



San Diego Unified School District

COUNSELING AND GUIDANCE DEPARTMENT
4350 Mt. Everest Blvd. San Diego, CA 92117

(858) 503-3180
Fax: (858) 573-8898

Student Services Office
Counseling and Guidance

TO DO LIST

For becoming a School Counseling Fieldwork Student (Intern) in SDUSD

1. All interested fieldwork students need to fill out an application. Applications can be obtained by speaking with your University Advisor, or visiting www.sandi.net, Offices and Departments, Counseling and Guidance Dept, and scrolling down to the forms section. The application can be emailed, faxed or mailed to the Fieldwork Placement Coordinator. It is a PDF file, so you cannot write directly into the form. You are encouraged to put a preference for schools or counselors, but please note they cannot be guaranteed.
2. Once your application has been received by the Fieldwork Placement Coordinator, you will be contacted and given a list of trained school counselors that have volunteered to be site supervisors. You **MAY NOT** cold call schools. Through collaboration with the local San Diego universities with school counseling graduate programs and SDUSD, we have developed a handbook and training for all interested site supervisors. This essential training explores the current CCTC and PPS requirements and standards, the individual university requirements, district procedures, and principles of supervision. In an effort to give the graduate students the best possible experience, we ask that you only work with those site supervisors which have been trained.
3. Upon receiving the list of trained site supervisors by the Fieldwork Placement Coordinator, you may make your contacts. Please keep in mind that school counselors have large case loads and many duties. They will return your calls or emails as best they can. You are encouraged to interview with each of the counselors to determine the best fit for you and the site.
4. Please be advised that you must be fingerprinted and have received a current negative TB test in order to work on SDUSD campuses. Many of your universities require this with the application for your graduate program. You may be asked to provide proof of this from the site supervisor or site administrator prior to being accepted as a fieldwork student. Please see your University Advisor if you have questions or concerns.
5. After securing your placement for fieldwork hours, please contact and inform the Fieldwork Placement Coordinator of your site location and length of placement. All days and times may be worked out between you and the site supervisor.
6. Once your site is secure and you have informed the Fieldwork Placement Coordinator, you must go to the SDUSD Police Department (located at the Education Center, 4100 Normal Street, SD, 92103) to obtain a photo id badge. You will need to bring an id (preferably Driver's License) and verify your SSN. The Fieldwork Placement Coordinator will give the SDUSD Police Department your name, SSN from your application, title of School Counseling Fieldwork Student, and expiration date of the badge. The SDUSD Police Department is open M-F, from 7:45am-4:30pm. If you have questions about obtaining the photo id badge you may call the SDUSD Police Department at 619-725-7000.

2008-2009 Fieldwork Placement Coordinator: Earlene Dunbar

Please contact Elaine Sampson in the Counseling & Guidance Department if you have any further questions at 858-503-3179 or esampson@sandi.net



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Application for School Counseling Fieldwork Placement

Name: _____ Today's Date: _____

Address: _____

Phone # _____ Cell Phone: _____

E-Mail: _____ Social Security Number: _____

Best time to contact you: _____

University: _____ University Supervisor: _____

When do you want this fieldwork placement to begin? _____

When do you anticipate this fieldwork placement to end? _____

What level are you currently seeking?

_____Elementary _____Middle School _____High School

What unique experiences would you like to have with this fieldwork?

Do you have any specific requests for a school or school counselor for this fieldwork?

Return to C&G Department, Attn: Elaine Sampson
esampson@sandi.net