

College Counseling and Student Services in the Counselor Education Program  
Department of Educational Psychology and Counseling  
18111 Nordhoff Street – College of Education  
Northridge, CA 91330-8265

Dear Supervisor,

I would like to introduce one of our graduate students in the College Counseling and Student Services specialization of counseling at California State University, Northridge. This student has completed the first year of a 60-unit Master of Science degree in counseling, and is now seeking a fieldwork placement. In addition to a strong educational background, this student has had adjunctive experience that is outlined in his/her résumé.

Please read the Fieldwork Handbook for information about the CSUN fieldwork program (which the student has supplied for you). If you are able to offer an appropriate fieldwork experience, including ongoing weekly individual supervision, and you believe that this student would be a positive addition to your staff, please complete the information below. Give the completed information to the student, who will submit it to his/her university fieldwork instructor, Dr. Simon.

If you would like to be listed in our Fieldwork Placement Book as a potential fieldwork site and have not previously completed a "Field Site Information" sheet (FW #5), please complete the enclosed form and return it also to Dr. Simon. Please feel free to add anything you believe is pertinent. We certainly welcome any additional brochures/pamphlets about your facility, and the information you provide us will be made available to our students.

Please contact me if you have any questions. I may be reached at (818) 677-2558 or via e-mail at [Merril.Simon@csun.edu](mailto:Merril.Simon@csun.edu).

Thank you very much for agreeing to serve as a field site supervisor. The counselor education faculty believe that fieldwork is a major component of the program, and we appreciate your willingness to share your expertise and professionalism.

Sincerely,

**Merril A. Simon**

(electronic signature)

Merril A. Simon, Ph.D., NCCC  
Fieldwork Coordinator  
College Counseling Fieldwork Course Instructor  
and Assistant Professor

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I am willing to supervise (Student's Name): \_\_\_\_\_

Your Name: \_\_\_\_\_ License/Credential: \_\_\_\_\_

Site Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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