

Office of Records & Registration, SUNY New Paltz, 500 Hawk Drive, New Paltz, NY 12561-2439

Semester and year: Fall Winter Spring Summer 20_____

The guidelines for fieldwork vary. Consult the appropriate faculty dean for further information.

To be Completed by Student:

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N													
Last Name	First	MI	Student ID Number										

Major: _____ GPA: _____

Project Information: This information must be completely filled out or the form will be returned unprocessed.

A. Title of Project: _____

B. Name of Organization: _____

On-Site Supervisor _____

(_____) _____

Telephone Number

Street Address _____ Apt. No. _____

City _____ State _____ Zip Code _____

Number of Hours/Week _____

C. Describe your proposed fieldwork project. Type/print clearly. Use additional pages if necessary.

1. What are your responsibilities on the site? What special project will you be working on? What do you expect to learn?
2. How is the proposal related to your major areas of interest? Describe the course work you have completed which provides appropriate background to the project.
3. What is the proposed method of study? Where appropriate, cite readings and practical experience.

Signature of Student

Date

To be Completed by Instructor:

Print Instructor's Name _____ Instructor Banner ID Number **(REQUIRED)** _____

Subject: _____ Check one: 494 594 794 Credits _____
(ex: CHE, MUS, BIO)

Grade mode: Letter grades Pass/Fail Date of Fieldwork _____ to _____

D. Please include the following information on an attached document: Student learning outcomes, reading materials and assignments (if applicable), explanation of course grading policies (with a basis for mid-term evaluation) and method of determining the final grade (including relative weight of each assignment).

Signature of Instructor

Date

To be Completed by Department Chair:

I have reviewed this fieldwork and approve.

Signature of Department Chair

Date

To be Completed by the Dean: Approval of Excess Credits (if necessary)

Part of term _____ Liberal Arts: Yes No

Signature of Dean

Date