



# Review of Standing in a Field Experience Field Experience Coordinator Submission Package

Field Experience Coordinator Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Review of Grade Decision for EDUC \_\_\_\_\_

Candidate/Intern Name: \_\_\_\_\_ Program: \_\_\_\_\_

Student Number: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Required elements for the submission package:**

Please include the following information in your package	Included:
1. A chronological sequence of the assessment process upon which the decision was based.	
2. Any assessment reports, action plans, learning contracts or related documentation that both describe the concerns and the remedial strategies that were put in place to support the candidate/intern. <i>Please list them:</i>	
3. Copies of any related documents that provide evidence of due diligence and due process in the decision-making process. <i>Please list them:</i>	
4. Copies of any communication with the candidate/intern that is relevant to the decision-making process.	

As outlined in the procedure, this package must be submitted to the Director of Undergraduate Programs within five days of the Review Committee Formation; therefore, your submission package is due by: \_\_\_\_\_

**A Review Meeting date/time will be set within a month of receiving your submission package.**

Dr. Wendy Klassen, Director of Undergraduate Programs  
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