

Name: \_\_\_\_\_  
ID#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_  
Major: \_\_\_\_\_

## **Proposal and Verification of Fieldwork for the Certificate in After-School Education (CASE)**

The fieldwork requirement for the **Certificate in After-School Education** can be satisfied by **70 hours** of **PAID or NON-PAID** field experience or research in an educational setting. **Student must obtain prior approval from the Fieldwork Program supervisor and Director and/or Chair of CASE Fieldwork before beginning fieldwork.** There is a **minimum of 10 hours** that must be completed per field experience in order to obtain approval.

### **Procedure for students:**

**On a separate sheet of paper state reason why some or all fieldwork cannot be completed at an approved CASE after-school program site AND provide a complete description of the program activities at the proposed site, and, with reference to coursework and fieldwork, how the program provides an appropriate substitute for fieldwork that would be completed at a CASE after-school program.** You may also attach any supplemental information if necessary.

**Proposed site name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Director/Supervisor name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_ **Proposed number of hours:** \_\_\_\_\_ **Quarter/Year** \_\_\_\_\_

**Proposed beginning/completion date of fieldwork:** \_\_\_\_\_

Upon completion of fieldwork, you must obtain a **signature on letterhead** from the Fieldwork Program supervisor **indicating successful completion** of fieldwork. Please include the following in the letter: beginning and start of fieldwork, # of hours completed, and responsibilities. Return completed form or signed letter to the Department of Education, Student Affairs Office.

### **Procedure for Program supervisor:**

1. Verify student's fieldwork proposal, beginning and completion dates.
2. Sign below if the proposal meets your approval. (Your signature indicates that you will supervise the student's fieldwork experience and verify, upon completion, that the student has successfully followed through with their proposal.)

### **Approval prior to beginning fieldwork:**

Program supervisor's signature/Date: \_\_\_\_\_

CASE Fieldwork Supervisor signature/Date: \_\_\_\_\_

### **Final approval upon completion of fieldwork:**

Program supervisor's signature/Date: \_\_\_\_\_

Minor Academic Counselor signature/Date: \_\_\_\_\_