

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	Written Assignments (<i>All versions of all written assignments, with supervisor's written comments</i>)		
	F16 Summary of Work Undertaken in Placement		
	Other Essential Documents		
	▪ Mid-term Evaluation Report (for concurrent placement only)		Completed via CLIPS
	▪ Student Questionnaire on Fieldwork		Completed Online

Student name: _____

Student number: _____

Name of Supervisor: _____

Programme: BASW/ MSW

Fieldwork: I / II / III