

## **FIELD PERIOD POLICIES AND FAQ'S (FREQUENTLY ASKED QUESTIONS)**

1. **Where do I find the Field Period Paperwork\*?** The Field Period Learning Contract can be found on the Center for Experiential Learning website at [www.keuka.edu/experiential](http://www.keuka.edu/experiential) and also on the Field Period Orientation Site on Moodle at <http://courses.keuka.edu>. \*You are also required to turn in a letter of confirmation or introduction that is individual to your Field Period experience.
2. **My Advisor/Evaluator signed my paperwork, why is the Center for Experiential Learning making me do it over?** Your advisor and evaluator are more concerned with the content of your Field Period and the suitability of your site and your learning objectives. The Center for Experiential Learning looks at your paperwork from a different perspective. While we are interested in the site and the quality of your goals and objectives we are also checking that your paperwork is an acceptable representation of you and Keuka College. We check for spelling, grammar, appearance, typos, neatness, completeness and accuracy. If there are problems in those areas we will require you to re-do your paperwork.
3. **Under what circumstances will I be charged the late course registration fee?** Each semester we publicize a specific date for turning in the initial paperwork – cover letter and learning contract (with appropriate copies). If you do not turn your paperwork in to our office by that publicized date or have not received an extension by speaking directly to one of the staff of the Center for Experiential Learning the late fee will be assessed.
4. **Can I get the late fee waived?** There is a procedure for requesting an exemption to the late fee. Once the fee is assessed and appears on your bill you may request the fee be removed from your bill by filing an Exception to Policy form. See the Center for Experiential Learning for details.
5. **I'm turning my paperwork in late; can I still do a Field Period?** Yes, the late fee (and payment of) does not mean you cannot do a Field Period. As long as you have the approval of your advisor, have completed the required paperwork and turned the paperwork into the Center for Experiential Learning before the end of the semester, you can do a Field Period.
6. **I submitted paperwork, but changed my mind and am not doing a Field Period. What do I have to do?** You must notify your advisor AND the Center for Experiential Learning that you are not doing a Field Period IMMEDIATELY.
7. **Why does my site get 2 contracts?** Your site should sign ONE of the copies enclosed in your packet and return it to you. You must then bring that signed copy to the Center for Experiential Learning. The second copy is for your site supervisor to refer to during your Field Period.
8. **How do I get registered for Field Period?** The signed contract that you get back from your site should be brought to the Center for Experiential Learning. Once we receive that signed copy from you, you will be registered.

9. **My site backed out after I submitted all my paperwork. What do I do?** See the Center for Experiential Learning IMMEDIATELY! We can work with you if you want to do a Field Period at a different site without penalty to you, but we need to know there is a problem!
10. **What if my contract is not returned from my site?** If we do not have a copy of your contract signed by your site you are not registered for your Field Period and you WILL NOT RECEIVE CREDIT!
11. **Can I do a Field Period at a time other than January or summer?** You can file an exception to academic policy to request permission to do a Field Period out of the traditional time frame. This must be done and approved BEFORE you begin your Field Period paperwork. The policy statement you need to reference can be found in the Keuka College Record (available in the Registrar's Office) in the Field Period section. The Exception to Policy form can be obtained in the Registrar's Office or in the Center for Experiential Learning.
12. **I did all my paperwork but now I won't be doing my Field Period. What do I do?** You must notify your evaluator and the Center for Experiential Learning by phone within a week of your Field Period start date AND send written notification (e-mail is acceptable) within 10 days of your verbal notification to the Center for Experiential Learning.
13. **What happens if I don't call and cancel my Field Period with your office?** If you do not notify Center for Experiential Learning in writing within 10 days you will receive "U" as a grade for the Field Period and you will be required to do another Field Period to meet your graduation requirement. (See Chapter 11 in the Student Handbook for the Field Period Withdrawal Policy).
14. **I got halfway through my Field Period and couldn't finish for personal/site reasons. Do I still get a "U"?** Depending on your individual circumstance it is possible to get a "W" or "I" for a Field Period. However, you must contact Experiential Education and your faculty evaluator immediately if you know there is a problem completing your Field Period. (See Chapter 11 in the Student Handbook for the Field Period withdrawal policy)
15. **Do I qualify for a PEL (Prior Experiential Learning)?** See the "Student Experiential Learning and Field Period Handbook" Chapter 10 and Appendix J and Appendix K PEL section for the eligibility requirements for a PEL.
16. **I've tried to contact my evaluator but he/she has left for the break.** What do I do? Contact the Center for Experiential Learning at 315/279-5274. Our 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.
17. **Who do I turn my journal, summary paper and unique documentation into?** Your Field Period evaluator gets all of your evaluation examples including your unique documentation. Check with your evaluator when you return to school and arrange for a time to meet with him/her.