

FIELDWORK ~ Intersession or summer

Submit completed and fully signed application to the Dean of Studies Office, Westlands, 2nd floor.

Deadline: May 1 for summer; December 1 for intersession

STUDENT NAME: _____ LEVEL: soph. ____ jr. ____ sr. ____

SLC E-MAIL: _____ ID#: _____

COURSE TITLE: _____

of CREDITS REQUESTED (2-5): _____ [maximum of two credits for any work done at intersession]

Study period: Intersession 20____ or summer 20____

Approval of this proposal will act as your registration and, once approved, the course may not be cancelled.
Summer and intersession fieldwork is charged at 50% of the current per credit tuition.

International students in F-1 status who are pursuing a paid internship must apply for Curricular Practical Training (CPT). Please indicate if you are an international student in F-1 status: Yes____ No____
You are not required to obtain work authorization to engage in legitimate volunteer activities or unpaid internships, as long as the employer meets the labor law criteria (review the Department of Labor and NY State standards). However, we recommend that you apply for CPT if you are engaging in an unpaid internship.

THIS FORM WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING SIGNATURES

STUDENT: I agree to pursue and complete the course of study described in the attached proposal.
Please sign _____ Date _____

FACULTY SPONSOR (regular faculty; guests need prior approval from dean of the college):
I have consulted in the development of this proposal and agree to supervise the course of study described. My teaching load this semester includes _____ students and _____ donees. I serve on the following committee/s:

Please sign _____ Print name _____ Date _____

DON:
I support this course of study.
Please sign _____ Print name _____ Date _____

OFFICE OF CAREER COUNSELING:
I have discussed work place expectations with the student.
Please sign _____ Print name _____ Date _____

OFF-CAMPUS SUPERVISOR: _____ email address _____
Organization/Agency _____
Address _____
Please sign _____ Date _____
(An e-mail may be attached as an electronic signature.)

STUDENT ACCOUNTS CLEARANCE: Andrews Annex)
_____ Date _____

FOR DOS OFFICE USE ONLY
CSW _____ DATE _____ CURRICULUM _____ DATE _____

COURSE # Per Registrar: _____ -- _____ -- _____ (3rd cs. _____ or 4th cs. _____)

GUIDELINES FOR FIELDWORK COURSES

Fieldwork courses combine work in an off-campus organization with independent academic study. Ideally, they represent a practical application of a theoretical approach and/or real world exposure to a particular subject that the student has already studied in an academic setting. Generally, fieldwork courses are reserved for advanced students with good academic records. They are taken on a pass/fail basis and are accompanied by written evaluations. Fieldwork courses are registered under the discipline of the faculty sponsor and may be taken as part of a student's regular program during the academic year, during the summer, or while on a leave of absence from the College.

Students wishing to arrange fieldwork courses must begin by finding a faculty member willing and able to supervise the proposed course of study. Together they should discuss the student's fieldwork objectives with particular attention to how the proposed work experience will be grounded in and enhanced by the academic part of the course. In consultation with the faculty sponsor, the student should then prepare a formal fieldwork proposal and attach it to this completed form. Students are also required to meet with Career Counseling to discuss their internship and related expectations of their employers.

All completed work must be submitted as follows:

- summer fieldwork due one week before the first day of classes in the fall semester;
- intersession fieldwork due on the first day of classes in the spring semester.

Proposals will be approved on the clarity of the following:

1. Briefly describe the institution or organization that the student proposes to affiliate with: state the nature, hours, and duration of the proposed work and indicate what (if any) arrangements have been made to date.
2. Describe the independent academic study/research that the student proposes to pursue in conjunction with the aforementioned off-campus work and explain the connection between the two. **Include a bibliography of all proposed readings.**
3. Explain how the proposed course fits into the individual student's educational goals and plans for the future and present evidence that the student has sufficient background -- academic and (if needed) non-academic -- to successfully carry it out.
4. Explain the nature and frequency of meetings with the faculty sponsor. Indicate the study/research outcomes (e.g. papers, oral reports, journals, etc.) that the student has agreed to provide the faculty sponsor and spell out the criteria on which the student's final evaluation by the faculty sponsor will be based (e.g. written work, the evaluation of an off-campus supervisor, etc.).
5. Propose and justify the number of credits that the student would receive upon full and satisfactory completion of the course. Reading and writing is to be commensurate with the number of credits requested.

Incomplete proposals will be returned for amplification. If approved, the entire proposal is placed in the student's permanent file.

For Intersession Only: Students may earn a maximum of two credits over intersession by enrolling in another college's intersession program upon pre-approval by the Registrar or by undertaking independent study or fieldwork under the guidance of a Sarah Lawrence faculty member. Intersession projects must be completed by the first week of spring semester.