

PRACTICUM PROPOSAL INFORMATION

CERTIFICATE PROGRAM IN COLLEGE COUNSELING

Students are eligible to take the practicum after successful completion of the six (6) core courses, formal enrollment in the certificated program, **AND** submission of a copy of your bachelors degree (official transcripts) or U.S. equivalent if you received a degree from a foreign country. The practicum must be completed within one quarter of its initiation.

The basic requirement in the course is to complete 65 hours of actual student counseling. This needs to take place at suitable location **chosen** by the certificate candidate. Typically this is done at a high school in your community; either public or private. For people who encounter difficulties arranging for the completion of 65 hours of counseling, a second option is available. They can complete 35 hours of counseling as well as submitting a research project. The topic needs to be related to the field of college counseling. The research project needs to be approved in advance of becoming enrolled in the class. The proposed practicum site and fieldwork **must be** approved **before** the student may enroll in the practicum.

► **You will be asked to send to your practicum instructor all projects/assignments produced during your practicum.**

Prior to enrollment in the practicum, students must submit to UCLA Extension a written proposal of their intended fieldwork. The proposal should describe the counseling activities you expect to become involved with during the class, where your practicum will take place, who your supervisor will be, and how long you estimate it will take to complete your fieldwork.

Please note: **Only after** the proposal is approved will students be granted permission to enroll in the practicum. **Students may not enroll until they receive permission from UCLA Extension.** The 65 onsite hours must be completed concurrently with the 10-week online aspect of the class. The practicum can only be taken on a **Pass/Not Pass** basis.

Instructions regarding the following pages:

- Complete Page 1 (completely)
- Make copies to keep for your files

Email a scanned copy as an attachment to: onlineCCC@uclaextension.edu or fax it to (310) 206-5006

or mail it to this address:

UCLA Extension, Education Department
Attention: College Counseling Program
10995 Le Conte Avenue, Room 639
Los Angeles, CA 90024-2883

Final step:

Once the practicum is completed, complete the top portion and have your supervisor complete the bottom of Page 2: Student Final Checklist and Supervisor Verification.

PRACTICUM PROPOSAL
CERTIFICATE PROGRAM IN COLLEGE COUNSELING

Only typed proposals will be accepted:

Name: _____

Address: _____

SS# (last 4 digits only): _____ Daytime Phone Number: _____

Email Address _____

Fieldwork Proposal (use extra pages if necessary):

Setting/School Name: _____

Estimated Date Of Completion: _____ (Usually the last day of the online class)

Supervisor's Name _____

Supervisor's Title: _____

Supervisor's Phone # _____

Supervisor's Email: _____

Supervisor's Signature: _____

(Proposal will not be approved if it doesn't contain this signature)

Student's Signature: _____

STUDENT FINAL CHECKLIST AND SUPERVISOR VERIFICATION
CERTIFICATE PROGRAM IN COLLEGE COUNSELING

Student: Complete the top portion and have your site supervisor complete the bottom portion. Send a signed and dated copy of this page to fax # (310) 206-5006, or send a scanned copy as an email attachment to *onlineccc@uclaextension.edu*.

Or it can be mailed to this address:

UCLA Extension
Attn: College Counseling Program
10995 Le Conte Ave., Room 639
Los Angeles, CA 90024

Student's Name: _____

(Print your name as you wish for it to appear on the Certificate, **DO NOT** include titles such as: PhD, etc)

Last 4 digits of your SS# or student ID: _____

I have completed all the requirements in the College Counseling Program (CF 348).

- I have paid my Application for Candidacy fee
- I have sent proof of bachelor's degree
- I have completed all six courses and the Practicum

Please process and mail my certificate to the following address: _____

***** STUDENTS LIVING IN ANOTHER COUNTRY; PLEASE PROVIDE A COMPLETE TELEPHONE WHERE YOU CAN BE REACHED**

This is to verify that (student's name) _____

has successfully completed _____ hours of field work under my supervision
(minimum of 65 onsite hours, unless otherwise specified in the Practicum Proposal, at time of approval.)

Supervisor's Signature (same as the one in the Proposal) _____

Date _____

Supervisor's Name _____

Supervisor's Title _____