

## FIELD EXPERIENCE REFERENCE GUIDE SPRING 2011

*It is the **responsibility of the student** to ensure that **all requirements** have been met prior to **April 15**.*

*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.*

Spring 2011 Key Dates	One semester prior	2-3 months prior	Once placement begins	Friday, February 25	Friday, April 15	Friday, April 15	April TBA
<b>Student</b>	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
<b>FE Supervisor</b>	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
<b>Faculty Academic Advisor</b>	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>
<b>FE Manager</b>	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