First Look: Orienting Yourself for Field Experience

School of Counseling

MS in Addiction Counseling
MS in Clinical Mental Health Counseling
MS in Marriage, Couple, and Family Counseling
MS in School Counseling
PhD in Counselor Education and Supervision
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Starting the Program

Resources

- **Program of Study (CES Program of Study)**: Students are eligible to begin field experience after successfully completing all core courses and all residencies (pre-practicum).
- **Field Experience Student Checklist (CES Field Experience Student Checklist)**: This checklist is intended to be a guide for you to prepare to complete your field experience requirements in the timeframe prescribed by your program of study. These have also been included in the appendices of this document.
- Field Experience Requirements listed here for master’s and CES students
- Review the **Field Experience Manual (CES Field Experience Manual)**.

![Good to Know]

- Field Experience is required
  - For CES students, admissions determines whether master’s level field experience is required. For questions on this, please contact your academic or enrollment advisor.
- Students are responsible for finding their own sites, but the School of Counseling Office of Field Experience (SOC-OFE) is here to help.
- Students cannot get credit for experiences outside those listed on the approved application
- You will be enrolled in field experience courses while completing field experience
- Many students take leaves of absences from their jobs or use vacation time during field experience. We do not recommend that students schedule any vacations or time off from field experience so as to make sure they can continuously participate in the courses.

Looking Ahead

- **Site Search Resources (CES Site Search Resources)**: Please review the resources on our website to assist you in finding a site in your area
Starting Your Site Search

Resources

- Students are responsible for finding their own sites, but the School of Counseling Office of Field Experience (SOC-OFE) is here to help. Please see the [SOC-OFE](#) website for site search resources.
- [Marketing Yourself for Counseling Field Experience](#): Check out this webinar to help prepare yourself to contact sites.

![Good to Know](#)

- We suggest that students begin their site search at least 1 year in advance of your field experience start date
- Looking for a field site is similar to looking for a job
- For master’s students, be sure to check with your state board to determine what your state’s requirements are (supervisor requirements, supervision hours, etc).

Looking Ahead

- [Field Experience Application Process](#) (CES Field Experience Application Process): Review requirements for phase 1
- [Clinical Work Samples](#): Required for students who will not have completed a practice experience for 4 quarters or longer by the time field experience begins (for CES master’s level students, a Clinical Work Sample will always be required).
- Be sure to check with your state board to determine the licensure requirements for your state. Have specific questions on your state requirements? Please contact [counlicensure@waldenu.edu](mailto:counlicensure@waldenu.edu)
- [Application Submission Windows](#) (for phase 1 only).
Field Experience Application: Phase 1

Resources

- **Application Submission Windows**: Please note only phase 1 is due by the end of the application submission window.
- Review [Detailed Field Experience Application Requirements](#) and [Field Experience Application Guide and Process Overview](#).
- **Your Application Status Explained**: This link provides an overview of each application status.
- [Meditrek Guides](#): check out the Meditrek Application Guide- Students and the Meditrek Application Tutorial on this page.
- You will need your site supervisor’s resume or [Site Supervisor Work Experience Summary](#) in order to submit your application.

**Good to Know**

- You need to have a site secured in order to submit an application.
- The application review process takes approximately 6-8 weeks from the application submission window close.
- A Field Site Affiliation Agreement needs to be in place between Walden and your site in order for your application to be approved. The SOC-OFE will reach out to your site to request this once your application has been submitted. Please make sure the site contact information on your application is correct.
- Be sure to check with your state board to determine required credit hours and length of enrollment for your state.

**Looking Ahead**

- Once your application has been reviewed by the SOC-OFE your site supervisor will be required to sign off on your application via Meditrek. Please see our [website](#) for instructions.
- We require an application to be submitted for each field experience course. Please keep the [application submission windows](#) in mind for each quarter.
Field Experience Application: Phase 2

Resources

- Review the items needed for phase 2 (CES phase 2)
- Your site supervisor will need to complete the Site Supervisor Learning Agreement and sign the Site Supervision Contract on your behalf. Please see our website for detailed instructions.
- If they have not completed this within the last year, your site supervisor will need to complete the Site Supervisor Orientation.
- Students will need to apply for each quarter of field experience they plan to participate in. Once your application reaches phase 2, you can copy information forward from that application into one for a subsequent quarter. Please see our website for instructions.

Good to Know

- The SOC-OFE will register students for field experience courses
- Eligibility audits on Meditrek applications are updated once the grades have all been submitted each quarter.

Looking Ahead

- There are additional items required for full application approval:
  - Field Site Affiliation Agreement should be finalized
  - Students need to pass the eligibility audit
Field Experience Registration

Resources

- Student Field Experience Orientation
- Review Field Experience Requirements (CES Field Experience Requirements)
- Review the Site Supervisor Responsibilities

Good to Know

- The SOC-OFE will register students for field experience courses once the application is approved and instructors and call times have been assigned.
- You will need to make yourself available for supervision calls and will be asked for your availability.
- Check with your state board if you have not already to confirm the number of credits you need

Looking Ahead

- For the field experience courses, your instructor will be your main point of contact.
- We try to keep students with the same instructor throughout field experience, but please note this is not always possible.
Enrollment in Field Experience

Resources

- If anything changes at your site during field experience, please contact counselingfield@mail.waldenu.edu right away.
- There are primary, secondary and temporary site supervisors. Please see our website for additional information.
- Site supervisors will need to participate in a site visit and complete a final evaluation for each quarter you are enrolled in field experience. Evaluations are completed in Meditrek, but your site supervisor can review sample evaluations here.
- Find requirements for satisfactory completion of practicum and internship on our website (CES practicum; CES internship).

Good to Know

- Your instructor will be your main point of contact while you are enrolled in your field experience course.
- You will be required to participate in weekly group supervision teleconferences each week during the field experience course starting in week 2. Please be as flexible as possible with your schedule so each student can be scheduled for a call.
- You will access course materials through the SOC-OFE website. A password to access this website will be posted in your classroom.
- Time logs are completed via Meditrek. Be sure not to lock your time log before it is complete.

Looking Ahead

- We try to keep students with the same instructor throughout field experience, but please note this is not always possible.
- Students are not able to accrue hours at their sites between practicum and internship 1 (as internship and practicum are considered completely separate experiences). However, you can accrue hours at your site during the break weeks between internship 1 and 2. Please let your instructor know if you plan to do this.
- Students will need to apply for each quarter of field experience they plan to attend.
- If you need to extend your field experience for an additional quarter, you will need to submit an application for this. Please contact counselingfield@mail.waldenu.edu.
Please note that extending field experience for an additional quarter means you will be taking and paying for the practicum or internship 2 course again.

Ready to get started? We’ve included the Field Experience Checklists below to help you on your way!
Appendix A: Master’s Field Experience Checklist

FIELD EXPERIENCE STUDENT CHECKLIST

This checklist is intended to be a guide for you to prepare to complete your field experience requirements in the timeframe prescribed by your program of study. Contact the SOC-OFE for assistance with your timeline if you are in the Accelerated MS-SC program or if you have transfer credit which will accelerate your program of study.

The list below is a broad outline of the suggested steps for each quarter of the program.
Ctrl+click on any of the quarters below to be brought to the detailed checklist for each quarter.

**Quarter 1**
- Complete Foundations Course, Review Program of Study, Start to Prepare to Search for a Field Site

**Quarter 2**
- Start to Learn About Field Experience Requirements, Start to Learn About State Licensure/Certification Requirements, Continue to Prepare to Search for a Field Site

**Quarter 3**
- Continue to Learn About State Licensure/Certification Requirements, Continue to Prepare to Search for a Field Site, Establish Personal Goals for Securing a Field Site, Start Contacting Prospective Field Sites

**Quarter 4**
- Network and Gather Information at Residency 1, Continue Contacting Prospective Field Sites, Request Support (if needed)

**Quarter 5**
- Reinforce Field Experience Requirements, Begin Field Experience Application Process, Continue Contacting Prospective Field Sites, Request Support (if needed)

**Quarter 6**
- **Start Practicum Application**, including Portfolio and Personal Website in Optimal Resume

**Quarter 7**
- Network and Prepare to Enter Field Experience at Residency 2, **Submit Practicum Application**

**Quarter 8**
- Submit State Education Specialization Request (if needed), **Submit Internship I Application**

**Quarter 9**
- **Submit Internship II Application**

If you have questions or need support as you progress through this checklist:

1. See the SOC-OFE Website ([http://academicguides.waldenu.edu/fieldexperience/soc](http://academicguides.waldenu.edu/fieldexperience/soc)) and the *Field Experience Manual* for further information on practicum and internship requirements for counseling masters’ programs.

2. Submit specific questions via email ([counselingfield@mail.waldenu.edu](mailto:counselingfield@mail.waldenu.edu))

3. Schedule an appointment with a field experience operations coordinator through the “Contact Us” page of the SOC-OFE Website.
## Quarter 1

### A. Complete Foundations Course

**Goals:** Familiarize yourself with program requirements and prepare for graduate study.

1. Participate in COUN 6101 Foundations for Graduate Study in Counseling/ COUN 6110S Foundations of Graduate Study in School Counseling

### B. Review Program of Study

**Goals:** Have a clear plan for what lies ahead in the program and identify quarter and year when you will start field experience.

- 1. See the “Registration and Degree Audit” link on your student portal to view required courses for your program.
- 2. Contact your Academic Advisor with questions about degree requirements.
- 3. See Mentoring Forum (BLACKBOARD- COUN 6024M): Week 5- POS Review Forum Resources

### C. Start to Prepare to Search for a Field Site

**Goals:** Prepare to secure a field site for the quarter and year you are scheduled to begin field experience.

- 1. Create an Optimal Resume account (https://waldenu.optimalresume.com)

[Return to Quarterly Outline]
Quarter 2

A. Start to Learn About Field Experience Requirements

**Goals:** Become familiar with Walden field experience requirements.

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<tbody>
<tr>
<td>1.</td>
<td>Read Field Experience Manual</td>
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<tr>
<td>2.</td>
<td>Peruse SOC-OFE Website</td>
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<tr>
<td>3.</td>
<td>Participate in Mentoring Forum (COUN 6024M) Week 7- Field Work Discussion</td>
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</table>

B. Start to Learn About State Licensure/Certification Requirements

**Goals:** Become familiar with state licensure/certification requirements and ensure you are prepared to meet educational requirements for licensure/certification.

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<tbody>
<tr>
<td>1.</td>
<td>Participate in Mentoring Forum (COUN 6024M) Week 10 License/Certification After Graduation Discussion</td>
</tr>
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</table>

C. Continue to Prepare to Search for a Field Site

**Goals:** Networking and preparation of required documents for securing a field experience site. Learn to present yourself well via your CV to prospective field sites.

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</table>
| 1. | Join LinkedIn to start networking  
  o Join the Walden University Career Services group on LinkedIn to be informed of possible field experience opportunities as they arise. |
| 2. | Begin using Walden University Career Services Resources  
  (http://careercenter.waldenu.edu/)  
  o Schedule an appointment with a Career Services Advisor for additional guidance and support, if needed. |
| 3. | Create a Resume/CV in Optimal Resume and upload to your Optimal Resume Portfolio |

Return to Quarterly Outline
Quarter 3

A. Continue to Learn About State Licensure/Certification Requirements

**Goals:** Become familiar with state licensure/certification requirements and ensure you are prepared to meet educational requirements for licensure/certification.

- 1. Review licensure/certification rules on your state board’s website.

B. Continue to Prepare to Search for a Field Site

**Goals:** Preparation of required documents for securing a field experience site. Learn to present yourself well via your CV and Cover Letter to prospective field sites.

   - Schedule an appointment with a Career Services Advisor for additional guidance and support, if needed.

- 2. Create cover letter in [Optimal Resume](http://optimalresume.com) and upload into your Optimal Resume Portfolio

C. Establish Personal Goals for Securing a Field Site

**Goal:** Make clear and specific plans to ensure you are able to secure a field site for the quarter and year you are scheduled to begin field experience.

1. Use this checklist to help create personal goals for yourself with regard to securing a field site.
   - Goals should be time limited – give yourself a due date by when to reach the goal.

   **Examples:**
   - By the end of Quarter 3, I will make first contact with at least 3 possible field sites.
   - By the beginning of Quarter 4, I will write my resume and cover letter.

D. Start Contacting Prospective Field Sites

**Goals:** Secure a field site for the quarter and year you are scheduled to begin field experience.

1. Keep track of contacts on Field Site Contact Record (download from [SOC-OFE Website](http://socofewebsite.com)).

- 2. Complete application and interview processes as required by the sites.
Complete Practice Interview activities in Optimal Resume

**Note:** If sites require contact from the university directly instead of from the student prior to setting up an interview, it is the student’s responsibility to gather the necessary information and send a request to the SOC-OFE contact the site on behalf of the student.
Quarter 4

A. Network and Gather Information at Residency 1

**Goal:** Use your networks to get support and help secure a field site.

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<tr>
<td>1.</td>
<td>Talk to other students and faculty (especially those who reside in your area) about their search for a field site.</td>
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<td></td>
<td>- Generate ideas</td>
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<tr>
<td></td>
<td>- Use networks to make connections with possible sites</td>
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<tr>
<td>2.</td>
<td>Review <a href="#">SOC-OFE Website</a> for information about your field experience requirements.</td>
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</table>

B. Continue Contacting Prospective Field Sites

**Goals:** Secure a field site for the quarter and year you are scheduled to begin field experience.

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<tbody>
<tr>
<td>1.</td>
<td>Continue to complete the <a href="#">Site Search Contact Record</a></td>
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<tr>
<td></td>
<td>- Remember to email and/or call sites more than one time if you do not receive an immediate response about your field site inquiry.</td>
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<tr>
<td>2.</td>
<td>Complete application and interview processes as required by the sites.</td>
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<tr>
<td></td>
<td>- Complete Practice Interview activities in <a href="#">Optimal Resume</a>.</td>
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<tbody>
<tr>
<td>3.</td>
<td>Create and upload work samples in <a href="#">Optimal Resume</a> Portfolio.</td>
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</table>

C. Request Support (if needed)

**Goal:** Request the help you need to secure a field site for the quarter and year you are scheduled to begin field experience.

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<tr>
<td>1.</td>
<td>Email the SOC-OFE (<a href="mailto:counselingfield@mail.waldenu.edu">counselingfield@mail.waldenu.edu</a>) and include your <a href="#">Site Search Contact Record</a> to request additional support in securing a field site.</td>
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[Return to Quarterly Outline](#)
Quarter 5

A. Reinforce Field Experience Requirements

**Goals:** Ensure you have a clear understanding of field experience requirements.

- 1. Peruse the [SOC-OFE Website](#) to ensure you know what is required for the practicum and internship.

B. Begin Field Experience Application Process

**Goals:** Ensure you have a clear understanding of the field experience requirements application process. Prepare Optimal Resume Portfolio and Personal Website as required in field experience application.

- 1. Review the field experience application requirements on the [SOC-OFE Website](#).
- 2. Update your e-Portfolio in [Optimal Resume](#) and publish your personal website.

If you have not secured a field site:

B. Continue Contacting Prospective Field Sites

**Goals:** Secure a field site for the quarter and year you are scheduled to begin field experience this quarter.

- 1. Continue to complete the [Site Search Contact Record](#)
  
  - Remember to email and/or call sites more than one time if you do not receive an immediate response about your field site inquiry.
- 2. Complete application and interview processes as required by the sites.
  
  - Complete Practice Interview activities in [Optimal Resume](#).

C. Request Support (if needed)

**Goal:** Request the help you need to secure a field site for the quarter and year you are scheduled to begin field experience.

- 1. Email the SOC-OFE ([counselingfield@mail.waldenu.edu](mailto:counselingfield@mail.waldenu.edu)) and include your [Site Search Contact Record](#) to request additional support in securing a field site.
## Quarter 6

### A. Start Practicum Application

**Goals:** Prepare to submit complete Practicum Application within application window for quarter you are scheduled to start this field experience.

1. See [SOC-OFE Website](mailto:socofe@waldenu.edu) for specific application requirements.

2. If you have secured a field site, begin working with site supervisor to gather necessary information and submit application within the application window (closes at the beginning of Quarter 7 for field experiences starting in Quarter 9).

### If you have not secured a field site:

### B. Request Support

**Goal:** Request the help you need to secure a field site for the quarter and year you are scheduled to begin field experience.

1. Email the SOC-OFE ([counselingfield@mail.waldenu.edu](mailto:counselingfield@mail.waldenu.edu)) and include your Site Search Contact Record to request additional support in securing a field site.

### C. Continue Contacting Prospective Field Sites

**Goals:** Secure a field site for the quarter and year you are scheduled to begin field experience this quarter.

1. Continue to complete the Site Search Contact Record
   - Remember to email and/or call sites more than one time if you do not receive an immediate response about your field site inquiry.

2. Complete application and interview processes as required by the sites.
   - Complete Practice Interview activities in [Optimal Resume](https://www.optimalresume.com).

[Return to Quarterly Outline](#)
# Quarter 7

## A. Network and Prepare to Enter Field Experience at Residency 2

**Goals:** Make and strengthen connections with students and faculty that will benefit you in field experience at after graduation. Complete Residency 2 satisfactorily prior to beginning field experience (Note: If you have a skills or development plan resulting from Residency 2, your field experience may be delayed).

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<tbody>
<tr>
<td><strong>1.</strong> Talk to other students about how you plan to balance your field experience with your other life responsibilities</td>
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<tr>
<td>o Create a support network</td>
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<td><strong>2.</strong> Develop strategies for incorporating field experience in with your other educational, work, family, and other responsibilities.</td>
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<td><strong>3.</strong> Review <a href="#">SOC-OFE Website</a> to get information about your field experience.</td>
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## B. Submit Practicum Application

**Goals:** Submit Practicum Application within application window for quarter you are scheduled to start this field experience.

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<tbody>
<tr>
<td><strong>1.</strong> See <a href="#">SOC-OFE Website</a> for specific application requirements.</td>
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<tr>
<td><strong>2.</strong> Submit Practicum Application:</td>
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<tr>
<td>o If you have a site secured for Quarter 9, you must submit your complete application for practicum during the application window that closes at the beginning of Quarter 7.</td>
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<tr>
<td>o If you do not have a site secured for Quarter 9, contact the SOC-OFE (<a href="mailto:counselingfield@mail.waldenu.edu">counselingfield@mail.waldenu.edu</a>) for additional support to help secure a field site.</td>
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# Quarter 8

## A. Complete and Submit State Education Specialization Request, if needed

**Goals:** Ensure you are prepared for licensure/certification following graduation.

| 1. | Review specific licensure board rules about educational requirements.  
|    |   o Pay special attention to graduate level field experience requirements. |
| 2. | Request State Education Specialization if additional coursework will be needed outside of regular program requirements to meet licensure/certification requirements. |

## B. Complete Internship I Application

**Goals:** Complete Internship I Application within application window for quarter you are scheduled to start this field experience.

| 1. | See [SOC-OFE Website](#) for specific application requirements and submit Internship I Application within the application window (closes at the beginning of Quarter 8 for field experiences starting in Quarter 10). |

[Return to Quarterly Outline](#)
Quarter 9

A. Complete Internship II Application

**Goals:** Complete Internship II Application within application window for quarter you are scheduled to start this quarter field experience.

1. See [SOC-OFE Website](#) for specific application requirements and submit Internship II Application within the application window (closes at the beginning of Quarter 9 for field experiences starting in Quarter 11).
Appendix B: CES Field Experience Student Checklist

FIELD EXPERIENCE STUDENT CHECKLIST

This checklist is intended to be a guide for you to prepare to complete your field experience requirements in the timeframe prescribed by your program of study. Contact the SOC-OFE for assistance with your timeline if you have transfer credit that will accelerate your program of study.

The list below is a broad outline of the suggested steps for each quarter of the program.

Ctrl+click on any of the quarters below to be brought to the detailed checklist for each quarter.

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Complete Foundations Course, Review Program of Study, Start to Prepare to Search for a Field Site, Attend CES Residency 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 2</td>
<td>Start to Learn About Field Experience Requirements, Continue to Prepare to Search for Field Sites, Prepare for Teaching Domain in Internship</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>Continue to Prepare to Search for Field Sites, Establish Personal Goals for Securing Field Sites, Start Contacting Prospective Field Sites, Prepare for Research Domain in Internship</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>Continue Contacting Prospective Field Sites, Request Support (if needed), Prepare for Supervision Domain in Internship</td>
</tr>
<tr>
<td>Quarter 5</td>
<td>Begin Field Experience Application Process, Network and Prepare for Field Experience at CES Residency 2</td>
</tr>
<tr>
<td>Quarter 6</td>
<td>Start Practicum Application</td>
</tr>
<tr>
<td>Quarter 7</td>
<td>Submit Practicum Application, Submit TA Application (if applicable)</td>
</tr>
<tr>
<td>Quarter 8</td>
<td>Network and Prepare to Enter Internship at CES Residency 3, Submit Internship I Application</td>
</tr>
<tr>
<td>Quarter 9</td>
<td>Submit Internship II Application</td>
</tr>
</tbody>
</table>

If you have questions or need support as you progress through this checklist:

4. See the SOC-OFE Website (http://academicguides.waldenu.edu/fieldexperience/soc) and the Field Experience Manual for further information on practicum and internship requirements for the counseling masters’ programs.

5. Send specific questions via email (counselingfield@mail.waldenu.edu)

6. Schedule an appointment with a field education coordinator through the “Contact Us” page of the SOC-OFE Website
Quarter 1

A. Complete Foundations Course

**Goals:** Familiarize yourself with program requirements and prepare for graduate study.

1. Participate in COUN 8001 Foundations for Graduate Study.
   - As you prepare your Professional Development Plan, think ahead to Field Experience. What previous counseling experiences have you had? What areas of interest for advanced counseling experiences do you have?

B. Review Program of Study

**Goals:** Have a clear plan for what lies ahead in the program and identify quarter and year when you will start field experience.

- [ ] 1. See the “Registration and Degree Audit” link on your student portal to view required courses for your program.
- [ ] 2. Contact your Academic Advisor with questions about degree requirements.

C. Start to Prepare to Search for a Field Site

**Goals:** Prepare to secure a field site for the quarter and year you are scheduled to begin field experience.

1. Create an Optimal Resume account ([https://waldenu.optimalresume.com](https://waldenu.optimalresume.com))

D. Attend CES Residency 1

**Goals:** Start learning about field experience requirements.

1. Attend CES Field Experience Presentation

[Return to Quarterly Outline]
### Quarter 2

**A. Start to Learn About Field Experience Requirements**

**Goals:** Become familiar with Walden field experience requirements.

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<tr>
<td>1.</td>
<td>[ ] Read <em>Field Experience Manual</em></td>
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<td>2.</td>
<td>[ ] Peruse <a href="http://soc-ufe.waldenu.edu">SOC-OFE Website</a></td>
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<tr>
<td>3.</td>
<td>[ ] Participate in Mentoring Forum (COUN 8024M): Post ideas about field experience.</td>
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**B. Continue to Prepare to Search for a Field Site**

**Goals:** Networking and preparation of required documents for securing a field experience site. Learn to present yourself well via your CV to prospective field sites.

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<tbody>
<tr>
<td>1.</td>
<td>[ ] Join LinkedIn to start networking</td>
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<tr>
<td>2.</td>
<td>[ ] Begin using Walden University Career Services Resources (<a href="http://careercenter.waldenu.edu">http://careercenter.waldenu.edu</a>)</td>
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<td>3.</td>
<td>[ ] Create a Resume/CV in <a href="http://optimalresume.com">Optimal Resume</a> and upload to your Optimal Resume Portfolio</td>
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</table>

**C. Prepare for Teaching Domain in Internship**

**Goals:** Gain knowledge related to teaching to be applied in Internship—COUN 8895/8896.

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<tbody>
<tr>
<td>1.</td>
<td>[ ] Take Teaching in Counselor Education and Supervision—COUN 8125</td>
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Return to Quarterly Outline
# Quarter 3

## A. Continue to Prepare to Search for Field Sites

**Goals:** Preparation of required documents for securing field experience sites. Learn to present yourself well via your CV and Cover Letter to prospective field sites.

1. Use Walden University Career Services Resources ([http://careercenter.waldenu.edu/](http://careercenter.waldenu.edu/))
2. Create cover letter in Optimal Resume and upload into your Optimal Resume Portfolio
3. Start brainstorming possible field sites for both practicum and internship. Remember: Practicum is a solely counseling experience, and internship encompasses at least 3 of the 5 domains described on the [SOC-OFE Website](http://soc-ofe.waldenu.edu) and in the *Field Experience Manual*.

## B. Establish Personal Goals for Securing a Field Site

**Goal:** Make clear and specific plans to ensure you are able to secure a field site for the quarter and year you are scheduled to begin field experience.

1. Use this checklist to help create personal goals for yourself with regard to securing a field site.
   - Goals should be time limited – give yourself a due date by when to reach the goal.
   **Examples:**
     - By the end of Quarter 3, I will make first contact with at least 3 possible field sites.
     - By the beginning of Quarter 4, I will write my resume and cover letter.

## C. Start Contacting Prospective Field Sites

**Goals:** Secure field sites for the quarter and year you are scheduled to begin field experience.

1. Keep track of contacts on *Field Site Contact Record* (download from SOC-OFE website).
2. Complete application and interview processes as required by the sites.
   - Complete Practice Interview activities in Optimal Resume

## D. Prepare for Research Domain in Internship

**Goals:** Gain knowledge related to research to be applied in Internship—COUN 8895/8896

1. Take Research Theory, Design and Methods—RSCH 8101
   - Develop your research acumen to apply skills and practices of research design and methodology in Internship—COUN 8895/8896.
   - Retain materials related to research design and methods, including the final project.

[Return to Quarterly Outline](#)
Quarter 4

### A. Continue Contacting Prospective Field Sites

**Goals:** Secure field sites for the quarter and year you are scheduled to begin field experience.

1. Continue to complete the *Site Search Contact Record*
   - Remember to email and/or call sites more than one time if you do not receive an immediate response about your field site inquiry.

2. Complete application and interview processes as required by the sites.

### B. Request Support (if needed)

**Goal:** Request the help you need to secure field sites for the quarter and year you are scheduled to begin field experience.

1. Email the SOC-OFE ([counselingfield@mail.waldenu.edu](mailto:counselingfield@mail.waldenu.edu)) and include your *Site Search Contact Record* to request additional support in securing field sites.

### C. Prepare for Supervision Domain in Internship

**Goals:** Gain knowledge related to supervision to be applied in Internship—COUN 8895/8896

1. Take Clinical Supervision—COUN 8135
   - Develop and practice your supervision acumen to apply skills and practices of clinical supervision in Internship—COUN 8895/8896.
   - Retain materials related to supervision in CES, including the final project.

[Return to Quarterly Outline](#)
Quarter 5

A. Begin Field Experience Application Process

**Goals:** Ensure you have a clear understanding of the field experience requirements and application process. Prepare Optimal Resume Portfolio and Personal Website as required in field experience application.

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<tbody>
<tr>
<td>1.</td>
<td>Review the field experience application requirements on the <a href="#">SOC-OFE Website</a>.</td>
</tr>
<tr>
<td>2.</td>
<td>Update your e-Portfolio in <a href="#">Optimal Resume</a> and publish your personal website.</td>
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</tbody>
</table>

B. Network and Prepare for Field Experience at CES Residency II

**Goals:** Make and strengthen connections with students and faculty that will benefit you in field experience at after graduation. Learn about CES Field Experience. Practice teaching and supervision. Complete Residency 2 satisfactorily prior to beginning practicum (Note: If you have a skills or development plan resulting from Residency 2, your practicum may be delayed).

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<tbody>
<tr>
<td>1.</td>
<td>Attend CES Field Experience presentation.</td>
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<tr>
<td>2.</td>
<td>Develop strategies for incorporating field experience in with your other educational, work, family, and other responsibilities.</td>
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<tr>
<td></td>
<td>- Create a support network.</td>
</tr>
<tr>
<td>3.</td>
<td>Practice and be assessed on teaching and supervision.</td>
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</table>

*If you have not secured a field site:

A. Continue Contacting Prospective Field Sites

**Goals:** Secure field sites for the quarter and year you are scheduled to begin field experience.

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<tbody>
<tr>
<td>1.</td>
<td>Continue to complete the <a href="#">Site Search Contact Record</a></td>
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<tr>
<td></td>
<td>- Remember to email and/or call sites more than one time if you do not receive an immediate response about your field site inquiry.</td>
</tr>
<tr>
<td>2.</td>
<td>Complete application and interview processes as required by the sites.</td>
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B. Request Support (if needed)

**Goal:** Request the help you need to secure field sites for the quarter and year you are scheduled to begin field experience.

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<tbody>
<tr>
<td>1.</td>
<td>Email the SOC-OFE (<a href="mailto:counselingfield@mail.waldenu.edu">counselingfield@mail.waldenu.edu</a>) and include your <a href="#">Site Search Contact Record</a> to request additional support in securing field sites.</td>
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</table>
Quarter 6

A. Start Practicum Application

**Goals:** Prepare to submit complete Practicum Application within application window for quarter you are scheduled to start this field experience.

- 1. See [SOC-OFE Website](#) for specific application requirements.

- 2. If you have secured a field site for Practicum, begin working with site supervisor to gather necessary information and submit application within the application window (closes at the beginning of Quarter 7 for field experiences starting in Quarter 9).

If you have not secured a field site:

B. Continue Contacting Prospective Field Sites

**Goals:** Secure field sites for the quarter and year you are scheduled to begin field experience this quarter.

- 1. Continue to complete the *Site Search Contact Record*
  - Remember to email and/or call sites more than one time if you do not receive an immediate response about your field site inquiry.

- 2. Complete application and interview processes as required by the sites.
  - Complete Practice Interview activities in [Optimal Resume](#).

C. Request Support (if needed)

**Goal:** Request the help you need to secure field sites for the quarter and year you are scheduled to begin field experience.

- 1. Email the SOC-OFE ([counselingfield@mail.waldenu.edu](mailto:counselingfield@mail.waldenu.edu)) and include your *Site Search Contact Record* to request additional support in securing field sites.

[Return to Quarterly Outline](#)
### A. Submit Practicum Application

**Goals:** Submit Practicum Application within application window for quarter you are scheduled to start this field experience.

1. See [SOC-OFE Website](#) for specific application requirements.

2. Submit Practicum Application:
   - If you have a site secured for Quarter 9, you must submit your complete application for practicum during the application window that closes at the beginning of Quarter 7.
   - If you do **not** have a site secured for Quarter 9, you will not be able to submit an application. Continue the site search process.

### B. Submit Walden Teaching Assistant (TA) Application, if applicable

**Goals:** Secure a TA position with a Walden faculty member to fulfill up to 200 internship hours in the Teaching domain.

1. See [SOC-OFE Website](#) for specific application requirements and submit application within the application window (closes at the end of Quarter 7 for TA positions starting in Quarter 10).

### If you have not secured a field site:

### C. Request Support

**Goal:** Request the help you need to secure field sites for the quarter and year you are scheduled to begin field experience.

1. Email the SOC-OFE ([counselingfield@mail.waldenu.edu](mailto:counselingfield@mail.waldenu.edu)) and include your Site Search Contact Record to request additional support in securing field sites.

[Return to Quarterly Outline](#)
## Quarter 8

### A. Network and Prepare to Enter Field Experience at CES Residency 3

**Goals:** Make and strengthen connections with students and faculty that will benefit you in field experience at after graduation. Practice teaching and supervision. Demonstrate research acumen. Complete Residency 3 satisfactorily prior to beginning practicum (Note: If you have a skills or development plan resulting from Residency 3, your practicum may be delayed).

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<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Attend CES Field Experience presentation.</td>
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<tr>
<td></td>
<td><strong>2.</strong> Practice and be assessed on teaching and supervision.</td>
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<td></td>
<td><strong>3.</strong> Demonstrate research acumen. Retain Residency 3 Final Project.</td>
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### B. Complete Internship I Application

**Goals:** Complete Internship I Application within application window for quarter you are scheduled to start this field experience.

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<tr>
<td></td>
<td><strong>1.</strong> See <a href="#">SOC-OFE Website</a> for specific application requirements and submit Internship I Application within the application window (closes at the beginning of Quarter 8 for field experiences starting in Quarter 10).</td>
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Return to Quarterly Outline
### Quarter 9

**A. Complete Internship II Application**

**Goals:** Complete Internship I Application within application window for quarter you are scheduled to start this field experience.

| 1. See [SOC-OFE Website](http://soc-ofe.com) for specific application requirements and submit Internship I Application within the application window (closes at the beginning of Quarter 9 for field experiences starting in Quarter 11). |

Return to Quarterly Outline
Brainstorming Ideas for CES Field Sites

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>What opportunities for advanced counseling work exist in your area? How</td>
<td>How can you begin to build a relationship with leadership in these sites to establish your credibility and nurture future potential for an offer?</td>
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<tr>
<td>can you begin to build a relationship with leadership in these sites to</td>
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<td>establish your credibility and nurture future potential for an offer?</td>
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<td>What leadership roles are you interested in? How could begin to set</td>
<td>For instance, you could join and become involved with a professional</td>
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<tr>
<td>yourself up for a future leadership position? For instance, you could</td>
<td>organization and begin working your way up from a secretary position to higher leadership posts at later times. Make yourself known as an up-and-coming name in Counselor Education and Supervision.</td>
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<tr>
<td>join and become involved with a professional organization and begin</td>
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<tr>
<td>working your way up from a secretary position to higher leadership posts</td>
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<tr>
<td>at later times. Make yourself known as an up-and-coming name in</td>
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<tr>
<td>Counselor Education and Supervision.</td>
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<tr>
<td>Are you interested in teaching or assisting at another university for</td>
<td>How could work you do now to make that more possible?</td>
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<tr>
<td>internship? How could work you do now to make that more possible?</td>
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<tr>
<td>Are you a licensed supervisor in your state? What can you do to make it</td>
<td>Are you a licensed supervisor in your state? What can you do to make it</td>
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<tr>
<td>more likely that you will be able to get a supervisory position in</td>
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<td>internship and accrue hours accordingly?</td>
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Return to Quarter 3