



## SCHOOL COUNSELING FIELDWORK PROCESS:

### An Overview

#### PPS 7210A/B – 7211 A/B

#### Prerequisites for Fieldwork (Internship)

1. Received credit for all practicum series classes (PPS 60010 – PPS 60040)

#### **Prior to the start of or during PPS 7210A**

1. Obtain all of your fieldwork hourly logs and evaluation forms
  - a. [CSOE Educational Psychology Programs Student Hub](#)
2. Locate a district to complete your fieldwork hours at
3. Request an MOU if one is not yet established with your district (this may take some time so you may want to do this ASAP)
  - a. [MOU Request for CSOE Students](#)
4. If you are in a paid internship or if your district is requesting you to obtain an internship credential, contact credentials analyst [erika.albarran@alliant.edu](mailto:erika.albarran@alliant.edu)
  - a. Email the following documents to Erika Albarran
    - i. Copy of your passed CBEST scores
    - ii. Copy of your Certificate of Clearance (CoC)
    - iii. Letter from your district stating an intent to hire
5. If you need a letter from the university stating you are cleared to begin internship/fieldwork, please contact [erika.albarran@alliant.edu](mailto:erika.albarran@alliant.edu)
6. As soon as you secure an internship site, complete the Information Form and save a copy in your OneDrive
  - a. [Information Form for School Counseling Internship Students](#)
7. As soon as you secure an internship site, complete the University-District Agreement form.
  - a. When the university-district agreement form has been signed by your district and student, send it to [tryerson2@alliant.edu](mailto:tryerson2@alliant.edu) or [kimmie.reyes@alliant.edu](mailto:kimmie.reyes@alliant.edu) for signature. Once returned, upload the completed copy into your OneDrive.

#### **PPS 7210 A**

1. During weeks 7/8 of 7210A:
  - a. Upload your hourly log into Canvas to receive credit for the assignment
  - b. Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 300 hours

#### **PPS 7210B**

1. When you have reached 300 hours, you need to do the following things:
  - a. Have your supervisor complete a supervisor evaluation form
  - b. Upload your completed hourly log AND evaluation form in ONEDRIVE



- c. During weeks 7/8, submit your completed hourly log and evaluation in CANVAS
2. If you have NOT reached 300 hours, DO NOT worry. You will need to do the following:
  - a. Upload your hourly log into Canvas to receive credit for the assignment
  - b. Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 300 hours
3. ***If by the end of PPS 7210B***, a site has not been secured, connect with your internship instructor. You will need to stop in your internship series until a site is secured.

### PPS 7211A

1. At this stage in internship, you should be working towards ending the first half of your 300 hours or on your way to the second half of your internship hours
2. When you finally reach your first 300 hours, you need to do the following things:
  - a. Have your supervisor complete a supervisor evaluation form
  - b. Upload your completed hourly log AND evaluation form in ONEDRIVE
  - c. During weeks 7/8, submit your completed hourly log and evaluation in CANVAS
3. If you still have NOT reached 300 hours, you may need to consider adding an additional day or two to your internship site, if possible. You will still need to do the following:
  - a. Upload your hourly log into CANVAS to receive credit for the assignment
  - b. Upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the first 300 hours

### PPS 7211B

1. You should be finishing up with the second half of your internship hours
2. When you finally reach the second set of 300 hours, you need to do the following things:
  - a. Have your supervisor complete another supervisor evaluation form
  - b. Upload your completed hourly log AND evaluation form in ONEDRIVE
  - c. During weeks 7/8, submit your completed hourly log and evaluation in CANVAS
3. If you have not reached or will not reach the entire 600 hours by the end of PPS 7210B, you will be given an IP grade.
  - a. At the end of 7210B, upload your hourly log into CANVAS to receive credit for the assignment
  - b. At the end of 7210B, upload a word document in lieu of your site supervisor evaluation form indicating your progress and when you anticipate to complete the remaining hours
  - c. You will be able to continue accruing your internship hours
4. When you have completed your 600 internship hours, contact your former internship instructor and cc [kimmie.reyes@alliant.edu](mailto:kimmie.reyes@alliant.edu) and [tryerson2@alliant.edu](mailto:tryerson2@alliant.edu) for the following:
  - a. Request a grade change from IP to Credit
  - b. Upload your completed hourly logs and evaluations into ONEDRIVE
  - c. Request an exit interview from [tryerson2@alliant.edu](mailto:tryerson2@alliant.edu)



Alliant International University  
California School  
of Education

**\*\*NOTE: When you receive an IP for 7210B, you may receive a notice from registrar indicating you no longer are active. Do NOT worry, this message is common. You are still enrolled in the program and may continue accruing internship hours**