

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		
	Summary of work undertaken in placement		
	Obligation to Privacy and Personal Data Protection Form (F04 - <i>signed by students</i>)		
	Agency Feedback (on student) Form		
Submitted by Student	Written Assignments (All versions of all written assignments, with supervisor's written comments)		
	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