

ADM/CFS/ID 600: FIELD EXPERIENCE COMPONENT

Note: individual instructors may make some modifications to the details of the requirements. The following is a basic framework for the field experience requirement.

Policies:

- A required field experience is now part of ADM/CFS/ID 600 Professional Development.
- All students must: 1) obtain a field experience during the semester or 2) have started or completed the field experience providing proof of 120 hours of work by the University's "last day to drop classes" during the semester enrolled.
- Supervisor's evaluation must be submitted by last day of class. An Incomplete will be given if not received.
- Students must have completed, and have their advisor sign, the Petition for Pre-Approval of ADM/CFS/ID 600 Field Experience Component if you start work before the semester starts. (see petition next page)
- If you are starting the work experience before the class starts, you should be keeping a Journal of tasks and reflections. *A new task, observation, or reflection should be included in each entry.* This journal must include the following:
 - Hours worked each day; scheduled versus actual.
 - Type of work activity that week; how did you know what to do and who provided direction? Entries may include pictures or sketches of activities or business forms used.
 - People met, contacts made; include their names and positions.
 - Reflections on problems encountered on the job with customers or colleagues. What are your feelings about the situation(s)? How could things have been handled differently?
 - Keep a log for each week of work.
 - A mid-experience reflection report and final reflection report will be due in the class. Hand in per instructor's guidelines.

**PETITION FOR PRE-APPROVAL OF
ADM/CFS/ID 600: FIELD EXPERIENCE COMPONENT**

NAME _____

DATE _____

ADDRESS _____

TELEPHONE NUMBERS:

Home: _____

Work: _____

Email: _____

City

State

Zip

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Note: all work experiences must be pre-approved by your advisor. If this approved experience does not take place, this contract is void. You must enroll in the class when you complete the largest number of hours for the experience (for example: start work in fall, finish in spring, then sign up for spring class).

SEMESTER REQUESTED FOR WORK EXPERIENCE:

Summer _____ (class must be taken the following Fall, which is Fall _____)

Fall _____ (class must be taken in the same semester, which is Fall _____)

Spring _____ (class must be taken in the same semester which is Spring _____)

1) Describe proposed internship experience:

• Beginning date _____ Ending date _____

• What will your duties be?

• What are your objectives?

2) 120 hours is required for this class. Specify range of hours/days involved per week to equal 120.

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Company/Organization _____

Address: _____

Name and Title of Supervisor: _____

Telephone number _____

E- mail _____

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Student Signature _____ Date _____

Advisor Approval _____ Date _____

Before this form is official, three copies must be made and distributed to: student, instructor, dept.