

## **University Supervisor Fieldwork Form Approval Process**

If you review a form and information is missing or needs to be corrected by the candidate, do NOT electronically sign the form. If a form needs to be corrected, please reject the form and indicate in the text box what you are requesting the candidate to correct before resubmitting.

### Field Experience Planning Form

- The University Supervisor will receive an email with a link to a candidate's submitted form. Click the link, review, and electronically sign the document.

### Formative Evaluation

- The University Supervisor will receive an email with a link to a candidate's submitted form. Click the link, review, and electronically sign the document.

### Site Visit(s)

- The Site Visit form can only be completed and submitted when the University Supervisor has internet access. If you choose to take written notes during the observation you will need to type them and submit the form at a later time. If you type your notes during the observation on a laptop or tablet, you would be able to copy and paste them when you are able to connect to the internet and access the Site Visit form.

1. Visit the [Faculty Resources](#) webpage and click the Counselor Education tab
2. Click University Supervisor [Dynamic Forms Account](#) and enter your MyCLU username and password
3. Return to the Faculty Resources webpage and click Site Visit Form

### Field Log Overview

- The University Supervisor will receive an email with a link to a candidate's submitted form. Click the link, review the attached Hour Log reports, verify that the number of hours in the reports match the number of hours on the Field Log Overview form, and electronically sign the document. The Field Log Overview requires that you enter the candidate's final grade for the course. All assignments, evaluations, and site visit form(s) must be submitted and electronically signed before issuing a grade and signing the Field Log Overview form.

- If corrections need to be made, you can reject the Field Log Overview form back to the candidate. In the text box that appears after you click reject form, please note why the form was rejected and request that the candidate correct the form before resubmitting.

### Summative Evaluation

- The University Supervisor will receive an email with a link to a candidate's submitted form. Click the link, review, and electronically sign the document.

### Students Taking an In Progress

- If a student takes an In Progress in the class, you will receive an email when they have completed their hours indicating that their Field Log Overview Form needs to be reviewed and signed. After electronically signing this form, you will need to notify the Registrars Office of the final grade change. Please visit the [Registrars Office webpage](#) to complete a Change of Grade Request Form.

### **Helpful Links**

[University Supervisor Dynamic Forms Log In](#)

[Counselor Education Faculty Resources Webpage](#)

[Site Visit Form \(log into Dynamic Forms prior to clicking the link\)](#)

[Site Supervisor \(employed at CLU\) Dynamic Forms Log In](#)

[Site Supervisor \(not employed at CLU\) Dynamic Forms Log In](#)

[Candidate Dynamic Forms Log In](#)

[Counselor Education Student Resources Webpage](#)