



EPH 680 FIELD EXPERIENCE—FINAL REPORT FORMAT

TITLE PAGE

- Student’s Name
- Community Partner Organization Name
- 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 program competency
- Evaluate the experience, a brief reflection on your experiences both positive and negative

COMPETENCY ATTAINMENT (1 page)

Refer to the five competencies you selected on your Community Partner Agreement and Competency Form before you began your Field Experience. Include a chart similar to the one below that lists and describes how you demonstrated application or practice of each of the five competencies. The products listed will be your two practice-based work products produced for the community partner’s use and benefit. The field experience final report cannot be cited as one of the two practice-based work products.

Practice-Based Products to Demonstrate Competency Achievement	
<u>Competencies Selected</u>	<u>Practice-Based Work Products Demonstrating Application or Practice</u>
1)	
2)	
3)	
4)	
5)	



PRACTICE-BASED WORK PRODUCTS

Include at least two practice-based work products that you completed during your Field Experience. These products should demonstrate how you applied or practiced the Competencies listed in your Field Experience Proposal and in the Competency Chart above. The products must be included in your Field Experience Final Report as an Appendix.

Examples of Work Products:

- PowerPoint presentation
- Data analysis results and output, spreadsheets
- Link to a website or video you designed
- Training manuals or lesson plans
- Survey or data collection tool
- Grant proposal
- Fact sheet, infographic, brochure, or poster (for community partner use)
- Standard operating procedures (SOP) document
- Literature review or key informant interview (requested by community partner)

IMPORTANT:

- Submit the FIRST DRAFT of the final report as an editable WORD document in Blackboard so your Faculty 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, 12-point font, with proper grammar.