

Note: This field experience manual consists of 6 parts, each individual files

Part 1: General information for student

Part 2: General information for agency supervisor & field experience agency agreement

Part 3: Student responsibilities contract

Part 4: Midterm evaluation

Part 5: Final evaluation

Part 6: Hours record sheet

Field Experience Steps:

1. Obtain permission for the field experience from a cooperating agency. Faculty members will assist in placement
2. Meet with your faculty supervisor to review process, roles, and responsibilities.
3. Arrange a meeting with your agency supervisor to complete the Agency Agreement. Provide the supervisor with the Evaluation Forms and the Agency Supervisor Checklist.
4. Meet with your faculty supervisor to review the contract made with the agency.
5. Register for KIN 491/492, 3-6 credits, depending on your workload and agreement with your supervisor.
6. Submit your midterm evaluation to your faculty supervisor when it is completed. Do not wait until the end of the field experience to submit it.
7. Submit your final evaluation to your faculty supervisor when it is completed.

Miscellaneous:

1. Students will be required to fulfill all obligations noted on the contract form. Evaluations will be conducted by the agency at the midpoint and at the completion of the required hours.
2. Student must purchase liability insurance before registering for KIN 491 or 492. Insurance policy is good for one year after the date of purchase. Student should keep their receipt and a copy of the policy.
3. First Aid/CPR certification must be current at the time the field experience begins.
4. Policy Regarding CPR and First Aid Certifications and Re-Certifications: Original certifications must be obtained through classes that contain a both a cognitive and hands-on practical assessment, no entirely online certifications will be accepted. Certification must also be from a professional organization that complies with the guidelines established by the International Liaison Committee on Resuscitation and/or the American Heart Association. All re-certifications must include an in-person hands-on practical portion as well. Completely on-line certification or re-certification will not be accepted. The original signature of the instructor on the certification card indicating the completion of a practical portion will be required as evidence that the class was not online only class. Examples of organizations that provide this type of certification include the American Heart Association, American Red Cross and Medic First Aid however this list is not all inclusive. First aid certification must be "standard" first aid. CPR/AED certification must be for adults, although if student is working in an environment with children then child CPR is also advised.