

The Hong Kong Polytechnic University
Department of Applied Social Sciences

**Fieldwork Placement
Checklist for Placement Documents**

Please submit the following documents together with this checklist.

	Type of assignment	Hard Copy	Share via OneDrive / Email
Submitted by Supervisor	Mid-term Evaluation Report		Finalized via CLIPS
	Timesheets for Fieldwork Placement		
	Marksheet		
	Final Evaluation Report		
	Agency Feedback (on student) Form		
Submitted by Student	Learning Contract		
	Mid-term Evaluation Report		Completed via CLIPS
	Case intake/ Group/ Project/ Program Proposal		
	Process Recording		
	Case Transfer/ Closing Summary/ Group/ Project/ Program Evaluation Report (2 samples)		
	Self-Evaluation Report		
	Summary of work undertaken in placement		
	Obligation to Privacy and Personal Data Protection Form		
	Student Questionnaire on Fieldwork		Completed Online

Student name: _____

Student number: _____

Name of Supervisor: _____

Program: BASW/ MSW

Fieldwork: I / II / III