

Name: _____
ID#: _____

E-mail Address: _____
Major: _____

Proposal and Verification of Fieldwork for the Pre-Fall 2007 Minor in Educational Studies

The fieldwork requirement for the **Pre-Fall 2007** minor in education can be satisfied by **20 hours** of **PAID** or **NON-PAID** verified field experience in an educational setting. **Students must obtain prior approval from the Fieldwork Program/School-site supervisor and the Department of Education Minor Academic Counselor before beginning fieldwork.** If pre-approval is not obtained, student must consult an academic counselor.

Procedure for students:

1. Provide a complete explanation of your proposed fieldwork program in the space provided below. You may also attach any supplemental information if necessary.
2. Obtain approval from the Fieldwork Program/School-site 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. Obtain **signature on letterhead** from the Fieldwork Program/School-Site supervisor **indicating successful completion** of fieldwork. Please include the following in the letter: beginning and start of fieldwork, # of hours completed, and responsibilities.
6. Return signed letter to the Department of Education, Student Affairs Office.

Explain the fieldwork program that you will be participating in (Be sure to include the name of the program):

Proposed beginning date of fieldwork: _____

Proposed completion date of fieldwork: _____

Procedure for Program/School-site supervisors:

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 20 hours of fieldwork and verify, upon completion, that the student has successfully followed through with their proposal.)

Approval prior to beginning of fieldwork:

Program/School-site supervisor's signature/Date: _____

Minor Academic Counselor signature/Date: _____

Final approval upon completion of fieldwork:

Minor Academic Counselor signature/Date: _____
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