SUPERVISED FIELD EXPERIENCE

Collecting Data And Building a Network
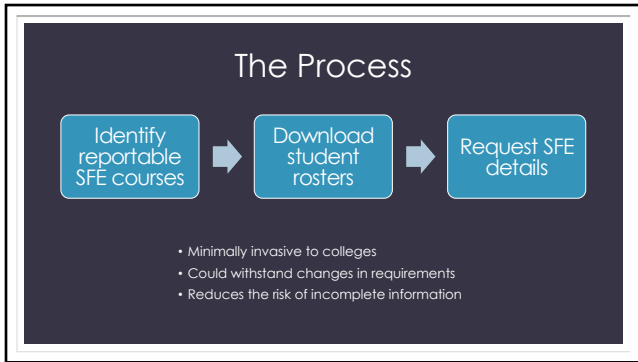
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AGENDA

- **Where do we start?**
- **Building a data collection process**
- **What we learned**
- **Building a "network"**
- **Ongoing challenges**

Where do we start?

Is this information already collected by another unit within the University?

How do we communicate this requirement to the university at large?

How do we determine which internships meet the reporting criteria?

How do we build a sustainable process to efficiently collect the data we need?

When do we collect this data?

The Process

```
Identify          Download         Request SFE
reportable   →    student     →    details
SFE courses       rosters
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- Minimally invasive to colleges
- Could withstand changes in requirements
- Reduces the risk of incomplete information

Identifying Supervised Field Experience (SFE) Courses

Data pull of credit-bearing courses:

- Labeled as internships, externships, practicum, student teaching, clinical, or field experience
- Significant catalog numbers (295, 495, 695)
- Course components
- Words in titles

Academic Support Center

Reporting Criteria

Four Question Survey:

1. Is the placement outside of Pennsylvania?
2. Does the placement involve the physical presence of the student at the out-of-state location(s)?
3. Is the placement required for degree (major) completion or professional licensure?
4. Is the placement carried out under the provisions of a formal agreement between the institution and the placement?
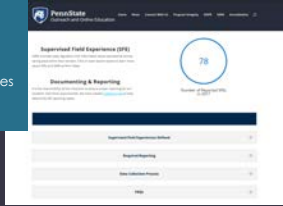
What is a "Formal Agreement"?

Defined by Penn State as a document signed between the University and the SFE location
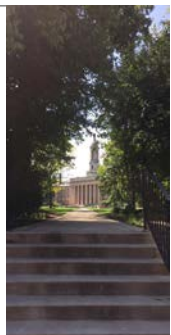
Informational Materials, Resources, & a Central Repository

- SARA introduction for resident instruction
- SARA Placement Reporting Guide
- Internal informational website
- Decision tree
- Subscription for compliance-related updates
- Central location for individual survey responses

Who do we contact?

- World Campus Program Planning & Management
- Career Service Directors within colleges
- Program-level contacts (informal & formal)
- Dean's office administrative staff
- Executive administration

Lessons Learned

- Devise an escalation process ahead of time
- Do not limit the distribution of information
- Summer is not the best time to gather information
- Use SFE discussions to learn more about programs' presence in other states
- We need more active engagement with the colleges

Building a Network

- Contacts established through the SFE process, particularly contacts who acknowledged out-of-state activities in their program
- Create open channels of communication
  - Dispersal of updates for data collection & regulatory compliance
  - Collaborative effort to ensure compliance
  - Consider compliance risks or requirements
- Proactive approach to compliance

Ongoing Challenges

- Succession issues and/or process changes
- New SFE course identification
- Changes to current SFE courses
- Changes to reporting requirements
- Developing ongoing contact even when there are no updates

QUESTIONS?

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