

Field Education Documentation Needed in File (Checklist)

Required paperwork for Field Practicum:

I. Preliminary Paperwork – To be completed prior to initiation of practicum.

- Verification of Understanding of Mac Field Practicum Manual
- Agreement between Agency and MacMurray
- Waiver and Release of Liability

II. Learning Contract – To be completed by Week 3 or suspension of hours.

- Learning Contract

III. Hours Log – To be checked weekly with final hours log in file.

- Log of hours at Agency

IV. Evaluations – To be completed prior to the midterm and final meetings.

- Midterm Evaluation
- Final Evaluation
- Student Evaluation of Field Experience
- Agency Instructor Evaluation of Field Experience

Comments:
