

*For Office Use Only:*

Term \_\_\_\_\_

Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_

**YOUNGSTOWN STATE UNIVERSITY**

Dr. Dominic A. and Helen B. Bitonte

**College of Health and Human Services**

**Department of Human Ecology**

**Faculty Checklist**

for Supervision of Field Experience/Internship

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Student PID Number \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Telephone Number (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email address \_\_\_\_\_ @student.ysu.edu

Address (During the Field Experience/Internship)

Mail Address \_\_\_\_\_ Apt. or Room No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Employer/Preceptor Information**

Company/Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Email address \_\_\_\_\_ Telephone Number \_\_\_\_\_

On-site Supervisor, (if different) \_\_\_\_\_ Title \_\_\_\_\_

Email address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Work Site Information: (Complete address is necessary)

Street Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mail Address (if different from Work Site Address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Student Position Information**

Position Title \_\_\_\_\_ Academic Term(s) \_\_\_\_\_

Hours per Week \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**Student's work responsibilities and duties: (You may attach a copy of the job description)**

*For Department of Human Ecology use only:*

Faculty Supervisor \_\_\_\_\_

Employer/Preceptor Agreement on file \_\_\_\_\_

Employer/Preceptor Contact(s) \_\_\_\_\_

Student Contacts \_\_\_\_\_

Site Visit (s) \_\_\_\_\_

Portfolio Submitted \_\_\_\_\_ Picked up \_\_\_\_\_

Observations/ Comments