

**CHARTER OAK STATE COLLEGE  
THREE-CREDIT AFTER SCHOOL EDUCATION FIELD EXPERIENCE PRACTICUM  
Application for Field Placement**

Note: A minimum of 240 hours of supervised field experience is required and must be completed at an approved placement.

Student's Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

Place of Field Study: \_\_\_\_\_  
(Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Area Code) (Telephone Number)

Program Compliance: \_\_\_\_\_ State Licensed \_\_\_\_\_ Board of Education \_\_\_\_\_ Exempt from Licensing

Position Title: \_\_\_\_\_

Working from: \_\_\_\_\_ to \_\_\_\_\_  
(Month/day/year) (Month/day/year)

Hours per week: \_\_\_\_\_ Total Hours: \_\_\_\_\_

**PROVIDE AN ATTACHMENT THAT INCLUDES THE FOLLOWING:**

1. Briefly describe the program/institution you work for in terms of:
  - the make-up of the class: number of boys, number of girls, ages, ethnicity, special needs, types of families;
  - staffing;
  - physical environment—indoors and outdoors (organization, materials available, safety factors);
  - schedule;
  - mission and philosophy;
  - techniques of behavior management; and
  - any unusual features of the program/classroom.
  
2. Describe your responsibilities and the specific activities you perform(ed) in your position.

Supervisor: \_\_\_\_\_  
(Name) (Title)

\_\_\_\_\_ (Telephone number) \_\_\_\_\_ (E-Mail)

Supervisor's educational background:

- Associate
- Bachelor
- Masters
- Doctorate

Indicate the field in which supervisor received the degree: \_\_\_\_\_

\_\_\_\_\_ The number of years the supervisor has worked in the area of after school education or school age child care.

**THE INFORMATION PROVIDED BY THE STUDENT IS CORRECT.**

**(Check one)**        \_\_\_\_\_ Yes        \_\_\_\_\_ No

If no, please comment:

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Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby authorize the above-named supervisor to release the information requested on the application and the Supervisor's Form to Charter Oak State College and the faculty consultant chosen by the College.

\_\_\_\_\_  
(Student's signature)

\_\_\_\_\_  
(Title)

**CHARTER OAK STATE COLLEGE  
THREE-CREDIT AFTER SCHOOL EDUCATION FIELD EXPERIENCE PRACTICUM  
Supervisor's Form**

To the supervisor: \_\_\_\_\_ is enrolled in the Credential in After School Education program at Charter Oak State College and is applying for practicum credit. The awarding of credit is based, in part, upon the student's completion of 240 hours of field study at your location. Upon the student's completion of the required hours we would appreciate it if you would complete this field study evaluation and add a brief statement regarding the adequacy of his or her work. You may expect a confirmation from our faculty consultant after this form is e-mailed or faxed to:

Susan Krampitz  
skrampitz@charteroak.edu  
Fax 203-481-7160

If you have any questions please send an e-mail to [skrampitz@charteroak.edu](mailto:skrampitz@charteroak.edu).

The areas listed below are the common elements that define what all after school professionals should know and do. Please rate the student's performance in each of these areas. For each item, please use the following scale:

- 1. Demonstrates excellent skills in this area.
- 2. Demonstrates adequate skills in this area.
- 3. Needs to work on skills in this area
- NO** Not Observed
- NA** Does not apply/Not expected

**1. Child/Youth Growth and Development**

Knows the typical benchmarks of growth and development and uses this knowledge to provide a program that meets the multiple needs of children and youth. **Rating** \_\_\_\_\_

**2. Learning Environments and Curriculum**

Creates a high-quality learning environment and implements age-appropriate curricula and program activities. **Rating** \_\_\_\_\_

**3. Child/Youth Observation and Assessment**

Understands and applies observation and assessment techniques and tools to meet individual needs. **Rating** \_\_\_\_\_

**4. Interactions with Children and Youth**

Recognizes the importance of relationships and communication in the practice of quality child and youth care, and implements guidance techniques and strategies to support children and youth individually and in group experiences to develop self-regulation, self-concept, coping mechanisms, and positive interactions with their peers and adults. **Rating** \_\_\_\_\_

**5. Youth Engagement**

Acts in partnership with children and youth to foster appropriate child and youth leadership and voice. **Rating** \_\_\_\_\_

**6. Cultural Competency and Responsiveness**

Actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful environment that embraces diversity. **Rating** \_\_\_\_\_

**7. Family, School, and Community Relationships**

Builds on respectful, reciprocal relationships across settings to promote optimal development for children, youth, and families and to enhance the quality of after school and youth development services. **Rating** \_\_\_\_\_

**8. Safety and Wellness**

Ensures the safety and wellness of children and youth by implementing prevention, preparedness, and health and safety practices. **Rating** \_\_\_\_\_

**9. Program Planning and Development**

Supports staff and serves as a role model around professional development plans by building healthy relationships with colleagues and families, providing developmentally appropriate practices, and connecting with and utilizing resources. **Rating** \_\_\_\_\_

**10. Professional Development and Leadership**

Acts ethically, is committed to continuous learning, and advocates for best practices and policies for children and youth. **Rating** \_\_\_\_\_

Please comment on the adequacy of work and skills used on the job:

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Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_