



## Counseling Psychology

### VERIFICATION of \_\_\_\_ CPSY 305 Field Laboratory or \_\_\_\_ CPSY 309 Field Experience

Experience is important for the development of competent, effective counselors.

CPSY 305 Field Laboratory, and CPSY 309 Field Experience are designed to allow credits for gaining new counseling-related experiences. To obtain PERMISSION to enroll in CPSY 305 or CPSY 309 you must:

1. Locate and opportunity to gain new experiences in a counseling related setting. Example of acceptable experience: volunteering for parental stress hotline.
2. Describe your opportunity to a full-time faculty person (only full-time faculty are authorized to grant academic credit for 305 or 309 experiences) and agree with the faculty person as to the number of credits warranted for your experience. A Permission to Enroll in 305/309 form must be signed and turned in for registration to occur. **THE FACULTY PERSON SIGNING YOUR PERMISSION FORM TO ENROLL IN CPSY 305 OR 309 IS RESPONSIBLE FOR AUTHORIZING YOUR CREDITS AT THE END OF THE TERM.**

Experiences of a clinical nature require that you have liability insurance. This must be cleared with the faculty person granting permission. Approximately 40 hours of training or 20 hours selected workshop experience equal 1 (one) quarter of graduate credit at a quarter reduced tuition. A maximum accumulation of 3 (three) quarter units is possible for CPSY 305 or CPSY 309.

3. It is your responsibility to obtain a verifying signature from your on-site supervisor at the end of the term (see back of this sheet). Without the verification signature the full-time faculty professor cannot grant credit.

The CPSY 305/309 policy outlined herein commences with the ECPPM Graduate Bulletin.

#### IN SUMMARY:

1. Locate an opportunity.
2. Obtain permission from a full-time faculty person.
3. Obtain liability insurance if required.
4. Submit a signed Permission to Enroll in 305/309 form to Bannan 226.
5. Register for the number of CPSY 305 or CPSY 309 credits agreed upon with the full-time faculty person.
6. Complete the agreed hours-credit(s) arrangement.
7. Submit the Verification of Experience form (on the 2<sup>nd</sup> page of this sheet). It is due by the end of the term. The faculty person will initial and date the verification and forward it to Bannan 226 to be retained in your academic file.
8. Expect a PASS grade on your transcript for the credit(s) earned.

**VERIFICATION OF CPSY 305 or 309 EXPERIENCE**

Quarter \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ has completed \_\_\_\_\_  
Name of Student

hours of experience under my supervision/training/direction at

\_\_\_\_\_  
Name of Site

The experience included:

\_\_\_\_\_  
Signature of supervisor

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Faculty signature and date