

Policy on Submission & Review of Field Documentation during Practicum

Students are responsible for submitting required field documentation. Compliance with practicum due dates is to be reflected in the student's PROFESSIONAL COMMUNICATION competency rating at evaluation. Field Education staff will monitor documentation and implement the suspension policy (Field Education Manual, p. 58) as needed to halt the accumulation of practicum hours until properly submitted.

1) **Weekly Practicum Report (Supervisory Conference/Weekly Log of Activities + Timesheet):**

Students are responsible for the weekly completion of this log (which combines supervision, activities, and hours completed) into IPT each **Monday** 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 & evaluation. The cohort-specific **Practicum Calendar** lists all due dates for these course assignments. *Adherence to these due dates is expected.* Students must communicate with all practicum participants about any anticipated delay to the timely completion of their contract. *Communication is the key.*

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 adhering to all due dates/deadlines by: 1) completing the required Weekly Practicum Report into IPT by **Monday**; 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 supporting all student due dates/deadlines by: 1) reviewing the student's weekly documentation and completing their portion; 2) assisting with Field Practicum Contract work plan development & completing student evaluations; and 3) signing each document electronically.

Faculty Liaisons* are responsible for monitoring student progress during practicum and for consulting on grades with the Field Education Coordinator by: 1) regularly reviewing weekly required documentation in IPT; 2) consulting on and approving the Field Practicum Contract at work plan development and/or completion plus evaluations; 3) signing the Field Practicum Contract electronically; and 4) consulting with the Field Education Coordinator on student progress and/or problem matters, and on semester grades.

****Students & their Field Instructors, and/or Preceptors, are required to respond promptly to the Faculty Liaison and to participate in all requested meetings for the purpose of monitoring the student's progress and professional development.*** Site visits are often focused on work plan or evaluation phases of the Field Practicum Contract or on problem-resolution efforts. As a resource & consultant, Faculty Liaisons may also 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 field unit meetings, assistance in resolving problems, constructing a PIP (Performance Improvement Plan) and/or Level Review meetings.