

**Keuka College**  
**Center for Experiential Learning**

**SUMMARY OF FIELD PERIOD PROCEDURES AND REQUIREMENTS FOR THE ASAP NURSING PROGRAM**

*These are guidelines for accessing and filling out the required paperwork to establish and register your Field Period. Please read through them carefully and follow-up with your Cohort Manager or the Center for Experiential Learning if you have any questions.*

1. ATTEND Field Period orientation (required of all new adult learners)
2. MEET with Cohort Manager to:
  - a. Assess individual interests, skills, and goals;
  - b. Research and consider Field Period possibilities and potential site supervisors; and
  - c. Obtain guidance with preparing your contract.
3. COMMUNICATE with potential placement site and DRAFT a tentative Field Period Learning Contract.
4. DESIGN and REFINE your Learning Contract. The Learning Contract template can be found on the Experiential Education page of the Keuka College web site. ([www.keuka.edu/experiential](http://www.keuka.edu/experiential)) under the ASAP Field Periods sidebar link.
5. SUBMIT the refined draft of the Learning Contract to your Cohort Manager for editing.
6. MAKE suggested changes to the Field Period Learning Contract.
7. OBTAIN the site supervisor's signature on your Learning Contract.
8. SUBMIT the completed learning contract (4 copies) and two signed copies of the Field Period Code of Conduct to the Cohort Manager for final approval and signature. The Cohort Manager will then forward a signed copy to the Center for Experiential Learning. The Cohort Manager will keep a copy for their records, the student keeps a copy, and a copy is placed in the Field Period packet for the site.
9. OBTAIN the Field Period packet from your Cohort Manager that includes a form letter from the Center for Experiential Learning, the evaluation forms with business reply envelope, and the signed Field Period Learning Contract.
10. DELIVER the Field Period packet to your supervisor. The Cohort Manager will forward your Field Period Learning Contract to the Center for Experiential Learning.
11. PARTICIPATE in the Field Period – be sure to continually assess your learning experiences and progress towards goals. Make sure you regularly communicate with your Cohort Manager.
12. Upon completion of the Field Period (140 hours), MEET with your Cohort Manager for a one-on-one meeting and evaluation of learning accomplished. Be sure the supervisor has completed and mailed the Field Period evaluation form to the Center for Experiential Learning before this meeting, and **you have obtained a copy from your supervisor to give to your Cohort Manager.**
13. REMEMBER, if a student needs to take a leave of absence or make a change in the cohort, the student must contract the Cohort Manager and a "change of status" form must be completed IMMEDIATELY. If the changes involve a period of time that is less than two courses, the student can continue Field Period activities because he/she is still registered. If the leave or change is longer than two courses, a new Field Period Learning Contract will need to be designed, as he/she is no longer registered. A copy of the "change of status" form must be sent to the ASAP Program Director Nursing/Gerontology who will send a copy to the advisor, registrar and Center for Experiential Learning.

**REQUIREMENTS:**

Notebook with program outcomes to include:

1. Field Period Journal – a meaningful analysis of learning experiences that documents time spent, with whom, reflections on the experience, and how the experience is meeting the goals and objectives.
2. Paper: 3-5 page paper that summarizes the Field Period experience.

**MILESTONES / CHECKPOINTS FOR FIELD PERIOD:**

<b>At the End of:</b>	<b>Expectation:</b>	<b>Deadline:</b>
INS 301	Contract Draft	
NUR 300, Health Assessment	Signed Contract	
NUR 400, Business Planning for Health Care	w/o signed contract, academic warning published	
NUR 430, Professional Practices Issues	140 hours completed	

## FIELD PERIOD LEARNING CONTRACT INSTRUCTIONS

*The following information will assist you in filling out the Learning Contract for your Field Period. Font size and type should be consistent throughout the document. Keep in mind that this document is an agreement between the Adult Learner/RN, the College and the site for learning to take place and therefore should be professional in appearance and composition. The contract should not exceed one page.*

### 1. Adult Learner/RN Information

This is information used to contact you by both the College and your site during your Field Period. Please be complete. Incorrect or incomplete information may lead to inability to communicate with you. Should that occur, emergency messages, registration information, etc. might not get to you. Any problems resulting from incorrect or incomplete information will be the responsibility of the Adult Learner/RN.

### 2. Placement Information

Complete and accurate information is essential. Incomplete or incorrect information may result in your learning contract not getting to your site. It may also cause problems if your Cohort Manager or the Center for Experiential Learning tries to contact your site supervisor. Any problems resulting from incorrect or incomplete information will be the responsibility of the Adult Learner/RN.

### 3. Your Field Period Title

Do not list "intern" or "adult learner" (this is self evident!). Your title should reflect what you are doing, and at what level. Examples might include:

teaching assistant  
trauma trainee  
acute care aide

ob/gyn trainee  
hospice volunteer  
rehabilitative services assistant

management trainee

### 4. Field Period Type

Examine the nature of your Field Period and match it to one of the of Field Period "types", listed below: *On your contract you may circle the appropriate abbreviation.*

Career Development (CD) - An experience in your chosen career, which better prepares you for your profession. Usually involves intermediate or higher-level work.

Service Learning (SL) - An experience in which you are working as a volunteer to assist others, improve society, or help the environment. The level of work greatly varies, but often involves entry-level work.

Cross-Cultural/Diversity Exploration (CC/DE) - An experience in which the main focus is learning about a new culture, geography/environment, or socioeconomic situation. The level of work greatly varies, but often involves entry-level work.

Personal Development (PD) - An experience in which the main goal is to grow psychologically, spiritually, physically, or intellectually. The level of work varies, but often involves higher-level accomplishments.

Group (G) - A formal designation for faculty-sponsored Field Periods in which a cohort of Keuka students learns under the direct tutelage of a faculty member.

Spiritual Exploration (SE): is an experience which includes a significant spiritual component – either in the student’s own personal journey or in the sponsoring organization as a significant part of either its mission or affiliation.

## 5. Learning Goal(s)

List general overall goal(s) for this Field Period. Learning goals are one (or two) sentences long, broad statements describing in global terms what you wish to accomplish.

Examples:

- Decide if surgical nursing is a career I want to pursue
- Further develop my skills in geriatric nursing in order to better position myself for the job market
- To learn the daily routine of a visiting/traveling nurse as a possible career alternative
- Learn about hospice care nursing by working in an AIDS or terminal care environment
- To learn about myself, both strengths and weaknesses, by working in a health care area I have very little or no previous experience in

## 6. Learning Objectives

Learning objectives list the outcomes of your experience. What skills, knowledge, behaviors, values, etc. will you develop? The learning objectives should support your learning goal(s). Objectives must be measurable, in other words, your Cohort Manager must be able to examine what you did and be able to determine that you accomplished them. Use action verbs such as demonstrate, write, teach, develop, build, design, acquire, differentiate, synthesize, evaluate, write, etc. Wherever possible, the objectives should be quantifiable (e.g. – learn how to insert a central line in a child, write up med orders with appropriate follow-up, observe surgical procedures of patients who will later be in my care, etc.). Learning objectives should help to describe how you would be changed by this experience.

It is understood that the learning objectives may change once you get on site. That is fine, simply communicate these to your Cohort Manager and ensure that they are acceptable.

## 7. Activities

Activities are the everyday tasks you expect to be doing. They should support the learning objectives you have identified. Activities may include such things as working at the front desk, answering questions from the public and families, instructing, data analysis, patient care, observing, etc.

It is understood that the activities may change once you get on site. That is fine, simply communicate these to your Cohort Manager and ensure that they are acceptable.

## 8. Evaluation

The Adult Learner/RN is required to keep a journal and a written report/summary. In addition, evaluation will also include a one-on-one oral meeting with your Cohort Manager and the site supervisor's evaluation.

**KEUKA COLLEGE**  
**RN to BS ASAP NURSING PROGRAM**  
**Sample Field Period Goals, Objectives, and Activities**

**SAMPLE I**

Learning Goal(s):

1. Learn the role of community-based mental health nurse

Learning Objectives:

1. Determine the skill sets of the community-based mental health nurse
2. Identify the type of psych diagnosis, teaching, needs assessments
3. Recognize the legal/ethical aspects of community-based mental health nursing

Activities:

1. Identify intake assessments and develop individual care plans as appropriate
2. Observe the inter-connective services provided and meetings as appropriate
3. Participate in group activities as appropriate
4. Research the literature regarding community based mental health

**SAMPLE II**

Learning Goal(s):

1. Assist in development of a project plan of a computerized documentation system to be used in all clinical areas throughout hospital
2. Refine and further develop team building and leadership skills including conflict resolution, goal setting, and negotiating
3. Assist in the development of training materials and conduct training classes for the end users of computer system

Learning Objectives:

1. Learn to develop project plan with obtainable goals and to identify and deal with potential barriers
2. Work with nursing education to assist in the development of educational materials and conduct training classes consistent with the learning styles of adults
3. Document the standardized language that will be used for documentation and collect information regarding nursing function and effectiveness

Activities:

1. Research multidisciplinary language that can be incorporated into our computerized documentation system
2. Assist in development of training materials and manuals for the end users
3. Conduct in-services for nurses and other caregivers explaining the multidisciplinary language
4. Meet with department leaders and other members of administration on a regular basis to insure that the needs of the individual units and the organizational goals for the project are being met
5. Monitor progress of the end users for the time that the system goes live until six months post implementation.

### **SAMPLE III**

#### Learning Goal(s):

1. Orient to Finger Lakes Visiting Nurse Service
2. Identify the knowledge and skills required of the nurse working on the Medicaid Obstetrical and Maternal Services (MOM's) program

#### Learning Objectives:

1. Identify the problems the Mom's and infant's present (growth and development, communicable diseases, and parenting issues)
2. Identify the policies/rights and services provided to the mothers and infants
3. Investigate support systems the young mothers have and/or need (referrals, legal aspect, and department of social services)
4. Identify the home visiting process and concerns for the visiting nurse (safety, travel, documentation, and time)

#### Activities:

1. Assist with physical assessments of the infants and mothers
2. Assist with immunizations and lab tests
3. Provide emotional and professional support as appropriate
4. Complete a literature search of the visiting nurse services
5. Attend in service meetings as appropriate
6. Make home visits to the MOM's program
7. Review policies and procedures of the service (referral process)

### **SAMPLE IV**

#### Learning Goal(s):

1. To develop insight into the new role of manager of the day

#### Learning Objectives:

1. Identify skill sets needed by the manager of the day
2. Identify specific teaching skills for development of staff
3. Identify ways manager of the day interfaces with the system

#### Activities:

1. Make rounds to each specific area with the hospital
2. Assess staffing needs and adapt/adjust as needed
3. Resolve issues presented by previous clinical leader
4. Research articles on managerial roles
5. Participate in codes and emergency situations
6. Accept and resolve patient/visitor concerns

## Writing Objectives for Field Period

Always use action verbs, not “duties include” or “responsible for.” Additionally, represent your duties as professionally and accurately as possible. Do not misrepresent them.

### **COMMUNICATION**

act as liaison	correspond	instruct	negotiate	refer
Advise	counsel	interpret	notify	sell
advocate	demonstrate	interview	present	train
arbitrate	display	Lecture	promote	translate
Author	edit	Market	publicize	write
comment	guide	Mediate	publish	
Consult	inform	moderate	recommend	

### **ADMINISTRATION**

administer	determine	implement	order	regulate
Appoint	direct	Initiate	organize	represent
Arrange	dispense	institute	overhaul	revamp
complete	distribute	Issue	oversee	review
conduct	diversify	Launch	prescribe	route
consolidate	eliminate	Manage	preside	select
contract	execute	motivate	provide	supervise
Control	found	Obtain	recruit	supply
coordinate	govern	Offer	rectify	terminate
delegate	head	Open	refer	train

### **PLANNING AND DEVELOPMENT**

Broad	Devise	improve	plan
Create	Discover	initiate	prepare
Design	Draft	invent	produce
Develop	Estimate	modify	propose

### **ANALYSIS**

Amplify	compute	evaluate	identify (needs)	solve
Analyze	detect	examine	investigate	study
calculate	diagnose	forecast	program	systemize
Compile	disapprove	formulate	research	test

### **FINANCIAL/RECORDS MANAGEMENT**

Audit	collect	invest	minimize	reconcile
Allocate	condense	inventory	monitor	record
Balance	document	list	process	schedule
catalogue	expedite	log	procure	traced
Charter	guarantee	maximize	purchase	update

**MANUAL**

assemble	deliver	maintain	repair	rewire
Built	design	navigate	replace	test
construct	install	operate	restore	trim

**GENERAL**

accomplish	contribute	increase	provide	strengthen
Achieve	deliver	initiate	serve	transform
Assist	expand	originate	service	utilize
complete	handle	perform		

**Keuka College RN to BS in Nursing Program  
FIELD PERIOD LEARNING CONTRACT**

**1. STUDENT INFORMATION**

NAME: [Adult Learner/RN Name] MAJOR: RN to BS ASAP Nursing CLASS YEAR: [Year of Graduation]  
ADDRESS DURING FIELD PERIOD: [Adult Learner/RN Address during F.P.]  
PHONE DURING FIELD PERIOD: [Adult Learner/RN Phone #] E-MAIL: [Adult Learner/RN E-mail]

**2. PLACEMENT INFORMATION**

ORGANIZATION/AGENCY & DEPT: [Organization Name & Dept.]  
ADDRESS: [Organization Mailing Address]  
PHONE: [Organization Phone #] FAX: [Organization Fax #] E-MAIL: [Supervisor's E-mail]

FIELD PERIOD SUPERVISOR'S NAME: [Supervisor's Full Name]  
FIELD PERIOD SUPERVISOR'S TITLE: [Supervisor's Title]  
FIELD PERIOD PLACEMENT DATES: **FROM:** [mm/dd/yyyy] **TO:** [mm/dd/yyyy]

**3. YOUR FIELD PERIOD TITLE:**

**4. FIELD PERIOD TYPE:** (please circle one)

Career Development – CD	Service Learning – SL	Personal Growth – PG
Cross Cultural/Diversity Exploration – CC/DE	Group – G	Spiritual Exploration - SE

**5. LEARNING GOAL(S):**

**6. LEARNING OBJECTIVES:**

SAMPLE

**7. ACTIVITIES:**

**8. EVALUATION** (all are required)

- |   |   |
|---|---|
| a. Reflective Journal                     | c. Written report/summary                               |
| b. One-on-one meeting with Cohort Manager | d. Review of the placement site supervisor's evaluation |

ADULT LEARNER/RN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
COHORT MANAGER SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**Field Period Course Registration Number: NUR 491**

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Center for Experiential Learning  
Keuka College  
Keuka Park, NY 14478  
**Phone:** (315) 279-5274 / **Fax:** (315) 279-5329 / **E-mail:** experiential@keuka.edu

# Field Period Code of Conduct

## Keuka College

### Center for Experiential Learning

141 Central Ave. Keuka Park, NY 14478

Phone: (315) 279-5274 ▪ Fax: (315) 279-5329 ▪ experiential@keuka.edu

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While participating in a Field Period, I must adhere to the appropriate Field Period guidelines as outlined below:

#### Personal/ Professional Conduct:

I agree that:

- I will conduct myself in a professional manner, since my behaviors can be considered as a reflection of my student peers and the faculty at Keuka College.
- I have read and am aware of the Student Code of Conduct and understand that when conducting a Field Period individually or with a group, I must abide by all policies as set forth in the student handbook.
- If I fail to uphold the Student Code of Conduct during my Field Period, I understand that I will be subject to disciplinary action and will have a judicial hearing as soon as possible upon my return from my Field Period.
- I will respect the laws and guidelines of the organization and/ or countries in which I am completing my Field Period.
- I will maintain a professional demeanor when conducting my Field Period, and follow the rules and regulations of my Field Period supervisor.
- If I have a personal problem with my supervisor, or any other person with whom I am affiliated during my Field Period, I will try to resolve it politely and directly with the person involved; if we are unable to resolve this in a manner satisfactory to both parties, I will contact the Dean of the Center for Experiential Learning at Keuka College, who will provide further assistance and make the appropriate contacts thereafter.

#### Field Period Policies:

I understand that:

- I will fulfill my obligation to the organization according to the terms delineated on the Field Period Learning Contract.
- If the organization or group Field Period supervisor because of unprofessional practices dismisses me, I may receive a failing grade for my Field Period course and may also be subject to disciplinary action in accordance with the Student Code of Conduct.
- A Field Period may be dropped without academic penalty only in those instances where the organization has significantly departed from the terms of the Field Period Learning Contract.
- The Field Period hours must be completed within the January Term or Summer Term. Students who seek an exception to this academic policy must complete the appropriate procedures and obtain the approval of their academic advisor; the request will be reviewed by the Dean, Center for Experiential Learning; with final approval from the Associate Vice President for Academic Affairs.
- Four-year students are required to successfully complete four Field Periods to fulfill graduation requirements. Transfer students are required to successfully complete the number of Field Periods as outlined on individual transcript evaluations.

I, applicant's name (please print) \_\_\_\_\_ have read, understand, and agree to adhere to the *Field Period Code of Conduct* stated above.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## THE FIELD PERIOD SITE SUPERVISOR'S RESPONSIBILITIES

The on-site supervisor for the Field Period program provides guidance, supervision, and evaluation of the Adult Learner/RN during the Field Period experience.

Responsibilities of the Field Period supervisor include:

1. Discussing the Field Period Learning Contract with the Adult Learner/RN at the beginning of the Field Period experience and developing a program that will focus on the Adult Learner/RN's learning objectives.
2. Ensuring that all tasks given to/requested of the Adult Learner/RN are within their scope of practice as an RN.
3. Serving as a resource person to the Adult Learner/RN throughout the Field Period answering questions and guiding the Adult Learner/RN to achieve the stated objectives.
4. Contacting the Center for Experiential Learning in the event that concerns arise about the Adult Learner/RN's performance, fit, or any other aspects of the Field Period, via phone: 315/279-5274, Fax: 315/279-5329 or E-mail: [experiential@keuka.edu](mailto:experiential@keuka.edu)
5. Completing the Field Period Supervisor Evaluation form (included). The Field Period Supervisor Evaluation form should be completed at the end of the Adult Learner/RN's Field Period, attesting to the Adult Learner/RN's competence, responsibility, and motivation toward meeting the stated objectives. This evaluation should be discussed with the Adult Learner/RN and then returned to the Center for Experiential Learning in the prepaid envelope provided.
6. If this is your first experience with a Keuka College Field Period Adult Learner/RN, we'd like to know more about your organization. If available, please enclose any pertinent literature that describes your organization, at your convenience.

***THANK YOU!***

## Sample opening for a telephone request for a Field Period

Hello, Mr./Ms. Doe. My name is \_\_\_\_\_. I am a registered nurse pursuing my bachelor's degree at Keuka College. Part of the Keuka College curriculum is a program called Field Period, an experience very similar to an internship. This Field Period will allow for me to explore new areas within the nursing profession. (ALTERNATIVE: This Field Period will allow for me to advance my current skills in the Nursing profession.) I am proposing to complete my Field Period with \_\_\_\_\_. This experience will take place over a period up to 18 months in length for a total of 140 hours. These hours are not limited to clinical hours, meaning they can include both on-site time, and off-site time spent doing research or additional preparation for the Field Period.

\*\* Continue your conversation with the organization and answer their questions as they are raised. You should be prepared to discuss Field Period requirements, your proposed Goals, Objectives, and Activities, as well as site specific requirements and so on.

**Keuka College**  
**RN to BS ASAP Nursing Program**  
**Field Period Grading and Evaluation**

1. **Process of Evaluation:** Evaluation and grading are based upon established Keuka College Field Period Policies and individual grading criteria developed by the Adult Learner/RN and the Cohort Manager during the preparation stage. The Adult Learner/RN meets with the academic Cohort Manager to evaluate the Field Period experience.
  
2. **Field Period Grading:** Credit is assigned to the Field Period experience by the Cohort Manager. Four different options are possible:
  - a. **Unsatisfactory (U)** The Adult Learner/RN does not fulfill minimum expectations.
  
  - b. **Satisfactory (S)** The Adult Learner/RN fulfills expectations and requirements, doing an average to good job.
  
  - c. **Incomplete (INC)** The Adult Learner/RN and Cohort Manager agree to delay grading. If an Adult Learner/RN is unable to complete the requirements for a Field Period project by the established deadline, a grade of Incomplete (INC) may be assigned. Incompletes not resolved by the date specified by the Cohort Manager will result in a grade of Unsatisfactory (U).
  
  - d. **Withdrawn (W)** The Adult Learner/RN withdraws from Field Period. An Adult Learner/RN may withdraw by the end of the first five working days of the placement in which case a grade of Withdrawn (W) will be assigned.
  
3. **Field Period grades are not used to calculate GPA (grade point average).**
  
4. **Withdrawals:**
  - a. The Adult Learner/RN notifies the Center for Experiential Learning WITHIN THE FIRST FIVE WORKING DAYS OF THE PLACEMENT. If the Adult Learner/RN cannot reach the Center for Experiential Learning he/she must notify the Cohort Manager.
  
  - b. The Adult Learner/RN sends written confirmation (e-mail acceptable) of withdrawal to the Center for Experiential Learning within ten days following the original verbal notification.
  
  - c. Withdrawals after the first five days of placement may only be accomplished by filing a request for exception to policy. In case of an aborted Field Period, failure to notify the Cohort Manager or Center for Experiential Learning of withdrawal from the Field Period by the end of the first week results in an automatic grade of Unsatisfactory (U) for the Field Period.

**Keuka College**  
**RN to BS ASAP Nursing Program**  
**Field Period Policies and FAQ's**

1. **Where do I find the Field Period Paperwork?** The required document, the Field Period Learning Contract can be found either on the college web site ([www.keuka.edu/experiential](http://www.keuka.edu/experiential)) by going into Center for Experiential Learning and clicking on ASAP Field Periods.
2. **Why do I have to return my completed and signed contract before the Field Period starts?** For two very important reasons – first, without a signed contract from your site you are not registered internally and cannot receive credit. Even more importantly, once you are registered for your Field Period you are covered under the College's Field Period Liability Insurance if something were to happen to you during your Field Period.
3. **How do I get registered for Field Period?** Once the Center for Experiential Learning receives the final signed copy from your site, you will be registered.
4. **My site backed out after I submitted all my paperwork. What do I do?** Contact your Cohort Manager and the Center for Experiential Learning IMMEDIATELY! We can work with you if you want to do a Field Period at a different site, but we need to know there is a problem!
5. **I did all my paperwork but now I won't be doing my Field Period. What do I do?** You must notify your Cohort Manager and Center for Experiential Learning by phone within a week (first five working days) of your Field Period start date AND send written notification (e-mail is acceptable) within ten days of your verbal notification to your Cohort Manager and the Center for Experiential Learning.
6. **What happens if I do not call and cancel my Field Period with the Center for Experiential learning?** If you do not notify the Center in writing within ten days of the start of your Field Period, you will receive "U" (Unsatisfactory) as a grade for the Field Period and you will be required to do another Field Period to meet your graduation requirement.
7. **I got halfway through my Field Period and could not finish for personal/site reasons. Do I still get a "U"?** Depending on your individual circumstance it is possible to get a "W" (Withdrawn) or "INC" (Incomplete) for a Field Period. However, you must contact the Center for Experiential Learning and your Cohort Manager immediately, if you know there is a problem completing your Field Period.
8. **I've tried to contact my Cohort Manager but he/she is not available whenever I call. What do I do?** Contact the Center for Experiential Learning at 315/279-5274. The office is open year-round. When in doubt, leave a name, number, and time you can be reached if you cannot speak to someone directly.
9. **Who do I turn my journal and summary paper into?** Your Cohort Manager gets all of your evaluation materials. Check with your Cohort Manager at the completion of your Field Period and arrange for a time to meet with her/him.

If you have any questions about Field Period, doing your paperwork, or what is required, please contact the Center for Experiential Learning at 315/279-5274 or E-mail: [experiential@keuka.edu](mailto:experiential@keuka.edu)

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