

FIELD EXPERIENCE REFERENCE GUIDE FALL 2010

*It is the **responsibility of the student** to ensure that **all requirements** have been met prior to **November 29**.
Failure to complete all requirements will jeopardize academic credit for the Field Experience.*

Public Health Practice students are exempt from coordinating a site visit and attending the debriefing program. A FE summary or debriefing slides is required of everyone.

Fall 2010 Key Dates	One semester prior	2-3 months prior	Once placement begins	Friday, October 8	Friday, November 29	Friday, November 29	November/December TBA
Student	Attend the <i>FE Debriefing Program</i> for your department Attend the mandatory <i>FE Orientation TBA</i> Begin site selection process, attend career development sessions, finalize marketing materials and apply for FE opportunities Review <i>FE Plan</i> with Faculty Advisor and FE Supervisor	<i>FE Application, Agreements and Plan</i> are due to FE Manager Current resume is due to FE Manager		<i>Mid-Experience Report</i> is due to FE Manager and Faculty Advisor	<i>Final Report</i> is due to FE Manager and Faculty Advisor	<i>Evaluation forms</i> are due to FE Manager <i>Debriefing documentation</i> is due to FE Manager <i>Student log</i> is due to FE Manager	Participate in your department's <i>FE Debriefing Program TBA</i> Schedule an exit interview with FE Supervisor
FE Supervisor	Discuss the placement and mutual expectations with student Meet with student to develop the <i>FE Plan</i>	Review and sign <i>FE Application, Agreements and Plan</i>	Orient student to the industry, organization, office, etc.	Expect contact from the Faculty Advisor/FE Manager		<i>Evaluation of FE form</i> is due to FE Manager <i>Student Log</i> is due to FE Manager	Schedule an exit interview with student
Faculty Academic Advisor	Discuss the FE site selection and mutual expectations with student Review department guidelines, # of credit hours with student Meet with student to develop the <i>FE Plan</i>	Review and sign <i>FE Application, Agreements and Plan</i>		Review <i>Mid-Experience Report</i> . Follow-up as needed	Review <i>Final Report</i> . Follow-up as needed	Review the <i>Student Log and Evaluations</i> that are available in the FE Office	Attend your department's <i>FE Debriefing Program TBA</i>
FE Manager	Facilitate <i>FE Orientation</i> Discuss FE search preparation with students	Collect students' <i>Applications, Agreements, Plans</i> and resumes		Review <i>Mid-Experience Report</i> . Follow-up as needed Begin scheduling conference calls with Supervisors	Review <i>Final Report</i> . Follow-up as needed	Review the <i>Student Log and Evaluations</i>	Facilitate the departments' <i>FE Debriefing Program</i> Confirm students' FE status with Faculty Advisors