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| **CCSD FIELDWORK PROCESS CHECKLIST FOR STUDENTS**This form is to assist you in the process of preparing for your fieldwork experience, it takes you through the process step-by-step. Please carefully read through the form and contact Dr. Chamberlain, echambe1@pointloma.edu, if you have any questions.  |
| *Quick definitions:***Site Supervisor**: The person who supervises you at the site (college, university or approved nonprofit).**Field Experience Coordinator**: Dr. Chamberlain, PLNU, echambe1@pointloma.edu.**Site**: A site is where you will do your fieldwork; college, university or approved nonprofit.**Taskstream:** all CCSD candidates are required to have a Taskstream account and when submitting their forms in Taskstream, select Dr. Chamberlain as the evaluator. Takstream is also used for evaluation of key signature assignments in various courses. The faculty in those courses would be selected as the evaluator.  |
|  | **WHAT?** | **DESCRIPTION** | **DUE** | **TASK-STREAM?** |
| ***Prerequisite to Fieldwork*** |
|  | Successful completion of the GED 6071 SeminarCourse | Preparation for Fieldwork placement | 1st year | N/A |
|  | Fieldwork Interest Form | Completed during GED 6071S and submitted in Canvas. | GED 6071S | No |
| ***CCSD Fieldwork Application for Sites (a site is a college, university or approved nonprofit)*** |
|  | CCSD Fieldwork Application for Sites | This application is sent to the sites from the Field Experience Coordinator, Dr. Chamberlain, echambe1@pointloma.edu. If your site is not on the already approved fieldwork list, provide the site contact information to Dr. C. and she will send the application to them. | Prior to the start of fieldwork hours. | No |
| **Fieldwork Application for CCSD Candidates *(How many forms? 1)*** |
|  |  | Complete the Fieldwork Application form *after* you have secured a fieldwork placement. Please follow the fieldwork placement guidelines.  | As soon as you secure your fieldwork and prior to the start of hours. | Yes |
| ***PRIOR to FIELDWORK (How many forms? 1)*** |
|  | Fieldwork Approval and Outline of Activities ***Form***Liability Insurance verification | The Fieldwork Approval and Outline of Activities form and the Fieldwork Application form are completed once a fieldwork placement has been secured. The application needs to be completed, signed by the site supervisor and uploaded into Taskstream at least 1 month prior to GED 6071A. Please include the verification of **liability insurance** with this form. | Two months prior to fieldwork placement (some exceptions may apply)You must meet with your Fieldwork Site Supervisor as part of the requirements for completing the Fieldwork Approval and Outline of Activities ***Form.*** | Yes |
|  | Approval to Register for GED 6071 A | Approval to register for GED 6071 A is based upon securing a placement and completing the Fieldwork Application Form. | At least two months prior to beginning your fieldwork (some exceptions may apply). |  |
| ***GED 6071 A FIELDWORK Semester I (How many forms? 1 used for both semesters)***  |
|  | GED 6071 A Course | GED 6071 A is the fieldwork course for your first 100 hours. There are some assignments in Canvas related to your fieldwork.  | About 2nd year 100 hours  |  |
|  | CCSD Weekly Fieldwork Log and Summary of Knowledge, Skills and Dispositions **Form** | Keep track of your time using the Weekly Fieldwork Log form. At the conclusion of each semester of fieldwork, you will complete the *Summary of Knowledge, Skills and Dispositions* Section located at the end of the Weekly Fieldwork Log form. Directions for completing this section are provided on the form. This form is completed, signed and submitted to Taskstream at the end of each semester of fieldwork (GED 6071 A and B). | At the end of each semester of fieldwork. Site Supervisor signature is required.  | Yes |
|  | Site Supervisor Fieldwork Conference Meeting | This is a virtual meeting using zoom or google hangouts and is coordinated by the CCSD candidate. This meeting includes the candidate, Site Supervisor and Dr. Chamberlain, Field Experience Coordinator.  | During the last 8 weeks of the first semester of GED 6071 A.  | No |
|  | Observation by Site Supervisor meeting | The Site Supervisor observes the CCSD candidate and provides feedback. Student initiates. This is an opportunity for CCSD candidates to meet with your Site Supervisor to discuss what they are learning and any areas where growth is beneficial. These meetings can used for professional growth and include reflections for the final Summary of Fieldwork assignment.  | During GED 6071 A and B | N/A |
| ***GED 6071 B Fieldwork Part II course (How many forms? 2)*** |
|  | GED 6071 B Fieldwork Part II course | Fieldwork course for second 100 hours.  | After successful completion of GED 6071 A | N/A |
|  | Fieldwork Application Form\*Fieldwork Approval and Outline of Activities Form\* | \**These forms are due only if there is a NEW placement location. If there is no new placement location the second semester, these forms are not required.* | Prior to registering for GED 6071 B | Yes |
|  | CCSD Weekly Fieldwork Log and Summary of Knowledge, Skills and Dispositions **Form** | Keep track of your time using the Weekly Fieldwork Log form. At the conclusion of each semester of fieldwork, you will complete the *Summary of Knowledge, Skills and Dispositions* Section located at the end of the Weekly Fieldwork Log form. Directions for completing this section are provided on the form. This form is completed, signed and submitted to Taskstream at the end of each semester of fieldwork (GED 6071 A and B) as one continuous document. | At the end of the semester. Site Supervisor signature is required. | Yes  |
|  | Observation by Site Supervisor(Meeting)  | Site Supervisor observes the CCSD candidate and provides feedback (this is a 2nd observation). If you have on-going meetings and communication with your site supervisor, as well as work with them on projects, that counts as an observation(s). Use their feedback on your final summary. | During GED 6071 B | N/A |
|  | Site Supervisor Evaluation **Form** | The Site Supervisor completes the evaluation and then meets with the CCSD candidate to discuss the evaluation after the final observation.  | Near the conclusion of GED 6071 B.  | Yes |
| Grades for GED 6071 A and B will not be assigned if the forms are not sufficiently completed, signed by the site supervisor, and submitted into Taskstream for evaluation by the Field Experience Coordinator, Dr. Chamberlain.  |

**Quick Review Checklist**

**GED 6071S** Seminar in College Counseling and Student Development:

* Successfully Completed
* Fieldwork Interest Form Completed

**Prior to registering for GED 6071 A** Research, Field Studies, and Practicum in College Counseling and Student Development course:

* Successfully completed GED 6071S Seminar in College Counseling and Student Development course.
* Applied and secured a placement for fieldwork.
* Completed the Fieldwork Application and submitted it to Taskstream, selected Dr. Chamberlain as the evaluator.
* Completed Fieldwork Approval and Outline of Activities Form and submitted it to Taskstream, selected Dr. Chamberlain as evaluator.
* Purchased liability insurance and submitted it to Taskstream with the Fieldwork Approval and Outline of Activities Form. The form was signed by the site supervisor, submitted in Taskstream, and Dr. Chamberlain was selected as the evaluator.

**GED 6071 A**

* Once the above has been completed and approved in Taskstream by the Field Experience Coordinator, Dr. Chamberlain, echambe1@pointloma.edu, you can register for GED 6071A.
* The Fieldwork Log has been downloaded and will be used to track hours and learning opportunities. This log is used for tracking hours each semester and the Summary of the Knowledge, Skills and Dispositions assignment is located on this form as well. The Summary is due at the end of each semester of fieldwork. The log and summary are uploaded into Taskstream as one continuous document.
* The Site Supervisor Fieldwork Conference Meeting during the second half of first semester of fieldwork was completed.
* The Site Supervisor observed me in my fieldwork and provided feedback.
* Registration was cleared for GED 6071 B.

**GED 6071B**

* *ONLY IF ANOTHER SITE IS USED FOR THE 2ND SEMESTER*-Complete Fieldwork Application and Fieldwork Approval and Outline of Activities Form again and submit to Taskstream selecting Dr. Chamberlain as the evaluator. **If you are at the same site from the first semester, there is no need to submit these forms again.**
* The Fieldwork Log form was completed to track hours and learning experiences.
* The Site Supervisor observed me in my fieldwork and provided feedback.
* The Summary of Fieldwork was completed, signed by my Site Supervisor, submitted in Tasktream at the end of the semester, and I selected Dr. Chamberlain as the evaluator.
* The Site Supervisor Evaluation was completed by my Site Supervisor and signed, uploaded into Taskstream, and Dr. Chamberlain was selected as the evaluator.