## Alfred University

## McComsey Career Development Center Experiential Education Program

## FIELDWORK PROPOSAL/LEARNING CONTRACT

Alfred University's Career De You will have opportunities to addition, you will have the op valuable insight for future gro	o reflect on what you are learn portunity to be evaluated (mid	ning in during the field	lwork experience throug	gh <mark>field n</mark> o	
Please check all that apply	☐ Summer fieldwork	☐ Spring fieldwo	ork 🔲 Fall field	dwork	Year:
Please Print					
Your Name (Last, First)	Stud	lent ID #	Academic Major		
Complete Mailing Address wh	hile on Internship		Email Address		Telephone Number
Campus Mailing Address			Telephone Number		_
Fieldwork Site					
Company Nar	me				
Site Supervisor Name/Ti	tle				
Mailing Addre	ess				
Telephone/Fax/Email	ail				
Fieldwork Dates Beg	inning		Ending		
	(mm/c	dd/yyyy)			(mm/dd/yyyy)
Hours/Week	Salary		Academic Credit	Yes	□ No # 0f Credits
Fieldwork Duties & Respon	sibilities				
FOR OFFICE USE ONLYEntered into Career Office	eEntered	into Database	Contacted	Site Supe	rvisor
Copied/Sent to Advisor	Date Sent:				

Learning Objectives (List 3 that you hope to accomplish during the fieldwork including knowled).	lge and skill development )
2.	
3.	
Final Paper Topic (to be determined at mid-point or the conclusion (summer only) of the final faculty)	eldwork assignment after discussion with
By signing below, I accept this assignment and will put forth my best effort to a experience. I have read and understand the Fieldwork Guidelines. I am aware the assignments to the Internship/Co-op Coordinator at the end of my experience Written assignments include:  1. Fieldwork Proposal 2. Field Notes (submitted every week) 3. Thank you letter to site supervisor/host organization 4. Final Paper 5. Student Evaluation of Fieldwork Experience  By signing below, I authorize the release of information (e.g. GPA, transcript) to purpose of arranging a fieldwork placement. I authorize the release of informate experience (e.g. final paper & evaluations) to employers, Alfred University Faculguardian(s), spouse and other recipients.	nat I am required to submit written in order to receive academic credit.  o prospective site sponsors for the ion regarding my fieldwork
Student Signature	Today's Date
I accept responsibility for my part in this fieldwork experience as described in treviewed and approve of this experience as described herein.	he Fieldwork Guidelines. I have
Internship Supervisor Signature	Today's Date
Internship/Co-op Coordinator (Career Development Center) Signature	Today's Date
Faculty Advisor Signature	Today's Date