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.

EDCG 528 (Practicum), EDCG 533 (Field Studies in School Counseling I), EDCG 534 (Field Studies in School Counseling II), or EDCG 535 (Field Studies in College Student Personnel) are offered year-round (though it is challenging to find quality experiences during the summer).

EDCG 540 (Child Welfare & Attendance) typically is offered spring semesters.

**Make certain to watch for the application deadline:** Applications will not be accepted after the due date. Turning in 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:**
Please make certain your application is completely filled out (including your entire address & Student ID number, as well as your site supervisor name, site name, address, & phone number), the application is signed by the appropriate site supervisor, and is legible. Incomplete applications will be returned.

**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 needs 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 make certain you 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) $100.00
- Field Studies (EDCG 533, 534, 535) $150.00
- Child Welfare & Attendance (540) $100.00

**Registration:**
You may not register for any of the Practicum or Field Work courses until your Application for Field Work has been processed, and then approved by the Chair of the Department of Counseling and Guidance. 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 Field Work 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 150 hours with diverse populations
  o Fifty (50) of the hours must be with at least 10 different students from ethnicities different from your own.
  o As for the remaining 100 hours, a maximum of 25 hours can be program development related (e.g. generating some sort of diversity initiative or educational program). The remaining 75 hours must be with students, parents, teachers, or administrators who are ethnically different from you.

• 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).

**Turning in Your Application:**
Applications can be mailed (to the Graduate School of Education), faxed (805 493-3924), or dropped off (to the front desk of the Graduate School of Education). Make certain to address your application to the attention of the administrative assistant in the Department of Counseling and Guidance.