CALIFORNIA LUTHERAN UNIVERSITY
Graduate School of Education

PUPIL PERSONNEL SERVICES CREDENTIAL CANDIDATES
APPLICATION FOR FIELD WORK

Indicate your cohort: (Please circle one)
Thousand Oaks or Oxnard

Semester / Year

Candidate’s Name

Candidate’s CLU I.D. Number

Home Street Address
City Zip Email

Home Phone Number Work Phone Number Cell Phone Number

PREREQUISITES FOR FIELD WORK

I am a candidate for the Pupil Personnel Services credential

I have completed all of the prerequisite courses: EDCG 504, 521, 523, 524, 526, 527, and 529 (529 may be taken concurrently)

I hold a current teaching credential OR

I have a current Certificate of Clearance AND I have shown evidence of having taken the CBEST to the Graduate School of Education Credential Analyst

REQUEST FOR FIELD SITE ASSIGNMENT

Site Supervisor Name

Site Supervisor Name (If it appears differently on your credential) Department (if applicable)
(Public school counselor supervisors must hold a P.P.S. credential for more than 2 years; college supervisors must hold a Masters Degree or higher for more than 2 years)

School Name School Address City Zip

Supervisor Phone Number Supervisor Email Address

Continued on Back
Revised 11/13/2015
SITE SUPERVISOR
I agree to sponsor and direct the candidate’s fieldwork as indicated in the list of field experiences for the course. I have reviewed what is expected of me as a site supervisor as well as the assignments the candidate is expected to complete during Practicum; I will be able to adequately supervise this candidate and the candidate will be able to complete the assignments at this site. Additionally I understand that the candidate will observe me counseling and guiding students, and that the candidate, once acclimated, will work directly with students at this site. Although the candidate may perform many of the functions of a school counselor, I recognize that she/he is a counselor-in-training who requires regular supervision. Furthermore, I understand the number of field hours the candidate must complete while at this site. Finally, I understand that I must be available to meet with the University Supervisor during the semester to discuss the candidate’s progress and that I will contact that supervisor if I have concerns about the candidate’s performance.

Supervisor’s Signature  Date

CANDIDATE
I have reviewed the guidelines for working in schools and understand what is expected of me as a field work candidate. Additionally, I have discussed the number of hours I must complete, the list of field experiences, and my assignments with my site supervisor. I understand that if I am not able to complete my assignments or the minimum number of field hours required, I will receive a “no credit” for the course and I will have to repeat the course and field hours.

Candidate’s Signature  Date

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APPROVAL BY THE REVIEW PANEL OR DIRECTOR OF P.P.S. CREDENTIAL

Authorized Signature  Date

Revised 11/13/2015