

Fieldwork Forms

All students in their Practicum Seminar (HUSR 396), Fieldwork Seminar (HUSR 495), and Internship Seminar (HUSR 496) will be required to complete site forms. These forms are critical to the student's successful completion of their fieldwork hours. Make sure that you complete all the forms throughout your internship semester and submit them by the due dates (see your syllabus or CANVAS announcements) as these forms are **required** and may have points associated with them.

- **The Learning Plan** - The Learning Plan is used to set the stage for what happens during the fieldwork placement. It provides a guide for the student, the agency-based supervisor, and the Fieldwork Seminar instructor. Meet with your supervisor by the 2nd week of the semester and discuss your activities/tasks for the semester. When discussing your activities/tasks, they should connect clearly and specifically to a Learning Objective. A learning activity may be appropriate for more than one goal. Upload your signed Learning Plan to our CANVAS course by the 2nd week of class.
- **The Hourly Recording Form** – Begin tracking your hours weekly. Use this form to record your 120 hours of required fieldwork. Your supervisor will verify your completed hours at the end of the semester and sign the form. Upload your completed hours with your supervisor's signature to your CANVAS course by the end of the semester.
- **Introduction Letter for Supervisor** – Your instructor will provide instructions regarding sending this letter to your supervisor. Your instructor will contact your supervisor mid-semester to check your progress at your internship site.
- **Student Evaluation of Agency and Supervisor** – At the end of the semester, you will evaluate your supervisor and the fieldwork site. The Agency Evaluation link will be posted on the Fieldwork website by mid-fall 2022.
- **Supervisor Evaluation of Student** – Your supervisor will evaluate your performance and provide feedback by the end of the semester, usually during your last week of fieldwork. The Student Evaluation link will be posted on the Fieldwork website by mid-fall 2022.

Once you download these forms, you are responsible for the completion and submission by the due dates. Check your syllabus and/or CANVAS for instructions. It is suggested you contact your instructor to ask specific questions regarding the forms and due dates. Your instructor may assign

points associated with the submission of the forms. It is your responsibility to follow instructions provided by your instructor and complete and upload all fieldwork forms in a timely manner.

Questions? hhdfieldwork@fullerton.edu