

University of La Verne

Fieldwork Checkout List

School Counselor Trainee: _____

The CCTC requires 600 total hours; two (2) different K-12 levels; and, 150 diversity hours to qualify for the PPS credential.

School Counselor trainees need to complete the information in the chart below for **all completed** placements. Hours are located on the weekly log coversheets:

	Site #1	Site #2	Site #3	Total
Site Level (ES, MS, HS, or ALT)				N/A
Total Hours Completed at Site				
Direct Hours Completed at Site				
Diversity Hours Completed				

Place forms in the following order:

	Included
FW Checkout List (this worksheet)	
Verification of Hours on School Site/Agency Letterhead	
Fieldwork Site Agreement	
Fieldwork Objectives	
Summary of Fieldwork Activities & Weekly Activity Logs (If printing may not be more than MAXIMUM OF 2 pages)	
Student Evaluation of the Site Supervisor- Complete the evaluation in Qualtrics. Include the End of Survey Proof of Completion page in the fieldwork packet https://laverne.qualtrics.com/jfe/form/SV_bEjGDUsmqDFgu7r	
Supervisor's Evaluation of the School Counselor Trainee- Have your Site Supervisor complete the evaluation in Qualtrics and include the End of Survey Proof of Completion page in the fieldwork packet https://laverne.qualtrics.com/jfe/form/SV_6Ab6TNj4Mb3tqzH	
University Supervisor Evaluation of the School Counselor Trainee Have your University Supervisor complete the evaluation in Qualtrics and include the End of Survey Proof of Completion page in the fieldwork packet https://laverne.qualtrics.com/jfe/form/SV_6Ab6TNj4Mb3tqzH	

Student Signature

Date

As the **University Faculty Supervisor**, I verify that all documents are included and course assignments (data assignment & case study) have been completed. **The University Faculty Supervisor must send a completed grade card to Graduate Academic Services.**

University Supervisor

Date