Fieldwork/Internship Checklist

Student’s Name ___________________________________________ Term/Year: ______ 

Course (circle one)  EDCS 691A/B  692A/B  693A/B  694  695  696

Concentration (circle one)  Student Affairs (A)  School Counseling (B)  PPS Only

Please initial and date each item below as you complete the requirement. If the item does not apply to you, initial and write “NA.”

Requirements listed below must be met by the end of the 2nd week of classes or you may be administratively dropped from Internship and will not be permitted to earn hours during the quarter.

Initial        Date
_____  _____  Registered for Appropriate Fieldwork/Internship Class (691A, 691B, etc.)*

_____  _____  Fieldwork Application

_____  _____  Proof of CSUB Insurance  Expiration Date _____________

_____  _____  Certificate of Clearance

_____  _____  Cooperative Agreement

Requirements listed below must be met by the 9th or 10th week of classes or you may be given a grade of “NC” (no credit) for Internship. This may compromise your academic standing, financial aid, etc.

Initial        Date
_____  _____  Weekly Time/Activities Record (one for each week of Internship)

_____  _____  Evaluation of Student by Field/Site Supervisor

_____  _____  Disposition Evaluation of Student by Field Supervisor (EDCS 693)

_____  _____  Evaluation of Field Supervisor

_____  _____  Evaluation of University Supervisor

_____  _____  Self-Evaluation

_____  _____  Case Study (EDCS 692A/B)

_____  _____  EDCS Exit Survey (EDCS 693A/B)

If you are registered for EDCS 692, 693, 694, 695, or 696 and have not yet submitted a case study, please include your plans for completion below:

*Advancement to Candidacy form must be submitted and processed before you may register for your first internship (691A/B).