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 ADM/CFS/ID 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 ______________________

________________________________ EMAIL_________________________

City __________________________ State ______ Zip __________

Note: All field experiences must be pre-approved by your advisor or course instructor to be used for ADM/CFS/ID 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. Semester/Year requested for 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__________________