

CASE FIELDWORK PLACEMENT CHECKLIST

Use this checklist to help you find a fieldwork site and to make sure you are well-prepared to begin your placement.

BE THOUGHTFUL ABOUT FINDING A SITE

- Before thinking about a fieldwork site, check your course requirements. Certain courses, such as ED 160, require students to attend available partner program sites. Other courses, such as ED 132, have requirements about the types of activities students should be engaging with.
- Think about what type of program you would like to work at. Some considerations are age group (i.e., elementary, middle or high school), type of activities you want to support (i.e., literacy, homework, math, art, music, fitness, etc.), public or fee-based programs, and the level of academic and/or social-emotional needs that students have. Most high-need districts offer free programs every day for their students through state (ASES) or federal (21stCCLC) funding. The names of these programs differ. For example, in Santa Ana Unified these programs are known as Engage 360, but that same funding is used by the Newport-Mesa School District to run Project Kidz Connect.
- Find out what programs meet your course requirements. Some pre-approved programs for EDUC 132, 160, 161, 190 and 191 may be found on the map at <http://case.education.uci.edu/fieldwork.html>
- Get approval from your instructor for the program you select.



ONCE YOU GET INSTRUCTOR APPROVAL ...

- Explore the program website to identify the process for signing up as a volunteer, which may include an online application. Websites are provided for programs listed on the CASE website and map. If you can't find information, call the volunteer coordinator or program director. Allow a few days for a response, but don't be afraid to follow up with a phone call or email to check on the status of your application.
- Complete any required orientations, background checks and TB tests.
- Inform the program about the expectations for your fieldwork.
- Ask the program director about any information you should know prior to arriving at your site, such as dress codes, parking restrictions, sign in procedures, school map, special program hours, etc.
- During each visit, be sure to complete the fieldwork hour verification form provided by your instructor and obtain a signature from the site leader to verify your attendance for that day.

TB TESTING AND BACKGROUND CHECKS

Most school-based educational settings require that volunteers be cleared of TB and complete a background check before interacting with children. Updated California laws on TB testing have stated that a TB risk assessment survey can be used to determine whether or not one needs a TB test. Check with your after school site on whether they allow the TB risk assessment prior to taking the TB test.

TB test results are good for at least one year. You may do this at your local pharmacy (e.g. CVS) or Student Health Services at UCI:

- For Student Health Services, call and make an appointment. 949-824-5304.

- After your appointment, wait 48 hours and then return for your results. **THIS MEANS YOU MUST ALLOW A TWO-DAY WINDOW.** (e.g. T/Th). If your results are negative, they will give you a “clearance” document that you must bring to your school site to begin your placement.

For background checks, make sure to talk to your program director or volunteer coordinator about approved locations as well as fees. For background checks not provided by the fieldwork site, you can go to the UCI Police Department. Visit their website at <https://www.police.uci.edu/services/fingerprinting/index.php> to find more details and any fees associated with this service.