

GTEP APPLIED FIELD EXPERIENCE PROGRESS CHECKLIST

ENTRANCE TO THE FIELD EXPERIENCE

- ___ 1. Apply to be registered <https://www.fgsnet.nova.edu/gtep/fieldexp/>
- ___ 2. Submit Administrator/Mentor Form
- ___ 3. Consult with Advisor/Coach after official assignment
- ___ 4. Discuss possible problem with Administrator/Mentor that could be addressed through your project at the facility
- ___ 5. Select and finalize topic with Advisor/Coach
- ___ 6. Develop timeline and computer search descriptors with Advisor/Coach. Conduct the search and order documents.

PHASE I

- ___ 1. Submit a draft of each proposal chapter to Advisor/Coach. Make recommended revisions and resubmit. Submit References list with each chapter.
- ___ 2. Once all chapters have been approved, complete the remaining items: title page, abstract, table of contents, finalize References list, and compile appendixes. Assemble the proposal with assistance of the Project Resource Guide.
- ___ 3. Submit complete proposal to Advisor/Coach.
- ___ 4. Make last revisions in response to Advisor/Coach request.
- ___ 5. When completed proposal is correct, submit all forms requiring signatures (yours or your Advisor's/Coach's) in hard copy with a completed Cover Sheet. Submit the final proposal in electronic form (3-credit courses) to your Advisor/Coach (6-credit courses).
- ___ 6. Advisor/Coach submits the proposal to NSU with the Proposal Evaluation form and all other signed documents.

PHASE II

- ___ 1. Implement project with advisor's (coach's) permission; keep a log of activities, collect data. Save proposal file, then save it again, relabeled as final report. Start revising the new file for the final report.
- ___ 2. Remember to make any changes requested by your Advisor/Coach (and Reader for 6-credit courses).

PHASE III

- ___ 1. Write final report. Everything in chapters 1-4 should be in past tense. Add Results to the Results chapter and create the Recommendations and Conclusions chapter. Complete cover sheet and authorship form. Submit to Advisor/Coach with completed and notarized Administrator Verification Form.
- ___ 2. Submit one clean copy of final report to Advisor/Coach with all required documents, signed as noted. Advisor/Coach mails or emails one final report to NSU with the Report Evaluation (3-credit projects submitted in electronic form with hard copies of signed forms submitted by fax; 6-credit projects submitted in hard copy of the report with all of the signed forms.