

FIELD EXPERIENCE—FINAL REPORT FORMAT

TITLE PAGE

- Name of the student
- Name of the agency or organization where the field placement was completed; and
- The semester or semesters the placement was completed (months/year)

AGENCY BACKGROUND AND ADMINISTRATION (2 – 3 pages)

- Agency mission and goals
- Organizational chart of agency or organization (if available)
- Description of agency budget and resources
- Target audience the agency serves
- Programs and services offered
- Method in which your Community Partner supervised your experience

SUMMARY OF FIELD EXPERIENCE (4 – 6 pages)

- Provide a brief description of your activities and assigned project(s)
- List your learning objectives and describe the degree to which each objective was met
- Describe the contributions you made to the agency or organization
- Relate the project activities to your academic coursework
- Explain how the field experience contributed to your professional growth
- Describe what new skills, knowledge and insights were acquired during the placement
- Summarize how you met and demonstrated mastery of each specified learning competency
- Evaluate the experience; a brief reflection on your experiences both positive and negative

APPENDICES

- Documentation of 150 contact hours (time log)
- Field Experience Evaluation from Community Partner
- Chart addressing how you met selected competencies with final products (see below)
- Field Experience Product (s)
 - Submit at least one written product in addition to your field experience final report (see examples below competency chart)

Practice-Based Products to Demonstrate Competency Achievement	
<u>Competencies Selected</u>	<u>Product(s) Demonstrating Application or Practice (Report or Other)</u>
1)	
2)	
3)	
4)	
5)	

WRITTEN PRODUCT EXAMPLES

- PowerPoint presentation
- Data analysis results or output
- Link to a website or video you designed
- Survey or data collection tool
- Fact sheet or infographic
- Brochure
- Poster
- Standard operating procedures document
- Literature review if requested by community partner
- Key informant interview if requested by community partner

IMPORTANT:

- Submit the FIRST DRAFT of the final report as an editable WORD document to your Faculty Advisor so the advisor can incorporate comments and feedback.
- Submit your report draft and written product(s) by the deadline (see "[Capstone Deadlines](#)").
- Reports must be double-spaced, with proper grammar.