

FIELD EXPERIENCE VERIFICATION FORM

This portion to be completed by the Student:

Student: It is your responsibility to submit this form. Prior to your senior practicum, you are required to obtain and verify 150 hours of professional experiences in leisure services. At least 100 hours must be earned at one agency. One form must be completed for each different agency/position. Completed forms should be returned to your advisor via email or in person. This form is also available online: <http://ahn.mnsu.edu/rpls/fieldexperience>



Student Name _____ Student Email _____

Tech ID _____ Anticipated Graduation (Semester/Year) _____

Emphasis Area(s): LPM RM TR Academic Advisor/Email: _____

Agency Supervisor _____ Supervisor Job Title _____

Agency Name _____

Agency Street Address _____

Agency Phone (____) _____ Email _____

Dates of work: Started: _____ Ended: _____

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This portion to be completed by the Agency Supervisor:

Supervisor: As an agency contributing to the professional development of our students, we ask that you verify the employment dates and hours listed below and provide us with a brief evaluation of the student's performance. Upon receipt of this form, we may contact you to follow up on your experience with this student. Thank you for being a vital part of our students' professional development.

Approx. Hours Per Week _____ Total Hours _____

Student Position Type: Volunteer Intern Employee Other (please specify) _____

Nature of work with the agency (please summarize or attach job description)

Evaluation of Student Performance (please explain)

Acceptable – Performance was consistent with professional expectations of volunteers, interns, or trainees.

Unacceptable – Performance was inadequate or inconsistent and must improve. (please provide examples)

Agency Supervisor Signature _____ Date _____