

GENERAL INFORMATION
HEALTH SCIENCE FIELD EXPERIENCE

I. SELECTING A SITE

- a. Site Selection
 - i. Call site and speak to individual willing to supervise you
 - ii. Complete “Application – Professional Field Experience”
 - iii. Meet with your advisor to confirm site
- b. Make an appointment with Dr. McMahon to discuss your field experience plans and your site/sites
 - i. Bring completed Application with advisor’s signature
 - ii. Dr. McMahon will call site supervisor to confirm involvement
 - iii. Dr. McMahon will send out a contract to the site
- c. Your responsibilities
 - i. Complete the “initial report” form
 - ii. Call site supervisor to confirm job description
 - iii. Visit your site prior to starting

II. MUST BE PROPERLY REGISTERED FOR CLASS AND CLEARED BY REVENUE

- a. Summer
 - i. May 1 deadline will be enforced
- b. Fall/Spring
 - i. Must pre-register and have discussed your field experience with your academic advisor
 - ii. Must be registered and cleared by revenue before you can go to site
- c. Proper registration for HLTH485

HLTH485 Section 01	1 Credit
HLTH485 Section 02	3 Credits
HLTH485 Section 03	6 Credits
HLTH485 Section 04	9 Credits
HLTH485 Section 05	12Credits

III. INSURANCE

- a. Lock Haven University DOES NOT provide personal liability insurance for students (Student Professional Liability Insurance Program 1-800-503-9230 or www.proliability.com).
- b. Check with your facility to see if liability insurance is required

IV. STUDENTS RESPONSIBILITIES

- a. Initial report form
 - i. Filled out completely with directions to your facility
 - ii. Mail at end of your first week
- b. Maintain a detailed daily log
 - i. Typed
 - ii. Mailed on a weekly basis including at end of first week
- c. Develop a project with supervisor at your facility
 - i. Must relate to your field experience
 - ii. Must explain project to Dr. McMahon by end of third week
 1. Sample field experience projects located on Dr. McMahon's webpage
 - iii. Must be sent to Dr. McMahon or your LHU field experience supervisor at conclusion of field experience
- d. Keep record of your hours
 - i. Must complete 40 hours for 1 credit, 120 hours for 3 credits, 240 hours for 6 credits, 360 hours for 9 credits, 480 hours for 12 credits
 - ii. Must be signed by your supervisor at site
 - iii. Must be sent to Dr. McMahon at conclusion of field experience

V. VISIT BY SUPERVISOR FROM LOCK HAVEN UNIVERSITY

- a. Approximately halfway through field experience
- b. Tour facility
- c. Meet with facility director and supervisor
- d. Meet with you individually
- e. Explain evaluation form to your supervisor

VI. FINAL GRADE

Student grades are assigned by the university supervisor and are based on the recommendation of the agency supervisor, observations by the university supervisor and the quality of student daily logs, case studies and other assignments and activities; Supervisors will determine that if the objectives have been met and will assign a grade accordingly. Grades assigned for HLTH485 will be assigned in accordance with University policy.

Logs	20%
Site Visit	20%
Project	20%
Agency Eval	40%

Grading Scale: 90-100% = A 80-89% = B 70-79% = C 60-69% = D Below 60% = E