**SAHE Field Experience Course**

**Process for Students to get Enrolled in the Course**

**Introducing Students to the Course**

In one of the earliest meetings students in the SAHE Counseling Program, the student and their SAHE Advisor/Faculty Advisor will discuss the Field Experience course (COUN 8450). In this meeting, the advisor will make sure the student knows where to find the SAHE Field Experience Manual and can answer questions the student has about enrollment into the course.

Students who are currently working in student affairs roles can have early conversations with their advisor about how to plan for this course in a future semester. This may include conversations with their supervisor about taking on a new role, project/task, or any other newly added dimension to their work if they have been in their role for at least 6 months at the time of the start of the semester they take the COUN 8450 course.

Students who do not have any field experience opportunities yet should have a discussion with their advisor early to start talking through some possible options. It is the student’s responsibility to find and secure a position to apply toward field experience.

Students with any questions regarding the Field Experience course prior to the start of the semester in which they take the course can reach out to their advisor for further questions.

**Enrolling into the Course**

Prior to or during the enrollment period of the semester in which the student plans to take the course, students will need to complete the following document, send it to their SAHE Advisor and wait for approval.

The SAHE Advisor will review all information and if the students meet criteria to take the course, the SAHE Advisor will work with the Counseling Department’s Office Associate to provide permission numbers to the student via email. Students should enroll in this course for 3 credit hours.

**Appendix A**

**Student and Field Experience Site Information and Agreement**

**Department of Counseling**

**University of Nebraska Omaha**

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Experience Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNO Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Required Coursework for COUN 8450** | **Semester**  **Completed** |
| COUN 8930: History of Higher Ed. & Student Development Theories |  |
| COUN 8030: Counseling Practices |  |
| COUN 8850: The College Student Experience & Personnel Work in Higher Ed |  |
| COUN 8820: Crisis and Emergency Management in Higher Education |  |
| COUN 8940: Diversity and Wellness Issues in Higher Education |  |

**Field Experience Site Information**

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed upon Guidelines, Roles, and Responsibilities of the Field Experience (if using current employment position, please discuss new role/tasks that you will be adding to your current position) – use space below to answer:

Please email all completed information to your SAHE Faculty Advisor for approval. Upon review, students who meet requirements for the course will receive a permission number via email to be used when enrolling in the course for 3 credit hours.

Emailing this completed information to the SAHE Faculty Advisor verifies I have read and agree to the policies, procedures, and requirements of SAHE COUN 8450 as outlined in this manual.

**Taking the Course**

Once students are enrolled in the course, the SAHE Advisor will save all documentation used in Appendix A to provide to the Course Instructor. Close to the start of each semester, the SAHE Advisor will email information from Appendix A for each student enrolled in the course to the Course Instructor. If the Course Instructor is known at the time of enrollment, the SAHE Advisor could also send them information from each student at the same time permission numbers are sent out. This step is important so that the Course Instructor is aware of all agreed upon roles and responsibilities for the students taking the course.

Upon the start of the semester, all student questions regarding the course can be directly addressed to the Course Instructor.