

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 / CLIPS
Submitted by Supervisor	Mid-term Evaluation Report (for concurrent placement only)		Finalized via CLIPS
	Timesheets for Fieldwork Placement		
	Marksheet		
	Final Evaluation Report		
	F04 Obligation to Privacy and Personal Data Protection Form ( <i>signed by student</i> )		
	Agency Feedback (on student) Form (Part A)		
Submitted by Student	<b>Written Assignments</b> <i>(All versions of all written assignments, with supervisor's written comments)</i>		
	F16 Summary of Work Undertaken in Placement		
	<b>Other Essential Documents</b>		
	<ul style="list-style-type: none"> <li>▪ Mid-term Evaluation Report (for concurrent placement only)</li> <li>▪ Student Questionnaire on Fieldwork</li> </ul>		<ul style="list-style-type: none"> <li>Completed via CLIPS</li> <li>Completed Online</li> </ul>

Student name: \_\_\_\_\_

Student number: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Programme: BASW/ MSW

Fieldwork: I / II / III