

Task Supervisor's Checklist

Prior to student(s) starting at your agency:

- Discuss with Field Instructor the role of the Task Supervisor.
- Review with Field Instructor the semester start and end dates, student schedule, relevant field policies (see Field Education Manuals).
- Review the learning contracts (including competencies, practice behaviors and corresponding required tasks), checklists and evaluations that correspond to the level of the student(s) with whom you will be working; discuss with Field Instructor.
- Discuss with Field Instructor appropriate learning tasks for the student(s) for this semester
- Introduce yourself to the student prior to first day of placement.

During the first two weeks of practicum:

- Provide student with a tour of the facility and introduce them to other staff.
- Provide student with any agency manuals or handbooks.
- Discuss with student how best to contact you (via email, phone, text, etc.) and differentiate your role from the Field Instructor.
- Determine how you will track student's time (sign-in sheet).

Throughout the practicum experience:

- Provide Field Instructor with an update on student's weekly progress.
- Check student's attendance and timeliness.
- Be proactive in providing student and Field Instructor any necessary feedback promptly.
- Ask Field Instructor for learning opportunities for the student.

At mid-semester:

- Provide Field Instructor and student feedback regarding mid-semester progress.
- Plan with Field Instructor and student regarding the rest of the semester's learning opportunities and expectations.

At the end of the semester:

- Provide Field Instructor and student feedback regarding progress for final evaluation and attendance.
- Plan with Field Instructor and student regarding the next semester's learning opportunities and expectations (if applicable).