

## CFS 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 of the Professional Development course that students enroll in their last semester.**

### **Policies:**

- A required field experience is part of CFS 600 Professional Development.
- All students must:
  1. obtain and complete 120 hours of field experience during the semester enrolled in the 600 course (Approval petition must be signed by course instructor or major advisor). **OR**
  2. complete and have their advisor sign the Approval petition before they begin.
  3. have a supervisor signed log of hours and performance evaluation sheet *to be submitted during the semester student is enrolled in the 600 course.*
- Students may complete the 120 hours at more than one site; all must be pre-approved.
- Supervisor's evaluation and signed log of hours must be submitted by last day of class (must include all sites if more than one is used).
- Required Work: Students beginning the field experience before enrollment in the Professional Development class should keep a daily journal as it will be helpful when writing about or speaking about the field experience during enrollment in the class. This journal should include the following:
  - A log for hours worked each day and each week of work.
  - 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.
  - Names and positions of people met, and all contacts made. Include a written reflection 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?
  - A final reflection report of the work experience will be due in the class per instructor's guidelines.

## Petition: CFS 600: Field Experience Component Approval

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

\_\_\_\_\_  
City State Zip EMAIL \_\_\_\_\_

.....  
**Note:** All field experiences must be **pre-approved** by your advisor or course instructor to be used for CFS 600 requirement. If approved experience does not take place during the specified time, this agreement is void. **Please submit this petition to course instructor.**

1. Date requested for to begin field experience: \_\_\_\_\_ / \_\_\_\_\_
2. Semester/Year you are planning to graduate: \_\_\_\_\_ / \_\_\_\_\_
3. List 3-4 professional objectives including personal growth for this proposed field experience.

4. Write a brief description of your specific tasks and responsibilities.

Company/Organization \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor/Instructor Approval \_\_\_\_\_ Date \_\_\_\_\_