

# Field Period Check List

- Review the Field Period Orientation Moodle site to familiarize yourself with the Field Period procedures.
- Attend any Field Period workshops. These are for all freshman, transfer students, and any other students who would like to review the Field Period process. Look for notices on email, D-Box, or dates and times in the Center for Experiential Learning. These workshops are very helpful for students who are about to go through the Field Period process. Visit the Center for Experiential Learning for additional help at any point in the process.
- Think about goals and objectives for your Field Period. These consist of what you want to learn during your Field Period.
  1. Goals are broad, global, and general wishes for achievement of new or enhanced skills, knowledge, or values.
  2. Objectives are the specific and measurable skills and knowledge that result for the Field Period.
  3. For help with these, your advisor and the Center for Experiential Learning office can be great assets.
- Draft a tentative Field Period Learning Contract to meet with your faculty advisor about.
- Meet with your faculty advisor to:
  1. Assess individual interests, skills and goals.
  2. Decide if the advisor will serve as evaluator, or if it is necessary, find another faculty member to serve in that role.
  3. Research and consider Field Period possibilities.
  4. Gain tentative approval to develop Field Period at a specific site.
- Communicate with potential Field Period placement sites and Draft a tentative verbal agreement.
- Review requirements for journaling, summary paper, and unique documentation.
- Write a confirmation letter to the Field Period site.
- Refine your Field Period Learning Contract with the final goals, objectives, and activities decided upon by you and your faculty advisor.
- Meet with faculty advisor for discussion and approval of the learning contract and confirmation letter. If these are not approved, repeat the previous steps.
- Submit to the Center for Experiential Learning office:
  1. Learning Contract (original plus 4 copies)
  2. Confirmation Letter (original plus 1 copy)
  3. Field Period Code of Conduct form with your signature

- \* These must be submitted by the announced due date to avoid late registration fees.
- \* Your advisor and Field Period evaluator must approve the Learning Contract and confirmation letter.

- Obtain from the Center for Experiential Learning office, a packet including:
  1. A letter from the Center for Experiential Learning explaining the Field Period process to your site supervisor.
  2. A site supervisor responsibility sheet. This will tell the site supervisor what is required of them.
  3. Two evaluation forms with self-addressed (to Keuka College), stamped envelopes. The site supervisor will use these to return your evaluations.
  4. One pre-paid, blank envelope. This will be self-addressed (to you the student), and is used for the return of the Learning Contract, signed by the site supervisor.
  5. One large, pre-paid envelope. Everything else in the packet will go inside of this.
- Address and mail the large envelope containing the packet to the Field Period site. This can be done through the college mailroom at no cost to you. Make sure that the site address is correct to avoid a return by the post office.
- Follow Up. Contact the site if you have not received the returned Learning Contract within two weeks of mailing it.
- Receive the signed and approved Learning Contract from the site and submit it to the Center for Experiential Learning office.
- Confirm your placement by contacting your site and reaffirming your start date.
- Participate in Field Period, continually assess learning experiences and progress toward goals, and communicate with Field Period advisor/evaluator.
- Meet with advisor upon completion of your Field Period. Discuss and evaluate learning, and schedule due dates for review of your journal, summary paper, and unique documentation.
- Evaluate the Field Period with the Student Evaluation Form. This is due in the Center for Experiential Learning office within two weeks of your return to campus after the Field Period term.
- Celebrate having a successful Field Period!