



LAMAR UNIVERSITY

Guidelines for Receiving Graduate (FCSC 5367) Field Experience Credit

Key Facts of the Course

- Field experiences are designed to place students into situations where they can gain practical, real-world experience ordinarily during their final year of college that builds upon the strong academic experiences they have had in the classroom.
- Credit is not given for general work experience. It must be an internship, which is defined as a work experience that is highly-relevant to a professional career in the student's chosen field, as opposed to providing basic labor to an organization.
- A quality field experience allows a student to make contacts, either within the organization or with other organizations with which the organization interacts, that potentially can assist the student in launching their career; at minimum, the student should strive to make a strong, positive impression since the field experience supervisor can be an important reference.
- This course carries three hours of graduate academic credit.
- Student enrollment requires completion of Pre-Screening Form and Learning Agreement.
- If a student has not already identified a field experience site, both the department and the Career and Testing Center stand ready to assist him/her in that process.
- May be repeated with varied experience for a maximum of 6 credit hours.

Initial approval is sanctioned based on satisfaction of the following conditions:

- Students must have the consent of Faculty Coordinator.
- Student must attend a Field Experience Orientation Meeting with a Faculty Coordinator prior to the field experience.
- Student and organization designee must come to agreement on a set of learning experiences that are congruent with the student's written performance goals.
- The field experience must begin and end according to a schedule that the student, the Faculty Coordinator, and the organization's designee have all agreed to follow.
- Students need a cumulative GPA of **2.5 or higher**.
- Students must agree to complete a minimum of 160 hours during the field experience.
- Advance registration prior to the beginning of the term is required.
- Field location must be approved by Faculty Coordinator prior to registration.

How to Register for Class:

1. Students interested in enrolling in a field experience must speak with their Faculty Advisor well ahead of the beginning of the term. The Advisor will help the student identify the appropriate FCS Faculty Coordinator for the field experience.

2. The Faculty Coordinator will give guidance to the student as needed for completing (a) the Field Experience Application, (b) the Learning Agreement and (c) the Waiver of Liability, all of which are part of this packet. Additionally, when meeting with the organization's designee to complete the Learning Agreement, the student should share with him/her their intended performance goals, and seek their input on some plausible learning experiences that may satisfy those goals.
3. At that point that the student has secured completion of the Application, Agreement, and Waiver, s/he will submit those to the Faculty Coordinator, who in turn, will submit the appropriate internal mandatory form that instructs the FCS Department Administrative Associate to register the student for the course. (Students do not have access to register for FCSC 536t7.)

Documents Included In This Packet

- ☐ Checklist
- ☐ Field Experience Application
- ☐ Learning Agreement
- ☐ Student's Waiver of Liability
- ☐ Course Syllabus, including Appedices A through D

CHECKLIST

Step 1. Before your internship begins:

- ☐ Schedule and meet with your Advisor to be assigned to a Faculty Field Experience Coordinator.
- ☐ Attend and complete a mandatory Orientation with the Faculty Coordinator.
- ☐ Review the Course Syllabus.
- ☐ Secure a Field Experience related to your career goals.
- ☐ Complete and return the Field Experience Application, Learning Agreement and Waiver of Liability for FCSC 5367.

Step 2. During your placement:

- ☐ Keep your weekly log of your work activities up to date.
- ☐ Be prepared to meet with the Faculty Coordinator as requested or needed.
- ☐ Periodically assess your progress in achieving learning objectives.
- ☐ Be prepared to meet with your employer as requested or as needed to discuss the field experience.

Step 3. Near the conclusion of your internship placement:

- ☐ Schedule a meeting with your Faculty Coordinator that is to occur, at minimum, two weeks prior to the close of the experience.
- ☐ Turn all required paperwork into your Faculty Coordinator, including the portfolio with all components as described below in this document.
- ☐ If your program requires it, coordinate the time and place with your Faculty Coordinator for making a Powerpoint-based presentation concerning your experience.



LAMAR UNIVERSITY

FIELD EXPERIENCE APPLICATION

PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THE FORM

The purpose of this form is to assist all parties with understanding information needed prior to formal commitment to a Filed Experience. The form should be completed by the Student and submitted to the Faculty Coordinator.

PART 1: STUDENT INFORMATION

Name _____ Major _____

Address _____ Telephone _____

_____ Email _____

GPA: _____ Classification _____

During which term and academic year will you be doing the Field Experience? _____

During which term and academic year will you be enrolling for academic credit? _____

PART 2: EMPLOYER INFORMATION

Organization _____

Address _____

Supervisor _____ Title _____

Email _____ Phone _____

PART 3: JOB DESCRIPTION

Please attach a copy of your job description to this agreement. Student will work approximately _____ hours per week.

I hereby request a Field Experience as described in Parts 1, 2, and 3 above:

Student Signature

Faculty Coordinator Signature

Date

Date



LAMAR UNIVERSITY

LEARNING AGREEMENT

PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THE AGREEMENT

Student Name _____

Major _____

Employer Name _____

Supervisor _____

The purpose of this agreement is to assist all parties with understanding mutual obligations involved in the Field Experience program for academic credit. Within the guidelines and provisions below, the parties hereby agree to the following:

1. Student Obligations

- 1.1 Student must attend a mandatory Field Experience orientation meeting with Faculty Coordinator prior to the field experience. Student agrees to complete all forms required at the Orientation.
- 1.2 Student must meet with the Faculty Coordinator once Field Experience is secured.
- 1.3 Upon accepting a Field Experience, the student is expected to fulfill the work experience. This means completing all requirements as specified by the Faculty Coordinator including submitting the Field Experience Portfolio by the deadline set by the Faculty Coordinator.
- 1.4 Please see attached General Guidelines for class details for student criteria and responsibilities specific to this Field Experience program.
- 1.5 Student should be covered by his/her own insurance or by Employer's insurance.
- 1.6 Student agrees to the terms listed in the attached Student's Waiver of Liability.
- 1.7 Student agrees to complete a brief evaluation at the completion of the Field Experience.

2. Employer Obligations

- 2.1 Employer shall provide Student with a full-time supervisor who will guide, mentor, monitor, and advise Student throughout the Field Experience process.
- 2.2 Employer is to provide Student with real "hands on" career-related work experience and give training sufficient enough so that Student has every opportunity to successfully perform his/her duties. Please do not expect Student to perform minor tasks or tasks others wish to avoid.
- 2.3 Supervisor will be expected to complete a brief evaluation at the completion of the Field Experience, which will be used to determine Student's final grade.

- 2.4 Supervisor shall agree to serve as a role model and to contribute his/her experience, knowledge, and leadership abilities to provide Student with an important practical learning experience.
- 2.5 Employer shall comply with all federal and state employment, safety, and civil rights laws applicable to the position.
- 2.6 Employer agrees to the terms listed in the attached Employer's Waiver of Liability.

3. Faculty Internship Coordinator Obligations

- 3.1 Faculty Coordinator shall monitor Student's progress and assign a final grade for the Internship.
- 3.2 Faculty Coordinator shall determine that Student meets all eligible criteria and that the Field Experience opportunities properly supplement Student's academic work.
- 3.3 Faculty Coordinator shall allow adequate office time to meet with Student for guidance on assignments and portfolio.
- 3.4 Faculty Coordinator and/or Career Center Consultant may visit student's employment site.

All Parties agree to comply with all stipulations and requirements.

(Student Signature) (Date)

(Employer Signature) (Date)

(Faculty Coordinator Signature) (Date)

Student's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Field Experience Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

I, _____ (student name) in consideration of being permitted to participate in this field experience and recognizing the current educational and potential career value and professional experience that I will reap from it. I, on my own behalf of my heirs and estate or any other person claiming through me, hereby voluntarily waive, release, and hold harmless Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] from any loss, claim, liability, or damage arising out of the Field Experience Program. I intend this waiver to include any and all losses I may suffer including personal injury, property damage or death. **I voluntarily** intend this waiver to be broadly interpreted in favor of the released parties. **Further, I intend hereby to waive any and all claims I may have that result from the ordinary negligence** of the Released Parties.

I fully understand that by signing this form, I am

- a). **giving up legal rights and/or remedies, that may be available to me for the ordinary negligence of Lamar University or any of the parties listed above; and**
- b). accepting and assuming all personal and property risks inherent to the activities of said course(s).

Student

Date

Employer's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Field Experience Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

The Employer, _____ (business name), in consideration of being permitted to participate in this field experience and recognizing the value that business owner will reap from having access to an unpaid intern, providing their labor, will reap from it, hereby agrees not-to-sue Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] and to hold the Released Parties harmless and free from any loss, claim, liability, or damage arising out of the Internship Program pertaining to any and all actions undertaken by _____ (student name) while participating in the Field Experience. **Employer voluntarily waives any and all claims resulting from ordinary negligence**, on the part of the Released Parties.

The Employer fully understands that by signing this form, the Employer is:

- a). **giving up legal rights and/or remedies, that may be available to the Employer for the ordinary negligence of Lamar University or any of the parties listed above; and**
- b). accepting and assuming all personal and property risks inherent to the activities of said course(s).

Authorized Signature of Employer

Date

LAMAR UNIVERSITY
DEPARTMENT OF FAMILY AND CONSUMER SCIENCES

COURSE SYLLABUSs
FCSC 5367 - FIELD EXPERIENCE

COURSE TITLE: Field Experience in Family & Consumer Sciences
Emphasis Area: _____ (Varies)

COURSE DESCRIPTION:

Cooperative work-study arrangement between business, industry or selected government or private agencies and the Family & Consumer Sciences Department. Regular conferences and/or seminars with FCS Faculty Coordinator are required.

PREREQUISITE:

Senior standing and/or consent of instructor. Minimum GPA 2.5. Advanced registration required; field location must be approved by Faculty Coordinator prior to registration. May be repeated with varied experience for a maximum of 6 credit hours.

INSTRUCTOR: Varies

STUDENT LEARNING OUTCOMES:

At the conclusion of this internship, students will have:

1. Gained a better understanding of career opportunities through observation and work experience.
2. Analyzed personal aptitudes and advanced toward a readiness for professional employment.
3. Identified special career interests through research and personal contacts with professionals in the field.

EVALUATION:

<u>COMPONENT:</u>	<u>POINTS:</u>
Performance goals and learning experiences and job description	10
Weekly progress reports (160 hours minimum)	20
Critique/documentation of weekly activities	25
Supervisor evaluation	20
Article summaries	10
Professional presentation	10
Overall presentation of project	<u>5</u>
TOTAL:	100

All components MUST be completed and submitted (via portfolio) in order to receive course credit.

COMPONENTS:

- A. Field Experience Agreement – Refer to packet provided by instructor. The Field Experience Agreement must be approved by the Faculty Coordinator prior to registration. **The Field Experience Agreement must be submitted to the faculty member by the fifth class day for a spring or fall semester or by the third class day of the summer session.**
- B. Performance Goals and Learning Experiences – Refer to packet provided by instructor. Learning experiences should be stated in such as way as to reach performance goals. See Appendix A.
- C. Job Description – Plan with designated person at work a job description and probable work assignment. See Appendix B for sample job description.
- D. Weekly Progress Reports – Refer to packet provided by instructor. Weekly progress reports should total a minimum of 160 hours for entire field experience.
- E. Critique of Weekly Activities – Refer to packet provided by instructor. Weekly activity reports should be typed (double-spaced). Each report should be 1-2 pages in length. In the report, discuss interaction with co-workers and supervisors; reaction to duties and/or new and unusual experiences. See Appendix C.
- F. Supervisor Evaluation – Refer to packet provided by instructor.
- G. Article Summaries – Student will submit articles along with summaries; summaries are to be typed (double-spaced) and 1-2 pages in length. Topics are:
 - a. Cyclical Trends in Employment
 - b. Family Medical Leave Act
 - c. Etiquette in the Work Place
 - d. Rights in the Work Place
 - e. Sexual Harassment in the Work Place
 - f. Discrimination in the Workplace
 - g. Americans with Disabilities Act
 - h. Customer Service
- H. Presentation: Prepare and conduct a Powerpoint presentation approximately 30 minutes in length that conveys to an audience **of other FCS students** the value and utility of your work in this field experience. The presentation will be assessed by faculty with regard to the quality of the presentation using a rubric. See Appendix E.
- I. Overall Presentation of Field Experience Portfolio – All materials are to be submitted in a 3-ring binder. Work should be complete and free of errors. See Appendix F.

GRADING SCALE:

A = 90 – 100 points

B = 80 – 89 points

C = 70 – 79 points

D = 60 – 69 points

F < 60 points

PERFORMANCE GOALS AND LEARNING EXPERIENCES

NAME: _____
Last First Middle Initial

DATE: _____
Month Day Year

EMPLOYER / WORK CENTER: _____

SUPERVISOR: _____

PERFORMANCE GOALS

(Student: List 4-6 goals below that you desire to satisfy as a result of this experience)

LEARNING EXPERIENCES

(Student AND Supervisor: List the experiences and activities that are anticipated to help the student meet his/her goals; at least one experience should be congruent with each goal.)

NAME: _____ WEEK NUMBER: _____
Last First Middle Initial

RESIDENCE ADDRESS: _____
Street City State Zip Phone

EMPLOYER / WORK CENTER: _____

EMPLOYER ADDRESS: _____
Street City State Zip Phone

WEEKLY WORK SCHEDULE

<u>MONTH</u>	<u>DATE</u>	<u>DAY</u>	<u>BEGIN TIME</u>	<u>END TIME</u>	<u>TOTAL TIME</u>
		Sunday			
		Monday			
		Tuesday			
		Wednesday			
		Thursday			
		Friday			
		Saturday			

Total Hours Worked: _____

Supervisor's Signature: _____

LOG OF WEEKLY ACTIVITIES

Discuss interaction with co-workers and supervisors; reaction to duties and/or new and unusual experiences, both positive and negative. Keep accurate records of daily activities and events. Weekly log should be typed.

[illegible]

SUPERVISOR EVALUATION

Student's Name _____

Place of Field Experience _____

Date work begun _____ Date work completed _____

Please evaluate the progress made by the student during their time with your organization to meet the field experience work requirements. For each job related characteristic, rate the student by circling the number that represents the most accurate performance level of the student.

Performance Level7 = Excellent
6 = Good5 = Above Average
4 = Average3 = Below Average
2 = Poor1=Unsatisfactory
NA = Not ApplicableQuality of Work

Ability to grasp and to carry out instructions on time	7	6	5	4	3	2	1	NA
Attention to details	7	6	5	4	3	2	1	NA
Accuracy in work duties	7	6	5	4	3	2	1	NA
Dependability on follow-through	7	6	5	4	3	2	1	NA
Reliability	7	6	5	4	3	2	1	NA
Consistency of work quality	7	6	5	4	3	2	1	NA
Job Knowledge	7	6	5	4	3	2	1	NA

ATTITUDE

Ability to accept criticism	7	6	5	4	3	2	1	NA
Willingness to do tasks assigned	7	6	5	4	3	2	1	NA
Adherence to company rules	7	6	5	4	3	2	1	NA
Knowledge of systems and procedures	7	6	5	4	3	2	1	NA

PERSONAL ATTRIBUTES

Attitude	7	6	5	4	3	2	1	NA
Punctuality	7	6	5	4	3	2	1	NA
Enthusiasm	7	6	5	4	3	2	1	NA
Assertiveness	7	6	5	4	3	2	1	NA
Quality of leadership shown	7	6	5	4	3	2	1	NA

PERSONAL APPEARANCE AND MANNER

Well groomed	7	6	5	4	3	2	1	NA
Courteous to customers/clients and other employees	7	6	5	4	3	2	1	NA
Level of maturity	7	6	5	4	3	2	1	NA

PRODUCTIVITY

Ability to learn new tasks quickly	7	6	5	4	3	2	1	NA
Avoidance of delays	7	6	5	4	3	2	1	NA
Handling of extra duties	7	6	5	4	3	2	1	NA
Ability to work under pressure	7	6	5	4	3	2	1	NA
Job interest	7	6	5	4	3	2	1	NA
Product/job knowledge	7	6	5	4	3	2	1	NA

DRIVE

Desire to attain goals	7	6	5	4	3	2	1	NA
Eager to achieve	7	6	5	4	3	2	1	NA
Willing to take initiative	7	6	5	4	3	2	1	NA
Ability to find new ways to do tasks	7	6	5	4	3	2	1	NA
Enthusiasm	7	6	5	4	3	2	1	NA

CUSTOMER/CLIENT CONTACT

Promptness of approach	7	6	5	4	3	2	1	NA
Interest in customer/client needs	7	6	5	4	3	2	1	NA
Helpfulness with customer problems	7	6	5	4	3	2	1	NA
Friendliness	7	6	5	4	3	2	1	NA
Sincerity	7	6	5	4	3	2	1	NA
Leaving the customer/client with a favorable impression of the organization	7	6	5	4	3	2	1	NA

INTERPERSONAL RELATIONS

Relationship with co-workers	7	6	5	4	3	2	1	NA
Relationship with supervisors	7	6	5	4	3	2	1	NA
Flexibility	7	6	5	4	3	2	1	NA
Cooperation	7	6	5	4	3	2	1	NA

OVERALL RATING:

Based on the Performance Scale above (1-7) this student's potential for success would be: _____

Supervisor Signature

Date

Please provide any comments you believe will provide additional insight into the student's performance:

GENERAL COMMENTS / EVALUATION:

OUTSTANDING ABILITIES OR QUALITIES EXHIBITED BY THE STUDENT:

AREAS REQUIRING DEVELOPMENT BY THE STUDENT TO IMPROVE HER/HIS JOB PERFORMANCE:

Would you hire this student to work for you if an opening existed? ☐ Yes ☐ No

APPENDIX A
Field Experience Program
Instructions & Examples for Performance Goals & Learning Experiences

Meet with your employer/supervisor and discuss specific goals that you hope to accomplish during the field experience based on your job description and training plan. Think of goals you hope to accomplish prior to the meeting with the employer/supervisor. Remember, your performance goals (4 to 6) should be outlined and approved by your employer/supervisor.

The following may be helpful as you work on formulating your performance goals and learning experiences

1. Performance goal: *i.e. "What is it that I want to learn"*

How: *i.e. "How am I going to accomplish that?"*

2. Performance goal:

How:

3. Performance goal:

How:

Measurement:

APPENDIX B
Field Experience Program
Definition and Example of a Job Description

A job description lists the duties that the employee will have to perform on the job. It is a human resources tool that is used in the recruitment and selection of employees. It is also used when employees are being oriented to the new position. For your field experience, you need to include a job description for your current position. An example of a job description is found in the box below. Attach your job description to the Field Experience Agreement.

Job Description	
Position:	Graduate Assistant
Salary Range:	\$**. ** per hour
Reports to:	Department Chair
Specifications:	B.S. Degree
Job Description:	The graduate assistant is responsible for duties assigned within the Department of Family & Consumer Sciences.
Job Duties:	<div style="padding-left: 20px;">The graduate assistant will:<ul style="list-style-type: none">• Report to faculty members as designated by Department Chair• Conduct research under the direction of a graduate faculty member• Grade tests as assigned by faculty member• Grade papers/projects as assigned by faculty member• Submit weekly time-card• Serve as substitute teacher if needed• Assist with clerical work as assigned by the faculty member, Department Chair or Administrative Assistant• Perform other duties as required</div>
Supervisor's Signature: _____ Date: _____	
Revised 08/31/11	

APPENDIX C
Field Experience Program
Instructions for Log of Weekly Activities

As stated previously, you are to type (double-spaced) a log of weekly activities. Each log should be 1-2 pages. It will be important to keep accurate records of daily activities and events so you will have information to record in the log. Examples of what to record include interactions with co-workers and supervisors, reactions to duties and/or new and unusual experiences (both positive and negative), etc. The log is to be written in a professional manner. Finally, a portion of the log should address one of the Weekly Reflective Questions below. Choose a different question each week. Be sure to identify the question and then provide your response. **Question #1 (below) is required to be addressed the first week of your field experience. All questions must be addressed.**

WEEKLY REFLECTIVE QUESTIONS

1. What is the name, the size, and the location of your business/organization? Define the purpose of your business/organization. Describe the organizational structure of the business/organization. Describe the effective and ineffective mechanisms of organizational communication at your site. (Support with specific examples and suggestions for modification.)
2. Describe the effective and ineffective mechanisms of personal communication within your unit or immediate work environment that affect your ability to carry out your day to day responsibilities. Include specific examples and suggestions for modification.
3. Describe technology used in your workplace. What training did you receive in order to productive in its use? Does technology serve the individual and the organization? Are you familiar with an alternative form of technology that would be more efficient? Provide suggestions for modifications.
4. Discuss how the experience is or is not meeting your expectations. How will you apply yourself differently for the remainder of the field experience? What factors would improve your experience?
5. Discuss how your classroom learning applies to your field experience.
6. What information could you take from your field experience and share in the classroom?
7. Describe your short term and long term career goals and design your pathway for achieving these stgoals. Where are you now in relation to these goals and how do you plan to get where you want to be? How is the field experience assisting you on your pathway?
8. Describe an ethical dilemma at your workplace, (actual or possible) that you have observed or of which you have been a part. Discuss why you feel this dilemma exists and what actions were/are necessary to resolve the dilemma.
9. Describe a conflict within your organization, past or present (actual or possible) and discuss how it concluded or how you would like to see it conclude. Provide information about how you would have

handled such a situation or if the conflict has not yet concluded, describe how you would bring resolution to the conflict if it was your responsibility.

10. Imagine you are a manager within your organization. Propose some changes that would increase efficiency and working conditions or boost employee morale.
11. What have you learned about yourself, your employer, and your job?
12. What have you learned about the value of your education in preparing you for, or not preparing you for your career? Explain?
13. What have you learned about this occupation or profession?
14. What would you have done differently for this field experience?

APPENDIX D
Field Experience Program
Overall Presentation of Field Experience Portfolio

Your Portfolio is to be submitted in a 3-ring binder. Organize in a professional manner. Below are the required materials that are to be included.

REQUIREMENTS:

- Cover Page
- Field Experience Agreement
- Performance Goals and Learning Experiences
- Weekly Progress Reports (minimum of 160 hours)
- Log of Weekly Activities; have an introduction (1-2 pages, typed, double-spaced). Be sure to introduce yourself and your experience. The Faculty Coordinator who grades your portfolio may not be familiar with your goals or how your experience parallels your program of study. Following the introduction, organize your Log of Weekly Activities; conclude with a summary of your overall experience including strengths and weaknesses of the experience (personal, developmental and professional).
- Article Summaries (include copy of articles)
- Supervisor Evaluation
- Copy of Thank You Letter to Supervisor

SUGGESTIONS FOR SUPPORTING MATERIALS (OPTIONAL)

- Pictures, news articles, bibliography of professional readings, videos
- Records or other supporting documentation
- Examples of projects, presentations, printouts, memos
- Manuals
- Handouts received or utilized during experience
- Brochures
- Certificates of training, workshop, seminars
- Letter of recommendation from supervisor

DUE DATE/GRADING

*Submit your portfolio to the Faculty Coordinator's Office TWO WEEKS prior to the end of the semester in which you are to receive a grade.

*It is your responsibility to initiate discussion with the Faculty Coordinator regarding any questions you have about the Field Experience

* Your grade for the field experience will be determined by the Faculty Coordinator. Your grade may be adversely affected if you do not follow instructions submitted in this packet.

APPENDIX E

FCSC 5367 PRESENTATION EVALUATION RUBRIC

Student _____ *Date* _____

Field Experience Organization _____

	<i>Measure</i>				
	FAR SHORT OF EXPECTATIONS	SHORT OF EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	FAR EXCEEDS EXPECTATIONS
	0.90	1.05	1.20	1.35	1.50
High congruence of the experience with the FCS major					
Goals of the experience well-reasoned, well-worded, and well-presented					
Student conveys genuinely-successful achievement of intended goals					
Student connects FCS coursework and the experience					
Student incorporates appropriate family and consumer sciences research into the presentation					
Presentation appears well-organized in terms of order, flow and coherence					
Presentation comparable to what would be typical in a professional environment					
Student conveys an appropriate level of comfort and enthusiasm to audience					
Student conveys ample knowledge of the field and of the organization					
Student projects a professional appearance					
Sub-Totals	+	+	+	+	
TOTAL SCORE _____ <i>of 15</i>					

Ys inte