

Directions for Submitting Fieldwork Documentation

The Educational Counseling Program requires the following documentation when each 200-hours/site placement is complete.

Documentation must be turned the end of each placement and within 2 weeks of finishing at the fieldwork site. Hours that are not submitted by the end of the semester/term in which they were completed may result in a NCR issued for the course.

- It is the responsibility of the school counselor trainee to collect all documentation required to verify successful completion of fieldwork.
- Fieldwork **documents must be typed** with the exception of signatures and dates.
- All coursework (use of data presentation, case study, etc.) must be completed prior to submitting hours for course credit.

Additionally:

- Make sure all sheets have been signed and dated.
- ORIGINALS will be turned in to your university supervisor.
- Make a copy of all pages for your personal records.
- Make an appointment with your university instructor to review your final documentation.

Fieldwork forms are available on the Educational Counseling website:

<https://education.laverne.edu/counseling/fieldwork-resources/>

Summary of Fieldwork Activities & Weekly Activity Logs
will be provided by the fieldwork instructor

Place forms in the following order with a clip or staple.

University Faculty Supervisors will include a grade card with the packet.

1. Title Page (sample on page 2 of this document)
2. ***FW Checkout List*** (located on Educational Counseling website)
3. ***Verification of Hours Letter*** (must be on school site/agency letterhead) (located on Educational Counseling website)
4. ***Fieldwork Site Agreement*** (located on Educational Counseling website)
5. ***Fieldwork Objectives*** (located on Educational Counseling website)
6. ***Summary of Fieldwork Activities & Weekly Activity Logs*** (with original signatures)
NOTE: When printing logs, be sure to print in portrait page orientation; all columns should be on one sheet-this is an option in Excel when printing; if the description of activities is lengthy, the logs may extend to the second sheet, this is ok; do not reduce font, the logs must be readable. Your fieldwork instructor will provide you with a copy of the weekly logs.
7. ***Evaluations***-Submit a hard copy of the Site Supervisor evaluation, all other evaluations will be completed on TaskStream. (located on Educational Counseling website)



Submitting Fieldwork Documents for Course Credit Educational Counseling Program

DO NOT PLACE WORK IN A FOLDER!! DO NOT INCLUDE ADDITIONAL MATERIALS.

NOTE: KEEP A COPY OF ALL DOCUMENTATION FOR YOUR PERSONAL FILES, INCLUDING BUT NOT LIMITED TO WEEKLY LOGS, SUPERVISOR EVALUATIONS, CONTRACTS, AND PERSONAL NOTES. IF PAPERWORK IS LOST OR DAMAGED IN TRANSIT, YOU WILL BE REQUIRED TO SUPPLY A COPY OF SIGNED DOCUMENTATION.

Title Page Format-Use the following format for your title page (do NOT include this note or the header on your title page)

First Last Name
ID #
Main or Regional Campus Name

Supervised Fieldwork Course (e.g. 583A, 584)

UNIVERSITY OF LA VERNE
LaPetra College of Education

Submitted in partial fulfillment
of the requirements for the
M. S. in Educational Counseling

SAMPLE