Below are documents that have been approved by the Texas State University System General Counsel. All documents are to be included in the internship and/or co-op packets distributed to students and employers.

**Student Information:**

- Guidelines for Receiving Internship Credit
- Pre-Screening Form
- Learning Agreement
- Student Waiver of Liability

**Employer Information:**

- Learning Agreement
- Employer Waiver of Liability (Unpaid, For Profit only)

All academic departments participating in service learning initiatives must provide the following:

- Community Partnership Agreement Letter **
- Student Waiver of Liability**

**Classroom trips supervised by a Lamar University faculty or staff member are exempt from the service learning documents.**

Following the steps below will ensure that all internships, co-ops and service learning packets, as well as opportunities posted through our site, have been reviewed and approved.

**Step 1.** Documents must be put on website through The Career and Testing Center.

**Step 2.** The completed packet must be approved by the Career and Testing Center.

**Step 3.** All unresolved issues will be sent and approved through the Senior Associate Provost for review and decisions.

**Step 4.** All internships, service learning and co-ops must be registered through Cardinal Connect for university tracking.

Teresa Simpson  
Date 9/29/11  
Director, Career and Testing Center

Steve Doblin  
Provost and VP Academic Affairs  
Date 10/10/11

Deidra Mayer  
Date 9/29/11  
Associate Director, Career Services

All questions are to be directed to Deidra Mayer, Associate Director for Career Services in the Career and Testing Center at Deidra.Mayer@lamar.edu or call at 409-880-8871.

For more information on legal questions surrounding paid or unpaid internships:


Update: 02-22-11
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 Field 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 ___________________________

Update: 08-31-11 Page 4 of 20
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 4367 - 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:

<table>
<thead>
<tr>
<th>COMPONENT:</th>
<th>POINTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formulation of performance goals and learning experiences</td>
<td>10</td>
</tr>
<tr>
<td>Development of job description</td>
<td>10</td>
</tr>
<tr>
<td>Weekly progress reports (160 hours minimum)</td>
<td>20</td>
</tr>
<tr>
<td>Critique/documentation of weekly activities</td>
<td>25</td>
</tr>
<tr>
<td>Supervisor evaluation</td>
<td>20</td>
</tr>
<tr>
<td>Article summaries</td>
<td>10</td>
</tr>
<tr>
<td>Overall presentation of project</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>100</td>
</tr>
</tbody>
</table>

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 a 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 coworkers 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 – Faculty Coordinator will assign designated number of articles to be researched by student. Student will submit articles along with summaries; summaries are to be typed (double-spaced) and 1-2 pages in length. Topics are to be chosen from the following:
   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. 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 D.

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:**

______________________________

<table>
<thead>
<tr>
<th>PERFORMANCE GOALS</th>
<th>LEARNING EXPERIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Student: List 4-6 goals below that you desire to satisfy as a result of this experience</em></td>
<td><em>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.</em></td>
</tr>
</tbody>
</table>

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Update: 08-31-11
WEEKLY PROGRESS REPORTS

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

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>DAY</th>
<th>BEGIN TIME</th>
<th>END TIME</th>
<th>TOTAL TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Tuesday</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Wednesday</td>
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<td></td>
<td></td>
<td>Thursday</td>
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<td></td>
<td></td>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
**SUPERVISOR EVALUATION**

(3 pages)

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.

<table>
<thead>
<tr>
<th>Performance Level</th>
<th>7 = Excellent</th>
<th>5 = Above Average</th>
<th>3 = Below Average</th>
<th>1 = Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 = Good</td>
<td>4 = Average</td>
<td>2 = Poor</td>
<td>NA = Not Applicable</td>
</tr>
</tbody>
</table>

**Quality of Work**

<table>
<thead>
<tr>
<th>Ability to grasp and to carry out instructions on time</th>
<th>7 6 5 4 3 2 1 NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention to details</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Accuracy in work duties</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Dependability on follow-through</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Reliability</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Consistency of work quality</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Job Knowledge</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
</tbody>
</table>

**ATTITUDE**

<table>
<thead>
<tr>
<th>Ability to accept criticism</th>
<th>7 6 5 4 3 2 1 NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willingness to do tasks assigned</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Adherence to company rules</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Knowledge of systems and procedures</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
</tbody>
</table>

**PERSONAL ATTRIBUTES**

<table>
<thead>
<tr>
<th>Attitude</th>
<th>7 6 5 4 3 2 1 NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuality</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Enthusiasm</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Assertiveness</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Quality of leadership shown</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
</tbody>
</table>

**PERSONAL APPEARANCE AND MANNER**

<table>
<thead>
<tr>
<th>Well groomed</th>
<th>7 6 5 4 3 2 1 NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courteous to customers/clients and other employees</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Level of maturity</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
</tbody>
</table>

Update: 08-31-11

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<table>
<thead>
<tr>
<th>PRODUCTIVITY</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to learn new tasks quickly</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Avoidance of delays</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Handling of extra duties</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Ability to work under pressure</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Job interest</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Product/job knowledge</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRIVE</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desire to attain goals</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Eager to achieve</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Willing to take initiative</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Ability to find new ways to do tasks</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Enthusiasm</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUSTOMER/CLIENT CONTACT</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promptness of approach</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Interest in customer/client needs</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Helpfulness with customer problems</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Friendliness</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Sincerity</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Leaving the customer/client with a favorable impression of the organization</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTERPERSONAL RELATIONS</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship with co-workers</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Relationship with supervisors</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Flexibility</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
<tr>
<td>Cooperation</td>
<td>7 6 5 4 3 2 1 NA</td>
</tr>
</tbody>
</table>

| OVERALL RATING:                                  |        |
| Based on the Performance Scale above (1-7) this student’s potential for success would be: |        |

________________________________________________________  _________________________
Supervisor Signature                                      Date

Update: 08-31-11
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.

<table>
<thead>
<tr>
<th>Position:</th>
<th>Graduate Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Range:</td>
<td>$<strong>.</strong> per hour</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Specifications:</td>
<td>B.S. Degree</td>
</tr>
<tr>
<td><strong>Job Description:</strong></td>
<td>The graduate assistant is responsible for duties assigned within the Department of Family &amp; Consumer Sciences.</td>
</tr>
<tr>
<td><strong>Job Duties:</strong></td>
<td>The graduate assistant will:</td>
</tr>
<tr>
<td></td>
<td>• Report to faculty members as designated by Department Chair</td>
</tr>
<tr>
<td></td>
<td>• Conduct research under the direction of a graduate faculty member</td>
</tr>
<tr>
<td></td>
<td>• Grade tests as assigned by faculty member</td>
</tr>
<tr>
<td></td>
<td>• Grade papers/projects as assigned by faculty member</td>
</tr>
<tr>
<td></td>
<td>• Submit weekly time-card</td>
</tr>
<tr>
<td></td>
<td>• Serve as substitute teacher if needed</td>
</tr>
<tr>
<td></td>
<td>• Assist with clerical work as assigned by the faculty member, Department Chair or Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>• Perform other duties as required</td>
</tr>
</tbody>
</table>

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 (you most likely will not answer all of the questions in this field experience). 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.**

**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 goals. 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.