

**Higher Ed/CCSD Program**

**Approval of Fieldwork and Outline of Activities Form**

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**DIRECTIONS**: Complete and Upload this signed form to Taskstream and direct it to Higher Education. It serves as your clearance to register in all fieldwork units and indicates that you have secured a site for fieldwork at least 2 months prior to the start of the semester (some exceptions may apply). If you enroll in a fieldwork course (GED 6071 A/B) without submitting this form, you will be de-enrolled from the class. You may not begin fieldwork hours or register for GED6071A until you secure a fieldwork site, a Site Supervisor has been approved, and all (if any) additional required documentation has been received. In addition to this form, you are required to submit proof of liability insurance. Approval forms received without proof of liability will be returned. To obtain liability insurance see the [American Counseling Association](https://www.counseling.org/membership/aca-and-you/students).

**Quick overview for this form:**

* This form is completed *after* you have applied and been offered a fieldwork opportunity.
* Schedule a meeting with your Fieldwork Site Supervisor so they can assist you with the Outline of Activities section of this form.
* Send a copy of the Fieldwork Manual to your Site Supervisor for them to review prior to your meeting.
* Review the Fieldwork Manual *with* your Site Supervisor and discuss any questions.

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| **Candidate Information** | | |
| Date: | | |
| Name: | | Student ID: |
| Phone: | Email: | |

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| --- | --- |
| **Fieldwork Site Information** | |
| Name of Site: | |
| Address: | |
| City, State, Zip: | |
| Contact Name: | |
| Position/Title: | |
| Phone: | Email: |

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| **Outline of Fieldwork Activities: Complete the Planned Weekly Schedule below, it serves as an outline of what you may expect to participate in during your field placement**. **Add rows as needed.** | | |
| Day of the Week | # of Hours | Description of Activities |
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| **Please give a short description of your planned experiences with regards to contemporary issues in higher education in the following required categories:** | |
| Leadership; not limited to, but including work with budgets. |  |
| Direct student contact  (advising, orientations, student programming, residential life, career services, disability services, international student services, athletics, etc...) |  |
| Planning, designing, and/or participating in student events and activities. |  |
| Conferences or professional development opportunities aligned with student affairs or student development. |  |

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| **Candidate Acknowledgement (Required):** | | |
| I verify I have met with my Site Supervisor, they have agreed to supervise my fieldwork hours, we have developed an outline of planned activities, and I have received a copy of the Fieldwork Manual. I have read and understand the PLNU Fieldwork policies and requirements. | | |
| Student Signature: | Date: | |
|  | | |
| **Site Supervisor Acknowledgement (Required):** | | |
| I verify I have met with my PLNU student, I have agreed to supervise their fieldwork hours, we have developed an outline of planned activities, and I have received a copy of the Fieldwork Manual. I acknowledge that I have read and understand the PLNU Fieldwork policies and requirements. | | |
| Site Supervisor Signature: | Date: | |
|  | | |
| **Field Experience Coordinator Approval (Acknowledgement of Approval will be Completed in Taskstream)** | | |
| Field Experience Coordinator Signature: | | Date: |

Please upload this form as one contiguous document in Taskstream, along with your Certificate of Liability Insurance, and submit it to your Field Experience Coordinator. If your Plan is approved, you can proceed with accumulating your hours. If your Plan is not approved, the Field Experience Coordinator will return this form for further revisions.

**NEXT STEPS:**

1. Begin logging your time and your learning on the Time and Learning Log form.
2. Remember to have to have your Site Supervisor sign your Time and Learning log and request to meet bi-weekly for questions and feedback.
3. Your Site Supervisor should conduct one Observation of you during GED6071A.
4. Your Weekly Fieldwork Log, Knowledge, Skills, and Dispositions Chart, and Summary are submitted as one contiguous document into Taskstream at the conclusion of required hours.
5. Check the Fieldwork Checklist to ensure you are on track☺.