

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

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

## **Proposal and Verification of Fieldwork for the Fall 2007 Minor in Educational Studies**

The fieldwork requirement for the **FALL 2007** minor in education can be satisfied by **40 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 the Department of Education Minor Academic Counselor before beginning fieldwork.** If pre-approval is not obtained, student must consult an academic counselor. There is a **minimum of 10 hours** that must be completed per field experience in order to obtain approval.

### **Procedure for students:**

1. Provide a complete explanation of your proposed fieldwork program on the back of this form. You may also attach any supplemental information if needed. If fieldwork is through an approved practicum course a description is not necessary, only a course number. Any approved practicum course that is **not** within the Department of Education must get approval in order to verify the number of hours completed.
2. Obtain approval from the Fieldwork Program supervisor.
3. Submit form to the Department of Education for approval from the Minor Academic Counselor (2001 Berkeley Place, Student Affairs Office, (949) 824-4022).
4. Complete the approved fieldwork assignment.
5. If fieldwork is **not** in conjunction with an approved practicum course, you must obtain a **signature on letterhead** from the Fieldwork Program supervisor **indicating successful completion** of fieldwork. Otherwise, only a signature below is necessary upon completion of fieldwork. Please include the following in the letter: beginning and start of fieldwork, # of hours completed, and responsibilities.
6. Return completed form to the Department of Education, Student Affairs Office.

Course number (if applicable): \_\_\_\_\_

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

Total hours of fieldwork to be completed: \_\_\_\_\_

### **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: \_\_\_\_\_

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

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

Program supervisor's signature/Date (if needed): \_\_\_\_\_

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