Policy on the Submission & Review of Field Documentation

For use with IPT (Intern Placement Tracking)

**Practicum Placement forms:** Students initiate practicum placement through IPT with the completion of their Student Detail Page and the Application for Field Instruction; also their Insurance Verification must be uploaded by the start date of practicum. The Field Education Program maintains a hard copy file with their Student Placement Form, Part III - EBPP (as applicable), and Modified Practicum Request (as applicable).

**The student is responsible for maintaining the following required field documentation.** Competence in documentation is evaluated on the contract through Professional Communication and the failure to submit logs will result in a grade of Unsatisfactory for the course and/or denial of practicum hours.

1) **Supervisory Conference Report Form & Weekly Log of Practicum Activities + Timesheet:** Students are responsible for the weekly completion of this document (which combines supervision, activities, and hours completed) into IPT by Tuesday for the preceding week of practicum involvement. Electronic signatures by both the Student and Field Instructor are required on each weekly form.

2) **Field Practicum Contract & Student Evaluation:** Students are responsible for completing the Field Practicum Contract in IPT for each of the two practicum courses at each stage of completion: work plans and evaluation. Electronic signatures from the Student, Field Instructor, and Faculty Liaison are required in order to complete the document at each of these stages. IPT will send an automated email prompt to the Student, Field Instructor and Faculty Liaison indicating that the document is ready for signature.

**Participant documentation summary:**

**Students** are responsible for: 1) completing weekly required documentation in IPT; 2) completing the Field Practicum Contract in IPT at both work plan and evaluation stages; and 3) signing each document electronically.

**Field Instructors** are responsible for: 1) reviewing each of the student’s weekly documentation; 2) assisting with Field Practicum Contract work plan development plus completing the student’s evaluations and recommending a grade; and 3) signing each document electronically.

**Faculty Liaisons** are responsible for monitoring the student’s progress throughout the practicum and for conferring their final grades by: 1) reviewing all weekly required documentation in IPT; 2) consulting on and approving the Field Practicum Contract at work plan development and/or completion plus at the evaluation periods; 3) signing the Field Practicum Contract electronically; and 4) consulting with the Field Education Coordinator on student progress and final grades.

*Students & their Field Instructors, and/or Preceptors, are required to respond promptly to the Faculty Liaison and to participate in any and all meetings that may be requested for the purpose of monitoring the student’s educational development.* Site visits are typically focused on the Field Practicum Contract work plans and evaluation periods. As a resource & consultant, Faculty Liaisons also may have additional contact with students and/or Field Instructors for such purposes as: initial visits to ensure placement success, email or phone communication, student group sessions, or for assistance in resolving any problem matters.