PPM Field Experience Checklist

Dear PPM Student:

Good luck on your field experience. During a field experience, it is sometimes hard to keep track of dates. You and I should talk over the phone at least twice or via email. You should keep a copy of this for yourself and submit the check list at the end of the semester along with the material requested below. Even if you have a few hours left on your field experience, you must turn in the material by prior to the end of semester so that I can turn in the grade of P or F

Record the Actual Dates

_____ Pay for your field experience through registration.

_____ Date you begin field experience.

_____ 5 days after beginning field experience contact Carolyn with correct phone # for supervisor of your field experience

_____ Provide copy of the supervisor evaluation to supervisor

_____ Turn a summary of what you have done (1-2 pages, double spaced) (It's ok if you are still working but you must turn in the summary)

_____ Summarize in a page (double spaced) how you used *What Color is Your Parachute* (see below for details).

Turn in this form

Reading Assignment

Obtain a copy of *What Color is My Parachute*. This book will give you ideas about how to find a job. It does not need to be a current copy. Read a couple of chapters that interest you. Explain how you used the information to develop your skills finding a job. (For example, you might use a contact you have developed in your field experience and interview that person on how he/she got the job. You might do one of the exercises to think about what skills you already have and compare it to what your field experience employer needs.)

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