



Final Report Template for EPH 680 Field Experience

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 (month/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
- Explain the skills or competencies you were required to use in your field experience
- Evaluate the internship; a brief reflection on your experiences both positive and negative

APPENDICES

- Community Partner Agreement
- Documentation of 150 contact hours (time logs)
- Capstone Field Experience—Student Evaluation Form
- Tangible products related to assigned field experience activities

IMPORTANT:

- The FIRST DRAFT of the final report is to be submitted as an editable WORD document to your Capstone Faculty Advisor so the advisor can incorporate comments and feedback.
- Must be submitted to the advisor by the deadline (*see “Timeline for Capstone Required Documentation”*).
- Reports must be double spaced, properly written, properly punctuated, and properly spelled.

Evaluation of the report will be made by your Faculty Advisor, and the Director of Education. A Satisfactory/Unsatisfactory grade will then be assigned.

Final report approved by:

Faculty Advisor Signature

Date