

# University of La Verne

## Submitting Fieldwork Documents for Course Credit Educational Counseling Program

The Educational Counseling Program requires documentation for each 200-hours/site placement. *Documentation must be turned in 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 no credit (NCR) being issued for the course.

- It is the responsibility of the school counselor trainee to collect all required documentation to verify successful completion of fieldwork.
- All coursework (data assignment, case study, etc.) must be completed prior to submitting hours for course credit.
- The faculty supervisor is responsible for approving all documentation and submitting paperwork to the university for course credit.

### School Counselor Trainees:

- Make an appointment with your university instructor to review your final documentation.
- Keep a copy of all signed documentation for your personal records.

### **Fieldwork forms are available on the Educational Counseling website:**

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

### **Place signed forms in the following order:**

1. *FW Checkout List*
2. *Verification of Hours on School Site/Agency Letterhead*
3. *Fieldwork Site Agreement*
4. *Fieldwork Objectives*
5. *Summary of Fieldwork Activities & Weekly Activity Logs*

**NOTE:** If 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. All signed hard copies will be converted to a single scanned document or placed in a zip file. Check with your instructor for specific information.

6. **Evaluations**-All evaluations are completed in Qualtrics. Include the three (3) End of Survey Proof of Completion pages in the fieldwork packet (links are also located on Educational Counseling website)
  - Student Evaluation of the Site Supervisor  
[https://laverne.qualtrics.com/jfe/form/SV\\_bEJGDUsmqDFgu7r](https://laverne.qualtrics.com/jfe/form/SV_bEJGDUsmqDFgu7r)
  - Site-Supervisor Evaluation of the School Counselor Trainee  
[https://laverne.qualtrics.com/jfe/form/SV\\_6Ab6TNJ4Mb3tqzH](https://laverne.qualtrics.com/jfe/form/SV_6Ab6TNJ4Mb3tqzH)
  - University Supervisor Evaluation of the School Counselor Trainee  
[https://laverne.qualtrics.com/jfe/form/SV\\_6Ab6TNJ4Mb3tqzH](https://laverne.qualtrics.com/jfe/form/SV_6Ab6TNJ4Mb3tqzH)

### **DO NOT INCLUDE ADDITIONAL MATERIALS.**