not forget to mark your attendance-related field hours on your Field Studies I and II logs. You may count up to 25 field hours from FS I and up to 25 field hours from FS II toward the required hours for the Child Welfare and Attendance Seminar (should you choose to take EDGC 540).