

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Health Science Program

Fieldwork Manual – HLSC 195

Revised
July 2013

HLSC 195 Fieldwork Process

Health Science fieldwork is completed during your graduating semester. Enrollment is limited to graduating seniors.

Procedure:

1. The semester prior to enrolling in HLSC 195 you must meet with your Health Science academic advisor and confirm your enrollment status. After obtaining approval from your advisor, notify academic advisor via email with your request to be enrolled in HLSC 195 for the following semester.
2. During the semester in which you enroll for fieldwork you need to complete the appropriate HLSC 195 forms and submit the completed forms in duplicate to your Academic Fieldwork Supervisor by the second week of the semester. Failure to enroll in HLSC 195 on a timely basis may delay your expected graduation date. **Because of possible differences in form submission requirements between faculty members, discuss faculty specific requirements with your Faculty Fieldwork Supervisor.**
3. Completed and submit HLSC 195 Fieldwork authorization form (6.1). Include:
 - a. all information requested on the authorization form
 - b. signature of the site's fieldwork supervisor
 - c. signature of your HLSC faculty fieldwork supervisor
 - d. attached description of fieldwork responsibilities on agency letterhead signed by your site's fieldwork supervisor
4. Complete and submit forms 6.1, 6.2, 6.8 and fieldwork duties on fieldwork site's letterhead to your faculty fieldwork supervisor.

HLSC 195 – Fieldwork Procedures

Requirements: **Graduating senior status, consent of HLSC academic advisor**, and:

- 1) **Community Health:**
Required courses: HLSC 118 Community Health, HLSC 119 Community Health Education, HLSC 144 Community Health Planning and Evaluation
Recommended courses: HLSC 116 Public Health Administration and Policy and HLSC 148 Epidemiology are recommended.
- 2) **Health Care Administration:**
Required courses: HLSC 116 Public Health Administration and Policy, HLSC 118 Community Health, HLSC 144 Community Health Planning and Evaluation.
- 3) **Occupational Health & Safety:**
Required courses: HLSC 100 Fundamentals of Safety and Health **and two of the following:** HLSC 106 Occupational Health, HLSC 107 Occupational Safety, HLSC 108 Occupational Health and Safety: Laws and Regulations or HLSC 109 Cause and Control of Loss.

Students enrolling for HLSC 195 – Health Science Fieldwork should:

1. Notify your academic advisor that you plan on completing HLSC 195 the semester prior to registration in HLSC 195.
2.

Form 6.1	Fill out the authorization Form 6.1 completely and obtain the appropriate signatures. Have the site fieldwork supervisor provide a statement of duties expected of the student at the fieldwork site and attach this statement to Form 6.1. The fieldwork supervisor and the student should agree upon duties and sign and date the forms. The fieldwork experience should provide an opportunity for the student to apply course work knowledge. Submit the approved original and a copy to your Faculty Fieldwork Supervisor.
Form 6.2	Complete the Student Contract. Submit the original and a copy to your Faculty Fieldwork Supervisor and a copy to your Site Fieldwork Supervisor.
Form 6.3	<i>Example</i> form for itemizing duties performed each week at fieldwork site and account for time allocated to the various duties. Submit with Weekly Narrative Reports (See Form 6.4 example). Keep a log of your hours at the fieldwork site. The log will be submitted weekly and included in your fieldwork portfolio. Because of possible differences in reporting requirements between faculty members, discuss faculty specific reporting requirements with your Faculty Fieldwork Supervisor.
Form 6.4	Accompanies Form 6.3 (Weekly Statistical Report). In essay form, provide a brief narrative on each of the content areas. If you use Form 6.4 and a content area does not apply that week, indicate by putting N/A. Because of possible differences in reporting requirements between faculty members, discuss faculty specific reporting requirements with your Faculty Fieldwork Supervisor.

- Form 6.5/6.6 Your final report should be submitted prior to final exam week with your Fieldwork Portfolio. Provide a summary of your experience outlined in Form 6.5 and Form 6.6. Attach any materials developed or pictures of work done in your portfolio. Additional portfolio specific instructions will be provided by your faculty supervisor. This may include a table of contents, resume, and timesheet.
- Form 6.7 The fieldwork site supervisor is to evaluate the student midway through the fieldwork experience and at the end. Faculty Fieldwork Supervisors are to review both evaluations. Students are to sign and date both evaluations acknowledging they have reviewed the evaluations. Signing the evaluations does not necessarily imply the student agrees with the outcome of the evaluations. **Students are required to provide their Faculty Fieldwork Supervisor with the original and one copy when submitting the final evaluation.**
- Form 6.8 The Release of Liability form must be properly completed and submitted in duplicate. **The original and a copy of the form must be submitted to your Faculty Fieldwork Supervisor before beginning the fieldwork. An incomplete form will be returned and can delay the start of the fieldwork.** You must include a description of the hazards associated with the fieldwork (e.g. – strain & sprains, slip & falls, bloodborne exposure) and how the hazards will be mitigated (e.g. - Training, personal protective equipment). The form must be clear, concise, and complete.
3. Submit the completed copies of the required forms to your Faculty Fieldwork Supervisor. Your Faculty Fieldwork Supervisor will submit the duplicate forms to the HLSC Program Coordinator for final approval. Students should retain a photocopy of all forms and reports for their records.
 4. **Submit all forms and reports to your Faculty Fieldwork Supervisor as required in a timely manner. Failure to submit forms as required can result in a grade of NC.**

Health Science Program Fieldwork Manual

1. Introduction

To obtain insights into the practical application of the classroom teachings, fieldwork experiences are provided, and are required of those who wish to prepare for a career in community health education, health care administration or occupational health and safety.

1.1 Type of Fieldwork Experience

Fieldwork is required for those interested in the community health education, health care administration, and occupational health and safety options. Students are required to complete 135 hours (3 units) of fieldwork. Due to the nature of some fieldwork requirements (i.e., CSUS Student Health Center) students may perform their fieldwork over two semesters. In this case, students will enroll in a 2 unit fieldwork each semester. For those pursuing dual concentrations, it is highly recommended that students complete a 2 unit fieldwork (90 hours) in each concentration.

2. Behavioral outcomes of the fieldwork experience.

2.1 The goals of HLSC 195

2.1.1 The student is expected to:

- 2.1.1.1 Apply course knowledge into practice in the fieldwork experience.
- 2.1.1.2 Appraise health science as a profession.
- 2.1.1.3 Gain insights of how to organize committees and a community for towards completion of a health science intervention.
- 2.1.1.4 Be able to identify methods that are effective in the dissemination of health science knowledge.
- 2.1.1.5 Gain knowledge about the functions of a health science agency.
- 2.1.1.6 Obtain practical experience in the preparation of health science materials.
- 2.1.1.7 Apply decision-making skills in the program activities of fieldwork experience.

2.2 The goals of the agency

- 2.2.1 Assists in offering a practicum to the student.
- 2.2.2 Provides the student contact with experienced health professionals.
- 2.2.3 Evaluates the student as a possible candidate for employment.

2.3 General Information

- 2.3.1 This is a required course for those who wish to pursue a career in community health education, health care administration or occupational health and safety.
- 2.3.2 The student is responsible for initiating regular advising sessions with the faculty fieldwork supervisor. The student is directly responsible also to the agency supervisor.
- 2.3.3 The student is to register for 3 units of HLSC 195, which is equivalent to 9 hours per week of fieldwork for 15 weeks, a minimum total of 135 hours credit for the semester.
- 2.3.4 A definite on-the-job hour schedule for the fieldwork experience must be arranged with the agency supervisor and these hours are to be adhered to throughout the fieldwork experience.
- 2.3.5 Site supervision of the student's fieldwork experience is the responsibility of the agency's supervisor.

3. Learning Opportunities in Fieldwork

3.1 Community Health Education, Health Care Administration, and Occupational Health and Safety.

- 3.1.1 Student gains comprehension of basic job tasks and activities of an employee within a Health or Safety agency
- 3.1.2 Student must demonstrate aptitudes, skills, initiative, and creativity as a Health Science intern.
- 3.1.3 Student may gain professional experiences in:
 - 3.1.3.1 Community organization
 - 3.1.3.2 Preparation of Health or Safety media
 - 3.1.3.3 Public relations
 - 3.1.3.4 Group process
 - 3.1.3.5 Committee work
 - 3.1.3.6 Public speaking
 - 3.1.3.7 Professional writing
 - 3.1.3.8 Research and technical skills
 - 3.1.3.9 Analytical and decision-making skills

4. Regulation Related to Fieldwork

4.1 The Fieldwork Agency (including, but not limited to)

4.1.1 HLSC 195 Fieldwork

- 4.1.1.1 Government agencies (local or state)
- 4.1.1.2 Voluntary health agencies
- 4.1.1.3 Hospitals
- 4.1.1.4 Health centers
- 4.1.1.5 Industrial or technical companies
- 4.1.1.6 Insurance companies
- 4.1.1.7 Health Maintenance Organizations
- 4.1.1.8 Non-profit health-related agencies
- 4.1.1.9 A health-related agency approved by the Faculty Fieldwork Supervisor and the Program Coordinator

4.2 Fieldwork Location

- 4.2.1 Within the state of California, and preferably within the geographical area of Sacramento County or near the student's place of residence.

4.3 Agency Approval

- 4.3.1 The Agency must be approved by the student's faculty fieldwork supervisor.

4.4 Fieldwork Student Requirements

- 4.4.1 In addition to the previously stated requirements, students must be declared Health Science majors or minors.
- 4.4.2 The student must be accepted by the agency director (or agency representative) for the fieldwork assignment.
- 4.4.3 Student is to keep faculty fieldwork supervisor informed of any changes in the fieldwork.

4.5 Responsibilities of the Agency Supervisor of Fieldwork

- 4.5.1 The student is expected to possess a degree of mature responsibility in the fieldwork experience, but the agency supervisor should not permit the student to function in any way that might hamper the quality of the agency's services.
- 4.5.2 The agency director (or agency representative) is to authorize approval of the fieldwork placement.
- 4.5.3 The midterm and final evaluation of the student's professional service is to be provided to the student and to the student's faculty fieldwork supervisor.
- 4.5.4 Agency is to have someone to supervise the student.
- 4.5.5 Agency provides the student and CSUS a description of the duties that will be performed by the student.

4.6 Responsibilities of the CSUS Faculty Fieldwork Supervisor.

- 4.6.1 Approve student program at the agency.
- 4.6.2 Conduct conferences with the student at the student's initiation.
- 4.6.3 Evaluate student weekly fieldwork reports.

5. Plan of Action and Guidelines

- 5.1 All arrangements for taking fieldwork are to be completed the semester prior to taking the course. See Fieldwork Process Procedures.
- 5.2 Reports by student to CSUS Faculty Fieldwork Supervisor:
 - 5.2.1 Report Form (Due second week of fieldwork)
 - 5.2.2 Weekly Report (Due each Tuesday after week's work or as stated by faculty supervisor)
 - 5.2.3 Final Report and portfolio (Due the week prior to final exam week or as stated by faculty supervisor)
The portfolio should include activities and accomplishments of the student. Resume, narrative summary, timesheet, photographs, speeches, exhibits, and news releases are some of the examples of what should be included in the portfolio/final report appendices.
- 5.3 Authorization of Fieldwork
 - 5.1.1 A form of authorization of fieldwork is enclosed in this manual (Form 6.1). It is the contract to be signed prior to beginning the HLSC 195 fieldwork.
- 5.4 Grading Method for Fieldwork
 - 5.4.1 CR/NC grade is assigned for the fieldwork experience.

5.4.2 Grade to be based on, but not limited to:

- 5.4.2.1 Joint evaluation of supervisors
- 5.4.2.2 Timely submission of reports (Weekly and Final)
- 5.4.2.3 Professionalism displayed by the student
- 5.4.2.4 Attendance at the mandatory HLSC 195 meetings and final presentation session.

5.5 Regulations of Fieldwork

- 5.5.1 Students are entitled to regular CSUS vacations and holidays.
- 5.5.2 Students who become ill or who have an emergency preventing attendance at the fieldwork agency should immediately notify:
 - a) The agency supervisor
 - b) The CSUS faculty fieldwork supervisor
- 5.5.3 Supplies are to be supplied by agency. Students are not required to purchase any supplies or equipment.
- 5.5.4 Transportation is to be in student's own conveyance or by public transportation. Student is not to ride in agency cars unless the agency provides insurance coverage.
- 5.5.5 All regulations for fieldwork in this manual must be followed by student, faculty fieldwork supervisor, and fieldwork supervisor.

6. Fieldwork Forms

- 6.1 Authorization for Fieldwork
- 6.2 Faculty-Student Contract
- 6.3 Weekly Statistical Report
- 6.4 Weekly Narrative Report
- 6.5 Final Report Guidelines
- 6.6 Final Narrative Report
- 6.7 Fieldwork Performance Evaluation
- 6.8 University Internship Waiver

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Department of Kinesiology and Health Science

AUTHORIZATION FOR FIELDWORK IN HEALTH SCIENCE

Directions for Authorization: Fill out this form and return in **duplicate** to the Health Science Program Coordinator. A fieldwork student will not be officially enrolled in HLSC 195 until this Authorization Form is completed, signed by an authorized agency representative, a faculty fieldwork supervisor, and the HLSC Program Coordinator,. The original Authorization Form is to be given to the faculty fieldwork supervisor prior to registration in HLSC 195.

STUDENT INFORMATION – PRINT CLEARLY

Date: _____

Student ID #: _____

STUDENT INFORMATION

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State CA Zip Code: _____

Telephone: _____ Message Phone: _____

Email: _____

Faculty Advisor: _____ Faculty Fieldwork Advisor: _____

Fieldwork Semester: Fall ___ Spring ___ Year 20___ Fieldwork Units: 2 ___ 3 ___

HLSC Concentration: CHE ___ HCA ___ OHS ___ Minor HLSC ___ Minor OHS ___

Member of the Public Health Club: Yes / No Student ASSE member: Yes / No

FIELDWORK SITE INFORMATION

Name of Organization: _____

Department: _____

Street Address: _____

City: _____ State CA Zip Code: _____

Site Main Contact: _____

Telephone: _____ Email: _____

FIELDWORK SITE SUPERVISOR INFORMATION

First Name: _____ Last Name: _____

Telephone: _____ Email: _____

Date Student Begins Fieldwork _____ Hours & Days/Wk _____

Please attach a statement that describes the specific activities the student is to perform under this fieldwork training opportunity. Also, include the specific training the student will obtain.The _____ hereby accepts _____
Agency Student

as a fieldwork trainee for the time period specified and under the specifications in the attached statement. Agency authorized representative

Signature_____
Date_____
HLSC Fieldwork Advisor_____
Date_____
HLSC Program Coordinator Date**Health Science Office Use Only**

Student ID Code: _____ Site Code: _____ Main Site Contact Code : _____

Fieldwork Site supervisor Code : _____

HLSC 195 Fieldwork
STUDENT CONTRACT

Student's Name _____ Student ID Number _____

CONTRACT

1. I _____ signify that I will enroll in HLSC 195 during the Fall ____, Spring __ Semester of 20___. I am enrolled for ____ units (45 hours per semester per unit).
2. I will abide by all fieldwork regulations as given in the HLSC 195 Fieldwork Manual and provided by my faculty fieldwork supervisor.
3. I am aware of my responsibility for following the policies and rules of the agency at which I am doing my fieldwork.
4. I am aware of my responsibility to keep my assigned fieldwork hours, and I will notify my fieldwork agency supervisor if I am ill, or for some other very important reason find that I am to be late or absent from the fieldwork assignment. I will make up any lost time within three weeks.
5. I will contact my CSUS faculty fieldwork supervisor every two weeks to discuss my fieldwork experience.

I have read all the aforementioned items and categorically attest to my willingness to enter into a contract with the Health Science Program for a Fieldwork assignment for the Fall ____, Spring __ Semester of 20__.

I _____ hereby sign the contract _____ as
Signature Date

Witnessed by _____
HLSC Faculty Fieldwork Supervisor

- One copy to Site Fieldwork Supervisor
- One copy to Student's Faculty Fieldwork Supervisor
- One copy to Student

Due by 5 p.m. on Tuesday of following week of fieldwork.

6.3

HLSC 195 WEEKLY STATISTICAL REPORT

EXAMPLE: Contact faculty fieldwork supervisor for specific instructions

Name _____ Date _____

Student ID Number _____ Email _____

Fieldwork Activity	Hours Worked					Weekly Total
	Mon	Tues	Wed	Thurs	Fri	
Main assignment						
Time spent on planning						
Time spent on writing for the assignment						
Time spent in conferences						
Committee work						
Community organization						
Public relations						
Media preparation						
Consultation with other health professionals						
Agency meetings						
Computer Technology:						
a. presentation						
b. communication						
c. research						
d. data management						
Other activities:						
a. _____						
b. _____						
c. _____						
Total hours for week						
Total hours for semester						

Site Fieldwork Supervisor's signature: _____

HLSC 195 GUIDELINES FOR THE
WEEKLY NARRATIVE REPORT

EXAMPLE: Contact faculty fieldwork supervisor for specific instructions

(Please attach with Weekly Statistical Report Form)

1. Please type this report.
 2. Provide in essay form a narrative describing each of the content areas. For those content areas that do not apply that week, please state so. Please check for spelling and grammar.
 3. A large part of your grade will be determined by your reports.
-

SUGGESTED CONTENT/DISCUSSION AREAS

1. Main activities accomplished during the week.
2. Main new concepts and skills learned.
3. Most interesting activities.
4. Most valuable activities.
5. Least valuable activities.
6. Problems encountered and how they were addressed.
7. Results or accomplishments from the week's activities.
8. Supervisor conferences and outcomes.
9. Committee work and community organization.
10. Public relations and media preparation.
11. Consultation with other health professionals.
12. Agency meetings and outcomes.
13. Computer technology: presentation (PowerPoint), communication (email), research (Internet), data management (Excel)
14. Other activities: please specify.
15. Assistance you feel you need.
16. Personal reflections of this week's fieldwork.

PORTFOLIO & FINAL REPORT GUIDELINES

DATE DUE: Week prior to final exam week. No late reports accepted unless approved by prior arrangement with your Faculty Fieldwork Supervisor.

1. Use form 6.6 as an outline.
2. Include summary comments about your agency and fieldwork supervisors.
3. Include in your **ORGANIZED** portfolio as appropriate:

Cover page

Table of contents

Resume

Narrative fieldwork overview

Copies of weekly reports

Timesheets

Copies of materials or projects prepared or developed

Printouts of PowerPoint presentations developed

Photographs of exhibits prepared

Copies of fieldwork training certificates or awards

HLSC 195 – FINAL NARRATIVE REPORT
(The typed report is included in the fieldwork portfolio)

Name _____	Report Date _____
Student ID Number _____	

Agency _____	Location: _____
Agency Supervisor _____	

Use the following as a guide when completing the final report.

Narrative and discussion points:

1. The type of fieldwork experience was:
2. The most valuable aspects for me were:
3. The new skills I learned from this experience are:
4. Materials I developed were:
5. Presentations I gave were:
6. Committees I participated in were:
7. Other activities of the fieldwork experience were:
8. My personal reflections, comments and recommendations are:

California State University, Sacramento
Kinesiology and Health Science Department

6.7

HLSC 195 – Fieldwork Performance Evaluation

Name of Fieldwork Student Date

Name of Agency

Name of Site Evaluator Signature

To Evaluator: Please evaluate the student midway through the fieldwork and again at the end of the fieldwork.

To Student: Please review the evaluation with your faculty fieldwork coordinator. Provide one copy of the evaluation to you faculty fieldwork coordinator and a second copy to Dr. Michael Nave. Return the original interim evaluation to your site supervisor for use as the final evaluation.

This rating has been discussed with me _____ (interim)
Student’s Signature

Date

Faculty Advisor Student’s Signature (final)

Date Date

Performance Rating (check one):	Interim	Final
Outstanding (O).....	<input type="checkbox"/>	<input type="checkbox"/>
Very Satisfactory (VS).....	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory (S).....	<input type="checkbox"/>	<input type="checkbox"/>
Improvement Needed (I).....	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory (U).....	<input type="checkbox"/>	<input type="checkbox"/>

STUDENT FIELDWORK PERFORMANCE

Rating Scale: Rate the student according to the performance rating criteria on the first page of this form. Check one box each general category – Outstanding, Very Satisfactory, Satisfactory, Improvement Needed or Unsatisfactory. If the student is less than “satisfactory” in any category, please try to offer an explanation and suggestion for improvement. **For each specific item under a general category leave the box blank if student’s performance is acceptable, check the box to denote above average performance, or - for below average performance.**

		O	VS	S	I	U
	Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I.	Professional Attitude (Check one)					
	Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I	F	
<input type="checkbox"/>	<input type="checkbox"/>	Respects confidentiality of agency data.
<input type="checkbox"/>	<input type="checkbox"/>	Accepts responsibility.
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates motivation and interest in work.
<input type="checkbox"/>	<input type="checkbox"/>	Emotional commitment to the fieldwork assignment.
<input type="checkbox"/>	<input type="checkbox"/>	Recognition or admission of errors, learning from mistakes, modification of behavior.

		O	VS	S	I	U
	Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II.	Perception of responsibility in attitude toward work					
	Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I	F	
<input type="checkbox"/>	<input type="checkbox"/>	Recognizes and is alert to discrepancies – takes corrective action or brings to attention of supervisor.
<input type="checkbox"/>	<input type="checkbox"/>	Completes work before leaving for break, lunch, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Observation of safety practices, compliance with agency policies.
<input type="checkbox"/>	<input type="checkbox"/>	Follows directions, prompt and accurate performance of tasks.
<input type="checkbox"/>	<input type="checkbox"/>	Has read the required background material prior to beginning a new task. (Is the student prepared?)
<input type="checkbox"/>	<input type="checkbox"/>	Prioritizing of tasks.

		O	VS	S	I	U
	Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III.	Aptitude/Attitude					
	Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I	F	
<input type="checkbox"/>	<input type="checkbox"/>	Exhibits an aptitude/attitude that makes his/her a satisfactory intern in this department.

			O	VS	S	I	U
IV.	Cooperation	Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I	F	
<input type="checkbox"/>	<input type="checkbox"/>	Work as part of the agency team.
<input type="checkbox"/>	<input type="checkbox"/>	Congenial with co-workers, management, and other agency personnel.

			O	VS	S	I	U
V.	Dependability	Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I	F	
<input type="checkbox"/>	<input type="checkbox"/>	Is punctual.
<input type="checkbox"/>	<input type="checkbox"/>	Regular attendance.
<input type="checkbox"/>	<input type="checkbox"/>	Completion of tasks without constant reminder.
<input type="checkbox"/>	<input type="checkbox"/>	Informs fieldwork supervisor of assignment progress before departing for breaks, lunch, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Notifies well in advance of any planned absences or schedule conflicts.

			O	VS	S	I	U
VI.	Communication skills	Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I	F	
<input type="checkbox"/>	<input type="checkbox"/>	Able to express ideas clearly in an oral format.
<input type="checkbox"/>	<input type="checkbox"/>	Able to express ideas clearly in written format.
<input type="checkbox"/>	<input type="checkbox"/>	Asks questions if unsure rather than just proceeding.

			O	VS	S	I	U
VII.	Reasoning Ability	Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I	F	
<input type="checkbox"/>	<input type="checkbox"/>	Capable of applying academic knowledge to fieldwork experience.
<input type="checkbox"/>	<input type="checkbox"/>	Capable of performing two or more tasks simultaneously when necessary.

VIII. Emotional Maturity

	O	VS	S	I	U
Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | |
|--------------------------|--------------------------|--|
| I | F | |
| <input type="checkbox"/> | <input type="checkbox"/> | Desire for accuracy and efficiency; attention to detail. |
| <input type="checkbox"/> | <input type="checkbox"/> | Accepts challenge or constructive criticism of work. |
| <input type="checkbox"/> | <input type="checkbox"/> | Seeks new and reinforcement knowledge. |
| <input type="checkbox"/> | <input type="checkbox"/> | Inquisitive response to problems or innovations, adjusts readily to new or stressful situations. |

IV. Personal Appearance and Conduct

	O	VS	S	I	U
Interim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | |
|--------------------------|--------------------------|--|
| I | F | |
| <input type="checkbox"/> | <input type="checkbox"/> | Dress, appearance, grooming. |
| <input type="checkbox"/> | <input type="checkbox"/> | Behavior and language. |
| <input type="checkbox"/> | <input type="checkbox"/> | Demonstrates recognition and respect of authority. |

Comments regarding student intern's academic/professional preparation, contribution, or recommendations:

**RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK
AND AGREEMENT TO PAY CLAIMS**

Short Description of Fieldwork Activity. (Complete fieldwork description must be included at the end of this form.):

Fieldwork Date(s) and Time(s): _____

Fieldwork Location/Facility: _____

Hazards to be aware of: _____

Hazard mitigation (how to prepare for the fieldwork): _____

In consideration for being allowed to participate in this Activity, I **release from liability and waive my right to sue** the State of California, the Trustees of the California State University, which own and operate California State University, Sacramento and their employees, officers, volunteers and agents (collectively "University") from any and all claims, **including the University's negligence**, resulting in any physical injury, illness (including death) or economic loss that I may suffer because of my participation in this Activity, including any travel to and from the Activity.

I am voluntarily participating in this Activity. I understand that there are risks, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability or even death, which may occur from my participation in this Activity. These injuries or outcomes may arise from my own or other's actions, inactions, negligence, or from the condition of the Activity location(s) or facility(ies). **Nonetheless, I assume all related risks, whether known or unknown to me, of my participation in this Activity, including travel to and from the Activity.**

I agree to **hold** the University **harmless from any and all claims, loss or damage to my personal property, liabilities and costs, including attorney's fees**, as a result of my participation in this Activity, including travel to and from the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University.

If I need medical treatment, the University is authorized to obtain medical treatment for me. I will be financially responsible for any costs of such treatment. I agree that I will not hold the University responsible for any claims resulting from any medical treatment. I am aware that the University does not provide health insurance for me and I should carry my own health insurance.

I am 18 years or older. I have read this document, and I am signing it freely. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) waiver of my right to sue the University, (c) and assumption of all risks of participating in this Activity, including travel to and from the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

Participant Name: _____ Date: _____

Signature: _____

Page 2 of 2

Complete Fieldwork description. If you prefer to attach another page, please make sure that you:

- change the page numbers on **all pages** of this document to reflect **the total number of pages**, and
- you clearly mark the additional page as “Addendum to Risk Liability Waiver” and indicate the page number of total page numbers (examples: Page 4 of 5, or Page 4 of 4, etc.).

---End of document---