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:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
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<tbody>
<tr>
<td>October 19, 2018</td>
<td>December 7, 2018</td>
<td>March 15, 2019</td>
<td>June 7, 2019</td>
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