# Documents Due Check-list for Faculty Field Advisors

## 2015-16

### From the Student:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Due Date</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Narrative &amp; Statistical Report</td>
<td>1st of each month</td>
<td>Oct, Nov, Dec, Jan, Feb, Mar, Apr, May</td>
</tr>
<tr>
<td>Learning Plan</td>
<td>10/5/15</td>
<td></td>
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<tr>
<td>Issue Oriented Field Report</td>
<td>11/2/15</td>
<td></td>
</tr>
<tr>
<td>Anti-Racism Proposal (2nd Yrs)</td>
<td>12/1/15</td>
<td></td>
</tr>
<tr>
<td>Understanding Your Agency (1st Yrs)</td>
<td>12/1/15</td>
<td></td>
</tr>
<tr>
<td>Major Case Study</td>
<td>2/9/16</td>
<td></td>
</tr>
<tr>
<td>Anti-Racism Abstract &amp; Report (2nd Yrs)</td>
<td>4/22/16</td>
<td></td>
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</tbody>
</table>

### From the Field Department:

- Supervisor’s Interim Progress Report: YES ☐ NO ☐
- Supervisor’s Mid-Year Evaluation: YES ☐ NO ☐
- Supervisor’s Final Evaluation: YES ☐ NO ☐
- Student Evaluation of Field Experience: YES ☐ NO ☐

### Send to the Field Department:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Due Date</th>
<th>Date Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall FFA Reports</td>
<td>12/4/15</td>
<td></td>
</tr>
<tr>
<td>Agency Internship Planning Forms</td>
<td>1/15/16</td>
<td></td>
</tr>
<tr>
<td>Placement Recommendation Forms (for current 1st year students)</td>
<td>1/22/16</td>
<td></td>
</tr>
<tr>
<td>Major Case Study Sheet</td>
<td>3/18/16</td>
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</tr>
<tr>
<td>Spring FFA Reports</td>
<td>4/1/16</td>
<td></td>
</tr>
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</table>