

# Higher Education Fieldwork Student Checklist

## Pre-fieldwork Requirements:

- Successful Completion of **EDUC 607 Higher Education in the United States**.
  - Submit [Advance to Fieldwork Request](#) form before the end of your first term in the program.
  - Identify a fieldwork placement. It is recommended that placements be identified 5 to 6 weeks before the beginning of the term in which the student will be completing fieldwork hours. If completing workplace hours, please see [workplace fieldwork guidelines](#).
  - Identify a site-mentor.
  - Share [Site Mentor Fieldwork Agreement Letter](#) with your mentor.
  - Register for the appropriate number of units of **EDUC 666 Fieldwork Practicum in Higher Education** during the [registration period](#). (40 hours of fieldwork for each unit of credit)
  - Complete [FERPA training](#) and submit certificate of completion to [olc@redlands.edu](mailto:olc@redlands.edu).
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## During Fieldwork:

- Submit a copy of [Fieldwork Agreement form](#) to [oss@redlands.edu](mailto:oss@redlands.edu). This form is to be completed in collaboration with your site-mentor and should be submitted before the [add/drop deadline](#).
  - Attend fieldwork class—**EDUC 666 Fieldwork Practicum in Higher Education**
  - Have your site-mentor complete a [Student Evaluation](#) mid-way and at the end of your fieldwork experience.
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## Finalizing Fieldwork Requirements:

- Submit the following documents to [olc@redlands.edu](mailto:olc@redlands.edu) before the last day of the term.
  - Student Evaluations
  - Signed fieldwork log(s)