



**UNIVERSITY
OF ATLANTA™**

**FIELD WORK
EXPERIENCE
GUIDE**

UNIVERSITY OF ATLANTA

Field Work Experience Guide Contents January 2006 Revision

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Dear Field Work Experience Candidate,

University of Atlanta would like to congratulate you on your progress to this point. A sound education is the first step in reaching your career goals.

Your Field Experience assignment will provide you the invaluable opportunity to obtain on-the-job training under the direct supervision of qualified professionals within your local community. The hours of service will allow you to practice direct application of all skills you have learned in a real world setting.

The forms provided in this Guide will enable you to document your experiences and maintain contact with your instructor. You must assume primary responsibility for the timely completion of all paperwork. Please carefully review the responsibilities and policies outlined in this guide and plan ahead accordingly.

The administrative staff of University of Atlanta wishes you well as you venture out of the virtual classroom and into the workplace

Regards,

Vice President of Academic Affairs
University of Atlanta

General Information

Student Responsibilities

Students are required to secure a suitable work site. The work site must be approved by an Instructor to ensure the anticipated work experiences are sufficiently related to degree program objectives. Once the site is approved, the student may begin the Field Work Experience.

On or before the first day of the Field Work Experience, the student will be required to submit a Placement Verification Form. This form verifies contact information and willingness to participate in the Field Work Experience for the student, site coordinator, and University administrator. The field experience form requires the signatures of the student, instructor, Site Supervisor, and either the VP of Academic Affairs or the VP of Student Services. The final VP authorization is an approval of the project, as proposed.

Students will be required to complete time sheets and keep a daily journal as part of the course requirements. The Instructor will expect the student to have his or her performance evaluated by the site supervisor. These evaluations should be documented on the Skills Evaluation Form. Students will also be required to complete an evaluation of the work site and submit a final report that summarizes the Field Work Experience.

Students must perform all assignments in a professionally responsible manner.

Time Commitment/ Work Schedule

Students will need to establish a work schedule consistent with the needs of the site supervisor and the workplace. Undergraduate students must complete a total of 120 hours to earn full credit for the Field Work Experience course. Graduate students must complete a total of 90 hours to earn full credit for the Field Work Experience course. The University does not mandate how many hours per week must be served by the student. Instead, the schedule of the workplace is given precedence.

Meetings

All students should try to schedule time with the site supervisor on a weekly basis. During this meeting, the student should ask to have his or her performance evaluated. This weekly evaluation can help you improve and make adjustments to your work performance. Remember, the Skills Evaluation Form, completed by the site supervisor, counts toward your final grade for the Field Work Experience course.

Students should attend regularly scheduled employee meetings of the host employer if asked to do so by the site supervisor.

Professional Obligations/ Confidentiality

Students must perform all services professionally under the supervision of the site supervisor.

Students must be aware of and follow the confidentiality policies of the host employer. Information designated as confidential by the site supervisor should not be disclosed by the student.

Evaluation

The following grading scale will be used to assure the educational soundness of the program and the students' compliance with course requirements.

Grading Scale

Letter Grade	Meaning	Percentage	Point Value
A	Excellent	93-100	4.0
A-	Excellent	90-92	3.7
B+	Good	87-89	3.3
B	Good	83-86	3.0
B-	Good	80-82	2.7
C+	Average	77-79	2.3
C	Average	73-76	2.0
C-	Average	70-72	1.7
D+	Poor	67-69	1.3
D	Poor	60-66	1.0
F	Fail	0-59	0

Grade

Item	Possible Points	Earned Points
Placement Verification Form	10	
Daily Journal	30	
Last Day Evaluation - Supervisor	10	
Student Exit Questionnaire	10	
Final Report	40	
Total	100	

LIST OF FIELD EXPERIENCE COURSES

Course Name/ Number	Clock Hours	Credit Hours
Field Work Experience – BA515	120	9.0
Field Work Experience – BA715	90	3.0

**UNIVERSITY OF ATLANTA
FIELD WORK EXPERIENCE
PLACEMENT VERIFICATION FORM**

Field Work Experience Course Number: _____

Scheduled Start Date: _____

Student Name: _____

Address: _____

Telephone: _____ Alt. Telephone: _____

Email: _____

Host Employer: _____

Address: _____

Site Supervisor Name: _____

Site Supervisor Title: _____

Telephone: _____ Fax: _____

Email: _____

AUTHORIZATIONS MUST BE SIGNED IN THE FOLLOWING ORDER.

1. I have read the Field Work Experience Guide and agree to fulfill all course requirements. I understand that if I fail to satisfy these requirements, I will not receive academic credit or meet the requirements for graduation from University of Atlanta.

Signature of Student Date

2. I agree to act as Instructor for the above named student. I will assist both student and employer to achieve a productive field work experience.

Signature of Instructor Date

3. I acknowledge that we have assigned a work schedule to the above named student of University of Atlanta to begin on the date set forth. I agree to act as site supervisor for this student and provide a skills assessment, verification of work hours performed, and an exit evaluation upon completion of the field work experience.

Signature of Site Supervisor Date

4. I have reviewed and approved of project as proposed.

Signature of VPSS/VPAA Date

UNIVERSITY OF ATLANTA
LAST DAY OF FIELD WORK EXPERIENCE
SITE SUPERVISOR EVALUATION

Student Name: _____ Start Date of Field Work: _____
Last Date of Field Work: _____
Hours performed: _____

Host Employer: _____
Site Supervisor Name: _____ Title: _____

Please evaluate the student on a scale of 1-3 scale (1 being highest). Denote "N/A" only if the student did not have the opportunity to develop this skill during the Field Work Experience.

1) Student demonstrated knowledge of, and sensitivity to, contextual factors (e.g. worker culture and/or socioeconomic background) which affect the workplace.

1 2 3 N/A

2) Student communicated well with co-workers and/or clients

1 2 3 N/A

3) Student handled constructive feedback appropriately

1 2 3 N/A

4) Student took initiative when appropriate

1 2 3 N/A

5) Student showed confidence and leadership capability

1 2 3 N/A

6) Student demonstrated effective use of technology in problem solving, critical inquiry, and collaboration

1 2 3 N/A

7) Student investigated sources of and solutions to company challenges

1 2 3 N/A

Additional Comments:

Site Supervisor Signature

Title

Date

UNIVERSITY OF ATLANTA
LAST DAY OF FIELD WORK EXPERIENCE
STUDENT EXIT QUESTIONNAIRE

Student Name: _____ Start Date of Field Work: _____
Last Date of Field Work: _____
Hours performed: _____

Host Employer: _____

Site Supervisor Name: _____ Title: _____

- I. Were you able to develop activities on your own initiative? Yes or No

Please explain:

- II. Did the site supervisor provide you assistance as needed? Yes or No

If no, please explain:

- III. What did you enjoy the most while completing the Field Work Experience?

- IV. What did you dislike the most while completing the Field Work Experience? _____

- V. Did your coursework at UofA prepare you for the Field Work Experience? Yes or No

If no, please explain:

- VI. Are there any areas where University of Atlanta could improve curriculum in order to better prepare for work in this field? Please explain:

- VII. Would you consider full time employment with this facility if they were to make you an offer for full time employment? Yes or No

If no, please explain:

Additional Comments: _____

Student Signature

Date

Thank You for taking time to fill out this questionnaire.

Any comments or suggestions will help us to better serve the needs of our future students.

UNIVERSITY OF ATLANTA FIELD WORK EXPERIENCE DAILY JOURNAL INSTRUCTIONS

The Daily Journal is not a formal report. Rather, it is a way for you to document the observations, ideas, and feelings that result from the Field Work Experience. It can be written using an informal style; keeping in mind that it will be read by your Instructor.

Each entry should give a glimpse into your day-to-day experiences.

Do:

- Analyze and draw conclusions about situations in the work environment
- Describe your role and the roles of others
- Reflect on decisions made which influence the work environment
- Give examples of textbook –vs- real life situations
- Make daily entries
- Type your Journal

Do Not:

- Critique the performance of your site supervisor or co-workers
- Make entries to your journal during working hours
- Make entries which are excessive in length – 1-2 paragraphs per day is plenty!

FINAL REPORT INSTRUCTIONS

The Final Report should be a minimum of seven to eight (7-8) typewritten pages, a preferred length of nine to ten (9-10) typewritten pages and a maximum of twelve (12) typewritten pages. The report must be typed (double-spaced with a 10-12 point, conservative font). Please proofread your Final Report prior to submission.

Your report must cover the following 5 sections:

1. Description of the organization (nature/functions)
2. Organizational strategies and policies observed
3. Managerial approaches and styles
4. Analytical critique of your observations: quality of management, teamwork, etc.; areas of strength and weakness (as you perceive them, with explanations); fulfillment of organizational functions (with evaluative commentary and assessment).
5. Overall evaluation of the field work experience and the specific examples of how this experience impacted your professional perspectives and constituted a learning experience (in a variety of ways).

* Your report must also contain a summary of interviews conducted. One interview is required, but two or more interviews are preferred, as this is an exercise that is especially helpful when trying to understand company culture, methods of operation, and directional goals of the company.

1. Description of the organization

Describe the company in detail. Include as many of the following elements as possible: name, location & environment - city, area of town, on a major highway/residential, surroundings, demographics of customer population, number of persons and support staff, services, production, markets, technology, any additional observations in general

2. Organizational strategies and policies observed

Describe the manager strategies and activities that you observed while at the site (e.g. sales, group work, discussions, business, marketing actions, research, new products, etc.) and address the following questions:

- Which strategies appeared to be most effective/ ineffective?
- Why did/didn't they work?
- Were the actions approached differently for different groups? Why?
- What sources of information were used by the managers? (e.g. other company, newspapers, textbooks, teachers, research, reference books, computers)
- What types of technology did the managers utilize? (cell phone, computers, etc.)

3. Managerial approaches and styles

What was your perception about management, leadership and the work site environment?

(a) Describe the company settings that you observed and refer to them in your discussion.

- How many workers were in each office?
- Were there posters, bulletin boards, and/or job activities details on the walls?
- Where was the manager's desk in relation to the workers?
- What was your reaction to the physical environment?

(b) Describe how the supervisors manage the personnel.

- Did the personnel have a routine to follow as they came in the work room?
- What types of behavior did the manager tolerate or ignore?
- What types of behavior did the manager not tolerate?
- What is your reaction to the management that you observed?

(c) Describe and comment on an incident that you observed which demonstrated effective or ineffective company control by the manager. What, in your view, made the managers' actions effective or ineffective?

4. Overall evaluation of the Field Work Experience

Write a summary of your field work experience. Discuss the questions below:

- What is your overall reaction to the practicum experience? Was it worth while?
- What things surprised you about the experience?
- What concerns do you hold now that you have spent time with this company?
- What concerns have been alleviated?

5. Student Interviews

(a) Interview at least one, but preferably 2-3 managers or supervisors. Ask them the following questions, and then follow up with a few questions of your own.

- 1) What are the biggest frustrations that he or she has faced as a supervisor?
- 2) What aspects of tutoring have given him/her the greatest satisfaction?

(b) Summarize your findings and include some direct quotes. (Please do not identify the Supervisor by name in your report. The interview should be confidential.)

FINAL CHECKLIST

Graded Assignment	Completed?	
Placement Verification Form	Yes	No
Daily Journal	Yes	No
Site Supervisor Evaluation	Yes	No
Student Exit Questionnaire	Yes	No
Final Report	Yes	No