

UCI School of Education

Outside Fieldwork Verification Procedures

The fieldwork requirement can be satisfied through course fieldwork, outside fieldwork or with a combination of both. After successful completion of an Education course with embedded fieldwork, hours will automatically apply to your DegreeWorks. For Outside Fieldwork, please use the following procedures.

- Choose a Fieldwork Site and apply directly
 - It is recommended to go through an approved community partner using the [Fieldwork Catalog](#)
 - If site is not listed on fieldwork catalog, the site must be in education related setting; *private tutoring, non-secular, and most for-profit institutions will not be accepted*
 - Apply directly with the fieldwork site using their application procedures
- Complete a minimum of 40 hours of fieldwork at the site
- Verify completion of hours by submitting Fieldwork Verification Form
 - Online Form: <http://tinyurl.com/educationfw>
 - Submit Letter of Verification on letterhead (as attachment on online form)
 - The letter should have the following information: 1) Student's full legal name 2) Start and end dates of fieldwork 3) Total number of fieldwork hours completed 4) Contact Information of supervisor and organization 5) General Description of activities including details about **age group** (needed for specializations). The letter can be sent in as an attachment via the fieldwork verification form.
- 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
December 9, 2016	March 24, 2017	June 16, 2017	September 11, 2017