

FIELDWORK CHECKLIST FOR COMPLETION

Use the checklist below to mark off each step in the organization and conduct of your Fieldwork placement.

Prior to Finding a Placement (Throughout KHS 300 Pre-fieldwork and leading up to Fieldwork)

_____ I have successfully completed the requirements for the Pre-fieldwork seminar KHS 300

_____ I have visited my academic advisor to ensure I am eligible for fieldwork

KHS 400/HS 448: Prerequisite- KHS 300, completion of 75 credit hours within the program; completion of required major courses; a minimum 60% PGPA; and, a minimum 65% major GPA. Students enrolled in the revised BKIN (effective 2010 Spring) and the BSRS will be registered in 9 hours of KHS 400 concurrently with KHS 405 (6 hours).

_____ I have forwarded approved résumés, cover letters and learning objectives to each of my selected potential Fieldwork agencies.

_____ I have had interviews at a minimum of three agencies to discuss a possible Fieldwork placement.

_____ I have selected the agency at which I wish to do my Fieldwork and informed the Fieldwork Co-ordinator (Please note: Students **must not** confirm acceptance of any Fieldwork placement offer until authorized to do so by the Fieldwork Co-ordinator)

_____ I have contacted the agency at which I wish to do my Fieldwork and accepted their offer both verbally and in writing

_____ I have contacted the agencies I did not select and thanked them for their time.

_____ I have read the Registration and Fieldwork Procedures (I understand all of the forms and have filled out my portion before sharing them with my agency supervisor).

<https://www.uregina.ca/kinesiology/fieldwork-opportunities/forms.html>

_____ I have met with the Agency Supervisor to discuss my Fieldwork placement, learning objectives, job description, special project and completed necessary paper work (together when possible).

_____ I have provided the Fieldwork information website to my agency supervisor

<https://www.uregina.ca/kinesiology/fieldwork-opportunities/index.html>

_____ I have been in contact with the Fieldwork Co-ordinator to discuss my Fieldwork placement, learning objectives and to confirm placement approval.

_____ I have shared the frontrush Contact link with my agency supervisor to fill out and submit

_____ I have formally registered for KHS 400/HS 448.

NOTE: Registration deadlines are March 25 for the spring/summer (May through August) and fall (September through December) semesters and November 25 for the winter (January through April) semester. Students will not be allowed to register for KHS 400 after these dates.

_____ I have filled out all of my FW forms and am awaiting the email from the FW Coordinator with the Roster (Fieldwork) frontrush link to electronically submit the forms in pdf format (you will receive this email following the registration deadline for your respective semester)

_____ I have confirmed that I am still eligible for fieldwork after receiving my last semester's marks.

_____ I have submitted all of my forms in the appropriate fields of the frontrush Roster (Fieldwork) link by the due date and before starting my placement

Throughout KHS 400 / HS 448 Fieldwork (& KHS 405/HS 450)

_____ Upon beginning my placement, I have confirmed that my supervisor has received a welcome email from the fieldwork coordinator

_____ Once the “normal” university schedule started, I looked up the URcourses page and will use the email tool to Communicate regularly with the FW Coordinator

_____ I have thoroughly read the syllabus and urcourses page for course details.

_____ I have shared the syllabus and midterm/final appraisal with my agency supervisor.

_____ Within the first two weeks of Fieldwork, I have reviewed my learning objectives to ensure they are still appropriate and to revise if necessary.

_____ I have arranged visitations/phone meetings at a time convenient to the agency supervisor, myself and the Fieldwork Co-ordinator (initial and midterm meeting date ranges are recommended within syllabus).

_____ Before the initial meeting, I have re-evaluated and discussed possible special project ideas with my agency supervisor and I am prepared to share them with the FW Coordinator.

_____ I have developed a routine of keeping a daily log of my hours, activities, thoughts and ideas for future reflection.

_____ I have created a plan for time management balance between my fieldwork hours, assignments, and other priorities in my life (e.g., writing out due dates, activities, etc. on a month at a glance calendar).

_____ I have reviewed the syllabus again for details about course policies, assignment procedures, professional communication and have made sure I have completed all requirements for KHS 400/HS 448 and KHS 405/HS 450 as outlined.