Instructions for Fall 2015

June - August 2015
During this time, you can start looking for your practicum/fieldwork/internship site for the Fall 2015 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. DO NOT wait until the semester begins to secure your placement. NOTE: You may start up to 20 hours of fieldwork prior to the beginning of the semester.

July 31, 2015
This is the due date for submitting the Petition Form. All students requesting an agency placement that is NOT on the “Approved Agency” list need to complete this form for approval. Note: Petitions are allowed for 495 and 496 courses only. Download form at: http://hhd.fullerton.edu/husr/Fieldwork/FieldworkPacket/index.htm. Complete with all required documents.

August 3, 2015
This is your due date to have secured a placement for the Fall 2015 semester. Turn in your Fieldwork Placement Form to the Fieldwork Office no later than the date stated above. You must choose an approved site. Contact the Fieldwork Office if you are uncertain about the site’s status or if you are having difficulty finding a placement.

August 24, 2015
This marks the commencement of the new semester. You may begin accruing internship hours for the Fall 2015 semester if you have not done so already.

You and your agency supervisor should begin working on the Learning Contract. This contract specifies the activities and learning skills that you will gain over the course of the semester. Check with your instructor for due dates.

August 24 - September 11, 2015
The Learning Contracts should be completed and given to your seminar instructor for approval. You should make a copy for yourself and your 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.

October - December 2015
Continue fulfilling your internship hours.

November 2015
Fieldwork Day - TSU Pavilions from 12:30 to 3:30 PM (Attend this important event to help you find an internship!!)

November 23-27, 2015
Fall recess – no classes. You may choose to fulfill internship hours during this time, with the consent of your agency supervisor.

December 7- 11, 2015
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.

December 12- 18, 2015
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 will result in an INC grade in the lab and seminar portion of the class. Turn in the completed form with your supervisor’s signature to your fieldwork instructor.