



CALIFORNIA STATE UNIVERSITY **LONG BEACH**

**EDUCATIONAL  
LEADERSHIP** DEPARTMENT

# EDAD680 Overview Summer 2021



CALIFORNIA STATE UNIVERSITY **LONG BEACH**

**EDUCATIONAL  
LEADERSHIP**

DEPARTMENT

## EDAD 680—Fieldwork overview

- Big picture: Students are completing projects aligned to the 6 CAPEs (2 projects per CAPE) during a minimum of 120 hours of fieldwork
- Students will have both a site supervisor (e.g., their principal) and a university supervisor (professor)
- Their first assignment is to complete a contract that documents projects students will complete aligned to the CAPEs (see p. 19)
- Students and/or their university supervisor should share this handbook with the site supervisor ahead of the summer term



CALIFORNIA STATE UNIVERSITY **LONG BEACH**

**EDUCATIONAL  
LEADERSHIP**

DEPARTMENT

## EDAD 680—Fieldwork overview (cont.)

- The summer term runs from May 24-August 13
- The 120 hours must take place during that window
- The university supervisor should have an orientation with students and site supervisors during the first week of the term to review expectations
- The university supervisor must approve the contract of projects (Assignment #1) prior to beginning any work on any projects
- The university supervisor will provide students with specific due dates, point values, and a version of the 680 handbook to serve as the syllabus



CALIFORNIA STATE UNIVERSITY **LONG BEACH**

**EDUCATIONAL  
LEADERSHIP**

DEPARTMENT

## EDAD 680—Communication is key!

- Be responsive to student emails
- Be available to help students troubleshoot any problems they encounter
- Read students' hours log/reflections throughout the fieldwork (not just at the end)—give them comments/feedback *during* the whole fieldwork experience
- Try to check in with students weekly



CALIFORNIA STATE UNIVERSITY **LONG BEACH**

**EDUCATIONAL  
LEADERSHIP**

DEPARTMENT

## University Supervisor Responsibilities

- See pp. 10-11 of the handbook
- Utilize BeachBoard to set up your course materials and receive assignments
- Meet with students during the first week of the term
- Support the site supervisor in learning about the field experience requirements
- Review and approve the contract of projects (Assignment #1)
- Visit (can be virtual) the site at least twice (i.e., at least two meetings between you, the site supervisor, and the student)



CALIFORNIA STATE UNIVERSITY **LONG BEACH**

**EDUCATIONAL  
LEADERSHIP**

DEPARTMENT

## University Supervisor Responsibilities (cont.)

- Be available and responsive to students (respond to emails within 48 hours)
- Post timely feedback and grades on BeachBoard
- Consult with the site administrator



CALIFORNIA STATE UNIVERSITY **LONG BEACH**

**EDUCATIONAL  
LEADERSHIP**

DEPARTMENT

## CSULB Policy for Fieldwork During COVID-19

- Even if summer instruction is online, students can conduct in-person fieldwork if permitted by the host site
- Fieldwork follows the policy of the host site—so if the host site is fully online then the student will be fully online
- Students will be required to watch a video and sign a release of liability before beginning their fieldwork (this will come in an email at the beginning of the summer term from the Graduate Studies Office)
- Because CSULB is still online for summer, the university supervisors will meet with students and site supervisors via Zoom or phone