

# College Counseling Certificate Practicum Proposal Form

**Students are eligible to take the Practicum course after successful completion of six (6) courses and formal enrollment in the College Counseling Certificate program. The Practicum must be completed within one quarter of its initiation.**

The main requirement of the Practicum course is to complete 65 hours of actual student counseling. These hours must take place in a suitable setting chosen by the Practicum student. Typically, this is done in, but not limited to, a high school, in a non-profit or community-based organization, or under the supervision of an independent educational consultant.

The Practicum can be done either online or in an in-person setting.

For students who encounter difficulties arranging the completion of 65 hours of counseling, a second option is available. The second option is to complete 35 hours of counseling and a research project related to the field of college counseling. The research project must be approved by the instructor before enrolling in the course.

The proposed Practicum site and fieldwork detailed in the Practicum Proposal Form must be approved by the instructor before the student enrolls in the Practicum.

**All Practicum students must be enrolled in [EDUC X 414.85: Practicum in College Counseling](#) and participate in the weekly assignments on Canvas.**

## **Practicum Proposal Instructions**

Prior to enrolling in the Practicum course, the student must submit a written Proposal of their intended fieldwork via the student's [UCLA Extension Student Portal](#). The Proposal must include the Practicum setting and the supervisor's information, describe the counseling activities that the student expects to be involved in during the Practicum course (fieldwork) and the estimated date of completion of those activities (typically, this date is the last date of the online Practicum course).

**PLEASE NOTE: Only after the Practicum Proposal is approved will the student be granted permission to enroll in the Practicum course.** Students may not enroll until they receive permission from the Practicum instructor. The 65 hours must be completed concurrently with the online course. The Practicum can only be taken for a Satisfactory/Unsatisfactory grade.

## **Next Steps**

- Complete the forms on the following pages.
- Keep a copy of all forms for your records.
- When you are ready to enroll, upload the completed forms by visiting your [UCLA Extension Student Portal](#).

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## Student Information

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UCLA EXTENSION ID# (      )      -	LAST NAME	FIRST NAME
DAYTIME TELEPHONE	EMAIL ADDRESS	

## Supervisor Information

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SCHOOL/SETTING (      )      -	LAST NAME	FIRST NAME
DAYTIME TELEPHONE	EMAIL ADDRESS	

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ESTIMATED DATE OF COMPLETION OF FIELDWORK (TYPICALLY, THE LAST DAY OF THE ONLINE COURSE)

## Proposal Approval

We require handwritten signatures or those obtained electronically. *The Proposal will not be approved without the appropriate signatures.*

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STUDENT'S SIGNATURE	DATE
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SUPERVISOR'S SIGNATURE	DATE
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**Please save a copy of this form for your own records.**

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## Fieldwork Proposal Form

Use extra pages if necessary. Only typed responses will be accepted.