**Fieldwork Application Workflow**

Student requests Fieldwork Application Form

Application request processed by Department Secretary. Electronic form sent to Student to complete. Department Chair, Dean and Instructor are added to application.

Student completes/updates form. Employer and Student information added/updated here. Application sent to Instructor.

Employer credentials validated by Instructor

Email sent to Student requesting they update and resubmit form. Reminder email sent after 5 days.

Instructor reviews application. Adds/Updates Learning Objectives & Syllabi

Application complete

Accepted

Rejected

Career Resource Center reviews application and submits document to Records and Registration

Rejected

Dean reviews Entire Application. Can edit items. Reminder sent after 7 days

Accepted

Rejected

Department Chair reviews Entire Application. Can edit items. Reminder sent after 7 days

Accepted

Rejected

Rejected

Employer reviews verifies contact information and review Learning Objectives and Project Information

Email sent to Instructor requesting they update and resubmit form. Reminder email sent after 5 days.

Employer added to Student fieldwork Application.

Accepted