



## Policy for Earning School Counseling Fieldwork Hours at Employer Site

Field placement at a student's place of employment is strongly discouraged.

In rare situations, a student may be approved. In those cases, and in addition to the requirements outlined in the School Counseling handbook, the following must be documented related to the placement:

1. The student's place of employment must have an agreement on file with the University of Redlands and be on the approved list of field placement sites.
2. The placement site must create a training environment in which clear boundaries are made between work and counseling training experiences.
3. The student will conduct fieldwork hours with students/clients that are different from the interaction that occurs during normal duties as an employee at the site.
4. The student must arrange a schedule to conduct fieldwork hours with students/clients outside of the hours of their normal workday, unless written permission of release time is provided by the employer.
5. The student must be supervised by someone other than a person who has line authority.

Student should complete an Application to Conduct School Counseling Fieldwork Hours at Employer Site and include written confirmation of the above from the employer. All materials should be submitted to the Office of Student Success ([oss@redlands.edu](mailto:oss@redlands.edu)). Incomplete submissions will not be reviewed.

Requests will be reviewed by the Office of Student Success and the Department of Counseling and Human Services. The student will be notified of the decision within 14 calendar days of receipt of request. All decisions are final. The Office of Student Success (OSS) will communicate the final decision to the student. Students should not start any fieldwork hours until approval is granted. If the student's request is denied, they can work with the OSS for an alternate site. Student assumes responsibility for any delays related to the start of fieldwork hours.