

UCI School of Education

Fieldwork Verification Procedures 2018-2019

Course Fieldwork

The fieldwork requirement can be satisfied through course fieldwork, verifiable outside fieldwork or with a combination of both. After successful completion of the following Education courses with embedded fieldwork, hours will automatically apply to your DegreeWorks:

Education 100	Education 161
Education 101	Education 191
Education 132	Education 193
Education 160	

If you completed fieldwork hours in a course that is not listed above or your hours have not automatically applied to your DegreeWorks, please follow the outside fieldwork procedures below.

Outside Fieldwork

- Find a fieldwork site and apply directly
 - The fieldwork site must be in education related setting; **private tutoring, non-secular, and most for-profit institutions will not be accepted**
 - Fieldwork done outside of the United States will be approved on a case-by-case basis. Prior to starting your fieldwork at an international site, please contact the Student Affairs Office for review.
 - Apply directly with the fieldwork site using their application procedures
- Complete a **minimum of 40 hours** of fieldwork at the site working directly with students
- Verify completion of hours by submitting Fieldwork Verification Form
 - Online Verification Form: <https://goo.gl/forms/Z1hleT3C4Ua8u8Bx2>
 - Submit Letter of Verification (as an attachment on the Online Verification Form)
- The letter should have the following:
 - Company letterhead
 - Student's full legal name
 - Start and end dates of fieldwork
 - Total number of fieldwork hours completed
 - Contact information of supervisor and organization
 - General description of activities and tasks completed
 - ◆ For specializations, the letter must include details about age group and setting of the fieldwork site.
- Verify on your DegreeWorks that your hours have been approved. Please allow 2-3 weeks.

Deadlines

Outside Fieldwork Verification form submission deadlines by each Quarter for students who are graduating

Fall	Winter	Spring	Summer
October 19, 2018	December 7, 2018	March 15, 2019	June 7, 2019