



## Undergraduate Student Field Education Documentation Checklist | Fall

Name:

Program Site: Choose an item.

E-mail address:

Program Status: Choose an item.

Faculty Liaison: Choose an item.

Date: Click here to enter a date.

### Fall 2017

**Directions:** Electronic submission is required of all field education forms (beginning Spring 2016). The below listed deadlines are when documents are due to the university by your Faculty Field Liaison. It is vital for each social work student to provide your Field Instructor and Faculty Field Liaison with sufficient time for *review, signature via signature box*, and timely *submission* in order to meet university deadlines.

**Student completes and retains this document as a quality control tool.**

**Reminder of the new process:** Social Work student completes field documentation and submits to Field Instructor (if Task Supervisor, Task Supervisor completes & submits to Field Instructor); Field Instructor submits to Faculty Field Liaison; and Faculty Field Liaison submits to appropriate University | School of Social Work field contact.

- ☐ **Electronic submission of Student Integrative Learning Contract or Amended (if applicable) due to Field Instructor** – Week of September 25<sup>th</sup>
- ☐ **Time | Task Logs due to Field Instructor** – Week of December 4<sup>th</sup> \*
- ☐ **Electronic submission of Student Evaluation due to Field Instructor** – Week of December 4<sup>th</sup>
- ☐ **Electronic submission of final Time & Task Logs due to Field Instructor** - Week of December 12<sup>th</sup>\*

**\* The Field team recommends all field students submit a completed Time & Task Log every four weeks to task supervisor/field instructor.**

**University Sites & Field Contact Persons-** select by clicking on the field contact person associated with your learner (student).

- ☐ Akron campus- Undergraduate Learners – [Naomi White](#)
- ☐ Akron campus- Graduate, Foundation Learners – [Naomi White](#)
- ☐ Akron campus – Graduate, Concentration Learners – [Becky Thomas](#)
- ☐ Lakewood campus- Undergraduate Learners – [Janice Steinmetz](#)
- ☐ Lakewood campus- Graduate Learners – [Becky Thomas](#)
- ☐ Wayne College – Undergraduate Learners – [Lisa Crites](#)
- ☐ Wayne College – Graduate Learners – [Robert Terry](#)