

Dear HDEV Seniors,

We do as much as we can to publicize the procedures for enrolling in HDEV 470 with multiple emails, class announcements, and postings on Beachboard. We want to make sure that all students know what they must do to enroll in the class. Our goal is to get you to graduation. Help us (and yourself) by making sure that, if you are eligible for HDEV 470, you take the proper steps to ensure enrollment.

To apply for enrollment in **HDEV 470** in **Summer & Fall 2019** you must submit all mandatory paperwork Human Development Department Office, LA3-202 by the deadlines. Applications must be submitted in person; no documents will be accepted via email or fax.

Please follow the procedures below to enroll:

HDEV 470 Enrollment: Dates and Deadlines for Summer & Fall 2019	
Register for HDEV 470 during University registration access period	Summer 2019 Begins March 4 Fall 2019 Begins April 2
Petition for Practicum Placement Exception Form	May 3, 12:00 NOON
Sponsor Signature Form with online Orientation Certificate of Completion and printed completion page of Sponsor Information Survey	May 3, 12:00 NOON
Begin working hours at your practicum by the first week of classes	Summer session (May 28th) Fall session (August 26th)
<input type="checkbox"/> 1. Determine whether you meet minimum eligibility requirements (A) Graduating Senior in Human Development (B) Have 18 or fewer units remaining to graduate (C) Have completed HDEV pre-reqs (<i>HDEV 190/250; 307; 320; 357; 340 or 360</i>) with a 'C' or better	
<input type="checkbox"/> 2. Read and agree to follow the guidelines in the <i>Handbook for HDEV 470 Students and Sponsors</i> , which can be found on the Beachboard HDEV 470 Orientation site	
<input type="checkbox"/> 3. Complete the three orientation videos on the Beachboard HDEV 470 Orientation site and pass the quiz with a perfect score	
<input type="checkbox"/> 4. Register for a section of HDEV 470 during your University registration access period	
<input type="checkbox"/> 5. Secure an internship placement at an appropriate practicum site	
<input type="checkbox"/> 6. Submit 470 documents by deadlines (posted above). All forms can be found on the Beachboard HDEV 470 Orientation site. <u>Late forms will not be accepted</u> and will result in being dropped from 470 section. <u>No exceptions.</u> (A) <i>Sponsor Signature Form</i> (Everyone) (B) <i>Internship Placement Exception Form</i> (if internship NOT on the CLA Practicum Partners Website (https://cla-internships.wixsite.com/partners) or a faculty sponsored internship) (C) <i>CSULB Volunteer Form</i> (if internship on the CSULB campus)	
<input type="checkbox"/> Complete pre-internship requirements as determined by your practicum site supervisor	
<input type="checkbox"/> Begin working hours at your internship by the first week of classes	

Contact Dr. Christine El Ouardani, Internship Coordinator, at Christine.ElOuardani@csulb.edu with questions.

Sincerely,

Christine El Ouardani, Ph.D.