Field Experience Manual
Revised May 2012

Department of Family & Consumer Sciences
New Mexico State University
CTFM 402
FCS 424
FCSE 408 & 448
HNDS 401/407

Introduction

The field experience in the Department of Family and Consumer Sciences (FCSC) constitutes an essential element on the education process as the student applies the knowledge obtained in academic courses to work and professional settings. For each field experience, three or more individual are involved: the student, the site supervisor, and the field experience coordinator/ faculty academic advisor. This manual outlines responsibilities, procedures, criteria, and forms that should be referred to throughout the experience so that all parties involved have a clear understanding of the field experience process.

The field experience has proven to have mutual benefit for everyone. For the student, it becomes an excellent opportunity for transition from classrooms and laboratories to the professional environment. For the employer, it offers the chance to work with persons who have recently been involved in educational experiences and are eager to learn how to apply their newly acquired knowledge in the workplace and professional setting. For the university faculty and staff, it offers the chance to make connections with business, industry, and community professionals thereby offering potential for program development and enhancement.

The cooperation and collaboration of all parties involved is needed in order for this to be a meaningful experience. Therefore, suggestions and/ or concerns should be immediately shared with faculty and staff in the Department of Family and Consumer Sciences.

FCSC students are bound by the NMSU Student Code of Conduct while doing their field experiences. The NMSU Student Code of Conduct can be accessed at www.nmsu.edu/~vpsa/scoc/

Objectives

1. Provide students an opportunity to apply knowledge and skills obtained in the classroom and laboratory in the professional environment.

2. Allow students first hand experiences associated with job, supervisory and or management roles in a professional environment.

3. Provide students an orientation to the work environment, operations, and procedures.

4. Assist students in the transition from student status to professional status.

5. Assist students in developing and refining problem-solving techniques.

6. Provide students the opportunity to refine communication skills with clientele, subordinates, peers, and supervisors.

7. Enhance students' personal development of
    a. Positive work attitudes, values, and habits
    b. Self-confidence
    c. Responsibility
    d. Better understanding for career options
    e. Realistic appraisal of strengths

8. Meet departmental goals for assessment of student learning
    a. FCSC graduates will be able to apply research and theory to process issues faced by families and Consumers.
    b. FCSC graduates will be able to synthesize information from a variety of reliable sources to formulate appropriate educational and professional strategies for improving the quality of life for families and Consumers.
    c. FCSC graduates will be able to implement educational and professional strategies in a variety of settings to assist families and Consumers in effective behavioral changes.
    d. FCSC graduates will be able to demonstrate professionalism and follow ethical standards in interactions with families and Consumers.
    e. FCSC graduates will able to demonstrate proficiency in written and oral communication and use of technologies related to Family and Consumer Sciences professional fields of study.

Credit Hour Requirements

Each field experience has a specific requirement for field experience hours.

CTFM 402 *Field Experience – Marketing Training* (120 hours/ 3 credits)
Students can earn up to 6 credits by working 240 hours.

FCS 424 *Field Experience – Issues and Ethics* (240 hours/ 8 credits)
Students earn one credit hour for their weekly class meeting and 3 credit hours for their field experience. Students work 120 hours for each of two semesters.

FCSE 408 *Field Experience – Extension* (360 hours/ 9 credits)
FCSE 448 *Supervised Teaching in Family and Consumer Sciences*
(70 teaching days in the public schools/ 9 credits)
Students should obtain a copy of the Student Teaching Information Packet from their faculty advisor and follow the guidelines in the packet.
HNDS 401/407 *Field Experience Clinical Dietetics/ Community Nutrition*
(80 hours/ 2 credits)
Students must enroll in 1 credit, 40 hours of 401 and 1 credit, 40 hours of 407
Food Service minimum of 10 hours will be embedded in 401 and/or 407
Prerequisite for HNDS 401 and HNDS 407 is HNDS 201 or consent of instructor.

Criteria for Enrolling in a Field Experience Class

1. Junior standing (62 total hours completed toward your degree **and** 50% for the core courses completed). For FSCE, student should enroll in FCSE 448 after completing all their content and required education classes.
2. Have and overall GPA of at least 2.5.
3. Approval of field experience site by field experience coordinator/ faculty advisor.
4. Student must adhere to deadlines.
5. **Students will not be placed in settings where a relative is employed.**
6. **Family and Consumer Sciences Education students will not be placed where they attended school.**

Procedure Prior to Beginning the Field Experience

All steps **must be completed** before beginning the field experience. Contact the Field Experience Coordinator/ Faculty Advisor at any time during this process for assistance.

1. Obtain a copy of the Field Experience Manual. A copy of the FCSC field experience manual can be found at: http://aces.nmsu.edu/academics/fcs/documents/field-experience.pdf

2. **Activate your NMSU official email. Students are required to use their official NMSU email for NMSU classes.**

3. Submit **Application for Field Experience** (Appendix A) to the Field Experience Coordinator/ Faculty Advisor. Applications should be submitted between
   - October 1 through November 1 for Spring Field Experience classes
   - March 15 through April 15 for Summer and Fall Field Experience classes

4. Attend a mandatory Field Experience Orientation Meeting.

   For Family & Child (FCS) majors, contact the FCS field experience coordinator. This meeting occurs at least once each semester and attendance is required to remain registered in the field experience course.

   For Human Nutrition & Dietetic Sciences (HNDS) students and Clothing Textiles and Fashion Merchandising (CTFM) students, contact your faculty advisor for a one-on-one meeting.

   For Clothing Textiles and Fashion Merchandising (CTFM) students, contact your faculty advisor for a one-on-one meeting.

   For Family & Consumer Science Education (FSTE) students, contact your advisor.

5. Explore possible sites for field experience and interview for positions.

6. Complete **Site Approval Form** (Appendix C) and submit to Field Experience Coordinator/ Faculty Advisor for approval. If the student is requesting that the field experience be completed at his/her eir current place of employment, the form in Appendix B should also be submitted.

7. Complete the **Student Information Form** (Appendix D) as soon as a positions is secure.

8. Provide site supervisor with Field Experience Agreement (Appendix E). Forward signed copy to Field Experience Coordinator/ Faculty Advisor.

Field Experience Site Eligibility if Currently Employed at Proposed Site

The employer must prove work, learning, and professional experiences appropriate to the student's chosen career objective. Field experiences may be arranged with present employers only when new and additional experiences and responsibilities are provided and when these experiences reflect the professional career area of the student. Students requesting that their field experience be completed at their current place of employment will need to submit the form found in Appendix B. All sites need to be approved prior to initiating the field experiences by the Field Experience Coordinator/ Faculty Advisor.

Registering for the Field Experience

Students should contact the Field Experience Coordinator/ Faculty Advisor to obtain the necessary forms to enroll in the following field experience courses.

CTFM 402
FCS 424
FCSE 408 & 448
HNDS 401/407

Failure to meet any of the requirements listed above will result in the student being dropped from the class.

Student Protection

LIABILITY INSURANCE

The Risk Management Division of the State of New Mexico covers students with comprehensive liability insurance in their normal scope of duties. This has been defined as anything required, requested, or authorized by the University. The University does not cover students when they are not within their normal scope of duties. **A student is not covered by NMSU's liability insurance when performing duties in a non-student role.**

Students are not required to obtain additional insurance coverage. If your field experience site has questions about this liability insurance, have them contact the

Risk Management Manager at (575) 646-2916. A field experience site may require additional liability insurance.

HNDS students may be eligible to purchase additional student liability coverage through Marsh/Seabury & Smith (website: http://www.personal-plans.com/).

PERSONAL USE OF AUTO

Students should not transport clients in their private vehicles. If a student transports a client, the student's private auto insurer may cover any injury incurred while transporting clients. Students are encouraged to contact their personal auto insurance for specific details. Students may contact the Risk Management office at 575-646-2916.

SAFTEY/HEALTH

The Department of Family and Consumer Sciences is committed to preparing students for potential concerns they may encounter during their field experience. In keeping with this commitment, the Department of Family and Consumer Sciences provides an overview of primary safety concerns during the field experience orientation for incoming students. Some placement sites require students attend their orientation and/or training prior to beginning the field experience.

Specific field experience sites may require additional health and/ or security requirements. Each student is responsible for becoming informed as to the policies of his/her field placement site and to complete those requirements prior to beginning the field experience. Examples: background security check, drug screen, immunizations, or health insurance.

DISMISSAL POLICY FROM FIELD EXPERIENCE

The university policy requires that students be informed of the possibility of being dismissed from field experience placements. Dismissal from a placement site for reasons listed below will result in a final grade of "F" for the semester.

Students may be dismissed from the field experience for the following reasons:

1. **Violation of procedures, policies, or ethics of the cooperating field experience agency as judged by the agency or the field experience coordinator/ faculty advisor.**
   This would include such behaviors as violations of confidentiality, deliberately and continually disobeying a supervisor, acting in such a way as to put clients or agency staff in physical or emotional jeopardy, acting in such a way as to place the agency in ineffective or extremely embarrassing positions.

2. **Acting in an unprofessional manner.**
   Students may be dismissed for engaging in unprofessional behavior which, as judged by the agency or field experience coordinator/ faculty advisor

severely diminishes the effectiveness of the agency; places clients, staff, or innocent bystanders in physical or emotional jeopardy; tends to represent self as having more authority, control, power, credentials, or ability than that of a student; or any other unprofessional behavior that seriously calls into question an individual student's ability to handle the demands of the field experience.

3. Gross incompetence or negligence.

The agency or field experience coordinator/faculty advisor will determine when gross incompetence or negligence has occurred. These would include acts that endangered the physical or psychological health of clients, staff or others, having the effect of creating unnecessary risks and dangers for clients, staff, or the general public.

Students may initiate a request in writing to re-enter the field experience course. In most cases, students will be expected to take at least a semester to address their performance problems. If student problems persist in their next field placement, this could result in the student being dismissed from the program.

4. Failure to Abide by the NMSU Student Code of Conduct

The NMSU Student Code of Conduct can be accessed at www.nmsu.edu/~vpsa/scoc/

Responsibilities of the Student

1. Turn in **Application for Field Experience.** (Appendix A) to the Field Experience Coordinator/Faculty Advisor. Applications should be submitted between
    - October 1 through November 1 for Spring Field Experience classes
    - March 15 through April 15 for Summer and Fall Field Experience classes

2. Interview at proposed work sites following consultation with the Field Experience Coordinator./Faculty Advisor. It is the student's responsibility to apply for a position and to obtain the Field Experience Coordinator's/Faculty Advisor's permission prior to accepting a position.

3. When a potential field experience site is found, submit the **Site Approval Form** (Appendix C) to the Field Experience Coordinator/ Faculty Advisor for Approval.

4. Complete the **Student Information Form** (Appendix D), indicating start and completion dates and site information.

5. Develop the **Training Plan** (Appendix F) with the site supervisor). Determine performance objectives and outline specific activities and strategies that will contribute to each objective.

6. Work the full assigned time. CTFM – 120 hours, FCS – 120 hours, FCSE – 560 hours, HNDS – 80 hours.

7. Keep a **Daily Log** (Appendix G) of duties performed and a **Weekly Time Log** (Appendix G) of hours worked each week. A copy of your Weekly Time Log, signed by your supervisor, and the Daily Log will be turned in to the Field Experience Coordinator/Faculty Advisor.

8. Complete the **Midterm Evaluation** (Appendix H) and **Final Evaluation** (Appendix I). FCSE students will use the evaluations provided by their advisor.

9. Notify the Field Experience Coordinator/Faculty Advisor and the Site Supervisor immediately of any situation that may prevent the performance of assigned duties.

10. Abide by the Code of Ethics of the Profession of Family and Consumer Sciences (Appendix J).

11. Collect assignments into a portfolio (Appendix K).

Responsibilities of the Site Supervisor

1. Interview student interested in a field experience position.

2. Review and sign **Field Experience Agreement** (Appendix E).

3. Develop a formal **Training Plan** (Appendix F) with the student to familiarize the student with the mission, function, and operation of the work site, as well as outline a variety of meaningful educational experiences the student will receive.

4. Assign a work site supervisor who will provide mentoring, guidance, direction, and constructive criticism for the student.

5. Provide a safe workplace and advise the student of any unforeseen concerns associated with the workplace.

6. Contact the Field Experience Coordinator/Faculty Advisor in the event of special problems or concerns.

7. Complete appropriate evaluations as required by faculty advisor. May use the **Midterm Evaluation** (Appendix H) and **Final Evaluation** (Appendix I).

8. Assure that adequate time is available during normal working hours for both the work site supervisor and student to conduct consultations, conferences, instruction, and feedback.

9. The Field Experience Coordinator/Faculty Advisor will periodically contact the work site supervisor for purposes of consultation and appraisal of progress.

Responsibility of the Field Experience Coordinator/ Faculty Advisor

a. Orient student applicants to the field experience program and assist interested students in ascertaining their qualifications for participation in the field experience program.

b. Suggest possible field experience placements.

c. Inform students accepted into the field experience program of opportunities that have been developed.

d. Work with the employer and/or site supervisor to set up objectives and learning experiences.

e. Review and file all completed requirements (training plan, weekly time sheets, daily logs, evaluations) from students.

f. Make regular contact with site supervisors to determine progress of student.

g. Maintain records of all visitations, communications, and written appraisals.

h. Assess student performance.

Appendix A

Application for Family and Consumer Sciences Field Experience
CTFM 402, FCS 424, FCSE 408 & 448, and HNDS 401/407
Please type

Name: _____ Banner ID#: _____

Address: _____ Telephone: _____

_____E-mail: _____

Proposed Semester of Field Experienced _____ Application Date _____

Field Experience Orientation Meeting Attended? _____ No _____ Yes

Meeting Date _____

Major: _____ Option: _____

Advisor: _____

Anticipated Date of Graduation: _____ Total # of Hours Complete: _____

Overall GPA: _____ Major GPA: _____

Proposed Field Experience Positions/Areas of Interest:

I have read the Field Experience Manual and hereby agree to comply with all regulations, policies, procedures, and responsibilities as enumerated therein.

Student Signature _____ Date: _____

Application should be submitted between

- October 1 through November 1 for Spring Field Experience classes
- March 15 through April 15 for Summer and Fall Field Experience classes

Appendix B

Family and Consumer Sciences
Field Experience Agreement at Place of Employment Application
(Submit with your Field Experience Application)

Site Name _____
Site Address _____
Site Phone Number _____
Site Supervisor _____
Student Name _____
Length of Employment at Site _____

Student's employment status and job description:

What kind of work assignments does this student now have?

What will be the new or changing focus between employment and the field experience?

The student's field experience time will be _____day per week, totaling_____ hours per semester. In addition, the student will be expected to work _____ hours per week in their non-student, regular employment role.

_____
Student Date

_____
Current Work Supervisor Date

_____
Field Experience Coordinator/Faculty Advisor Date

Appendix C

Site Approval Form

Student Contact Information

Name _____ Major _____

Advisor _____

Email _____ Year in School _____

Telephone # _____

Semester of Field Experience _____

Expected Graduation Date _____

Site Proposed

Name of Organization _____

Supervisor _____ Telephone _____

Position Title _____ Start Date _____

Position Description of Site Supervisor/Role of Site Supervisor in Organization (may attach site job description)

Approval Process

The Department of Family and Consumer Sciences has the right to accept or deny the site proposed for a field experience. Prior to beginning a Field Experience, obtain the following signatures and return this form to the field experience coordinator/faculty advisor. Any hours worked for the organization **will not qualify** for the field experience **until this form is completed** and field experience site is approved.

Field Experience Coordinator/Faculty Advisor _____

Approved _____	Notification Given to Student _____
Denied _____	

Appendix D

Student Information Form
To be filled out be student, please type or print.
Return as soon as position is secured.

Student Information

Name _____ Banner ID _____

Major _____ Option _____

Semester Registered for Field Experience _____

Advisor _____

Starting Date: _____ Ending Date: _____

Telephone Number: _____

Cell Number (if available): _____

Email Address: _____

Site Information

Site Name _____

Physical Address _____

_____

Mailing Address _____

_____

Supervisor's Name _____

Supervisor's Title _____

Supervisor's Email _____

Telephone Number _____

Fax Number _____

Appendix E

Family and Consumer Sciences
Field Experience Agreement

Semester _____ Year _____
Major _____ Option _____

Student's Name _____
Agency _____

- Address _____
- Phone _____

Field experience dates:
- First day _____
- Anticipated final day _____

Planned schedule:

- Days _____
- Hours _____

Purpose of this agreement: The purpose of this agreement is to assure that all parties agree to perform their respective responsibilities in order that the student may fulfill the requirements for this course.

The student agrees to fulfill the following responsibilities.	1. Attend a Field Experience Orientation Meeting to learn about all the requirements and expectations. 2. Turn in **Application for Field Experience and two references** to the Field Experience Coordinator/ Faculty Advisor prior to the semester of the field experience. This application is required the semester **prior** to your field experience. 3. Interview at proposed work sites following consultation with the Field Experience Coordinator/ Faculty Advisor. It is the student's responsibility to apply for a position and to obtain the Field Experience Coordinator's permission prior to accepting a position. 4. When a potential field experience site is found, submit the **Site Approval Form** to the Field Experience Coordinator/ Faculty Advisor for approval. 5. Complete the **Information Form**, indicating start and completion dates and site information. 6. Develop with the employer, the **Training Plan**. Determine performance objectives and outline specific activities and strategies that will contribute to each objective. 7. Work agreed upon time: _____ hours. (Total for the semester.) 8. Keep a **Daily Log** of duties performed and hours worked each week. A copy of the Daily Log signed by your supervisor will be turned in to the Field Experience Coordinator/ Faculty Advisor. 9. Complete the **Midterm Evaluation by Student** and **Final Evaluation by Student.** 10. Gather assignments and learning experiences into a portfolio document. 11. Notify both the Field Experience Coordinator/ Faculty Advisor and Site Supervisor immediately of any situation that may prevent the performance of assigned duties.

The site supervisor agrees to fulfill the following responsibilities.	1. Interview the students interested in a field experience position. 2. Review and sign **Field Experience Agreement**. 3. Develop, with the student, a formal **Training Plan** that familiarizes the student with the mission, function, and operation of the work site, as well as outline a variety of meaningful educational experiences the student will receive. 4. Assign a work site supervisor who will provide guidance, direction, and constructive criticism for the student. 5. Provide a safe workplace and advise the student of an unforeseen dangers associated with the workplace. 6. Contact the Field Experience Coordinator/Faculty Advisor in the event of special problems or concerns. Complete the **Mid-Term Evaluation** and **Final Evaluation**. 7. Assure that adequate time is available during normal working hours for both the work site supervisor and student to conduct consultations, conferences, instruction, and feedback. Assure that adequate time is available during the field experience to contact the site supervisor and Field Experience Coordinator/.Faculty Advisor by personal visit, phone, email, or mail.
The Field Experience Coordinator/Faculty Advisor agrees to fulfill the following responsibilities.	1. Orient the student applicants to the field experience program and assist interested students in ascertaining their qualifications for participation in the field experience program. 2. Work to locate possible field experience positions. 3. Inform students accepted into the field experience program of opportunities that have been forwarded to the coordinator. 4. Work with the employer and/or site supervisor to set up objectives and learning experiences. 5. Review and file all completed requirements (training plan, daily logs, evaluation, journals, and portfolio notebooks from students. 6. Make contact with site supervisors to determine progress of student. 7. Maintain records of all visitations, communications, and written appraisals. 8. Assess student performance.

Signatures Date

Student _____ _____

Site Supervisor _____ _____

Field Experience Coordinator/ _____ _____
Faculty Advisor

Appendix F

Training Plan
Please Type

Student Name _____ Date _____

Supervisor Name _____

Site Name _____

Performance Objectives (please state in measurable performance terms). Objectives must be obtainable during the field experience.

Objective 1_____

Outline specific activities and strategies that will contribute to performing objectives.

a.
b.
c.

Objective 2_____

Outline specific activities and strategies that will contribute to performing objectives.

a.
b.
c.

Objective 3_____

Outline specific activities and strategies that will contribute to performing objectives.

a.
b.
c.

Briefly describe your career goals and how the field experience and the objectives listed will contribute toward you career goals.

Student Signature _____
Supervisor Signature _____
Field Experience Coordinator/
Faculty Advisor Signature _____

Appendix G

Daily Log

Date _____

Hours Completed _____

Objectives _____

The daily log is an account of what activities a student does at work each day. It also includes a reaction to those activities.

Activities:
Describe actual work you performed and/or work done by others you observed.

Reaction(s):
Describe how the activities relate to various classes you have taken and/or what you learned that might influence what you do in similar situations in the future.

Family and Consumer Sciences
New Mexico State University
Weekly Log

Student:
Agency:
Agency Supervisor:

Example:Date	**Time In**	**Time Out**	**Hours**	**Total Hours**	**Supervisor's Signature**
1/28/ yr	8:00 am	11:15 am	3.25		*Supervisor's Signature*
1/29/ yr	1:30 pm	4:30 pm	3	6.25	*Supervisor's Signature*
Actual: Date	**Time In**	**Time Out**	**Hours**	**Total Hours**	**Supervisor's Signature**

Appendix H

Midterm Evaluation

Two evaluations should be submitted (one from the site supervisor and one from the student)

Student Name _____ Date _____
Supervisor's Name _____
Site _____

Brief Description of Assignments Given to Student.

Training Plan Objective. Rate the performance on each of the objectives listed on the Student's Training Plan. It is understood that this is the midterm and that the level desired may not be reached for some objectives.

	Outstanding	Good	Average	Fair	Unsatisfactory	Not Observed
Objective #2 (List the Objective)	5	4	3	2	1	0
Objective #1 (List the Objective)	5	4	3	2	1	0
Objective #3 (List the Objective)	5	4	3	2	1	0

Work Performance Evaluation

	Outstanding	Good	Average	Fair	Unsatisfactory	Not Observed
Productivity						
Volume of Work	5	4	3	2	1	0
Quality of Work	5	4	3	2	1	0
Steadiness	5	4	3	2	1	0
Knowledge of work	5	4	3	2	1	0
Interest in Work	5	4	3	2	1	0
Attention to Detail	5	4	3	2	1	0
Organization Skills	5	4	3	2	1	0
Time Management Skills	5	4	3	2	1	0

Interpersonal Skills	Outstanding	Good	Average	Fair	Unsatisfactory	Not Observed
Meeting People	5	4	3	2	1	0
Working with others	5	4	3	2	1	0
Following instructions	5	4	3	2	1	0
Accepting criticism	5	4	3	2	1	0
Oral communication	5	4	3	2	1	0
Written communication	5	4	3	2	1	0
Listening	5	4	3	2	1	0
Relationship with Supervisor	5	4	3	2	1	0
Relationship with coworkers	5	4	3	2	1	0

Personal	Outstanding	Good	Average	Fair	Unsatisfactory	Not Observed
Professional Appearance/Dress	5	4	3	2	1	0
Initiative	5	4	3	2	1	0
Dress	5	4	3	2	1	0
Tact	5	4	3	2	1	0
Accuracy	5	4	3	2	1	0
Judgment	5	4	3	2	1	0
Patience	5	4	3	2	1	0
Creativity	5	4	3	2	1	0
Self-Confidence	5	4	3	2	1	0
Cooperation	5	4	3	2	1	0
Flexibility	5	4	3	2	1	0
Dependability	5	4	3	2	1	0
Leadership	5	4	3	2	1	0
Motivation	5	4	3	2	1	0
Reaction to Stress	5	4	3	2	1	0
Works Independently	5	4	3	2	1	0

Please comment on the student's strengths in relation to the above traits.

Please comment on the student's weaknesses in relation to the above traits.

Signature of Supervisor _____

I have read the midterm evaluation and my supervisor has reviewed it with me.

Signature of Student _____

Meeting with student and field coordinator _____

Comments:

Appendix I

Final Evaluation

Two evaluations should be submitted (one from the site supervisor and one from the student)

Student Name _____ Date _____
Supervisor's Name _____
Site _____

Brief Description of Assignments Given to Student.

Training Plan Objective. Rate the performance on each of the objectives listed on the Student's Training Plan. It is understood that this is the midterm and that the level desired may not be reached for some objectives.

	Outstanding	Good	Average	Fair	Unsatisfactory	Not Observed
Objective #2 (List the Objective)	5	4	3	2	1	0
Objective #1 (List the Objective)	5	4	3	2	1	0
Objective #3 (List the Objective)	5	4	3	2	1	0

Work Performance Evaluation

	Outstanding	Good	Average	Fair	Unsatisfactory	Not Observed
Productivity						
Volume of Work	5	4	3	2	1	0
Quality of Work	5	4	3	2	1	0
Steadiness	5	4	3	2	1	0
Knowledge of work	5	4	3	2	1	0
Interest in Work	5	4	3	2	1	0
Attention to Detail	5	4	3	2	1	0
Organization Skills	5	4	3	2	1	0
Time Management Skills	5	4	3	2	1	0

Interpersonal Skills	Outstanding	Good	Average	Fair	Unsatisfactory	Not Observed
Meeting People	5	4	3	2	1	0
Working with others	5	4	3	2	1	0
Following instructions	5	4	3	2	1	0
Accepting criticism	5	4	3	2	1	0
Oral communication	5	4	3	2	1	0
Written communication	5	4	3	2	1	0
Listening	5	4	3	2	1	0
Relationship with Supervisor	5	4	3	2	1	0
Relationship with coworkers	5	4	3	2	1	0

Personal	Outstanding	Good	Average	Fair	Unsatisfactory	Not Observed
Professional Appearance/Dress	5	4	3	2	1	0
Initiative	5	4	3	2	1	0
Dress	5	4	3	2	1	0
Tact	5	4	3	2	1	0
Accuracy	5	4	3	2	1	0
Judgment	5	4	3	2	1	0
Patience	5	4	3	2	1	0
Creativity	5	4	3	2	1	0
Self-Confidence	5	4	3	2	1	0
Cooperation	5	4	3	2	1	0
Flexibility	5	4	3	2	1	0
Dependability	5	4	3	2	1	0
Leadership	5	4	3	2	1	0
Motivation	5	4	3	2	1	0
Reaction to Stress	5	4	3	2	1	0
Works Independently	5	4	3	2	1	0

Please comment on the student's strengths in relation to the above traits.

Please comment on the student's weaknesses in relation to the above traits.

How has the student responded to suggestions made at the midterm evaluation?

Signature of Supervisor _____

I have read the midterm evaluation and my supervisor has reviewed it with me.

Signature of Student _____

Meeting with student and field coordinator _____

Comments:

Appendix J

Code of Ethics

American Association of Family & Consumer Sciences

Preamble
These principles are intended to aid members of the American Association of Family and Consumer Sciences individually and collectively in maintaining a high level of ethical conduct. They are guidelines by which a member may determine the propriety of conduct in relationships with clients, with colleagues, with members of allied professions and with various publics.

A member of the family and Consumer sciences professions and of the American Association of Family and Consumer Sciences shall:

- Maintain the highest responsible standard of professional performance, upholding confidentiality and acting with intelligence, commitment and enthusiasm.
- Fulfill the obligation to continually upgrade an broaden personal professional competence.
- Share professional with colleagues and clients, to enlarge and continue development of the profession.
- Support the objectives of the American Association of Family and Consumer Sciences and contribute to its development though informed, active participation in its programs.
- Advance public awareness and understanding of the profession.
- Maintain a dedication of enhancing individual and family potential as a focus for professional efforts.

Principles of Professional Conduct
The following Statement
Of Principles are intended to aid members of the American Association of Family and Consumer Sciences individually and collectively.

Statement of Principles for Professional Practice

Preamble
The mission of the American Association of Family and Consumer Sciences is to effect the optimal well being of families and individuals by:

- empowering members to act on continuing and emerging concerns;
- focusing the expertise of members for action on critical issues;
- assuming leadership among organization with mutual purposes.

These principles of Professional Practice guide American Association of Family and Consumer Sciences members in all categories; those Certified in Family and Consumer Sciences; applicants for membership in the Association; and applicants for the Certified in Family and Consumer Sciences designation. The Principles also provide members of the Association with guidelines and with descriptions of the actions required for the ethical professional practice.