

# TEC 3900 Field Experience Form Questions

## *Updated: Spring 2025*

These are the questions that must be answered on the Application Link to successfully generate a contract between you, your field experience host, and the University. Completing the Application Link officially starts the process.

**Requirements:** Declared Major in STBE, Sophomore standing at time of registration with >30 earned hours, good academic standing (2.0) minimum.

- Please note that your requirement is a minimum of 3 weeks full-time, 120 hr. As long as you have 3 full-time weeks and 120 hours within the specified ranges, that is acceptable. Please note that if you enter dates outside of these dates, your field experience will be denied.

### **Field Experience Task Requirements**

TEC 3900 - Field Experience (3 credits) is a supervised experience in a professional setting which provides opportunities to observe, practice, and develop skills related to work in building science and/or sustainable technology fields.

### **Completed Number of Hours**

How many hours of course credit do you have?

### **Cumulative GPA**

What is your current cumulative GPA?

### **Student Information**

Your banner ID

Your name

Your phone number

### **Field Experience Time**

Start Date

Projected Finish Date

### **Field Experience Location**

Domestic/International

State/Country

### **Emergency Contact**

Name

Relationship  
Phone Number

### **Host Details (The Employer)**

Legal Name of the Host - Give Company Name, not just CEO or owner's name  
Host Corporate Address  
Host Corporate City  
Host Corporate State  
Host Corporate Zip Code  
Host Corporate Phone Number

### **Site Location**

Site Address  
Site City  
Site State  
Site Zip Code

### **Supervisor Info**

Supervisor's First Name  
Supervisor's Last Name  
Supervisor's Email Address  
Supervisor's Phone Number  
Supervisor's Address

### **Hours and Compensation - You must work a minimum of 40 hours for each credit hour**

Average hours per week  
Paid or unpaid?  
What is your hourly rate and/or stipend pay?

### **Course Requirement Statement**

To receive academic credit, field experience participants must:

1. Treat the field experience as you would any job: be punctual, be conscientious about completing your work to the best of your abilities, and communicate regularly with your supervisor(s).
2. Maintain a typed daily work and photo log that describes your tasks for the day and any highlights, issues, or problems encountered.
3. At the end of each week, submit to your University supervisor a weekly written summary of the week's work. This should be typed as a Word document and written

with attention to grammar and spelling, with your name and the date clearly indicated at the top of the page. Note that you will be given a series of discussion questions/prompts to address in each weekly summary. Weekly summaries will be considered confidential communications and will not be shared with your employer.

4. Exhibit professionalism in all email and/or telephone communications with your University supervisor. Emails should include a salutation (for example, "Dear Prof. X,") and be written using standard, business English. Include a closing phrase and your name at bottom (for example, "Sincerely, Jane Doe").
5. Between the half-way point and the end of the field experience, the University supervisor will conduct a site visit or conference/video call with you and your employer. It is your responsibility to set up the appointment with you, your employer, and the University supervisor.
6. Near the end of your field experience, have your employer complete the final evaluation form.
7. After you have completed your final week on the job, you must prepare and submit a final report about the field experience (see assignment guidelines below).
8. Prepare a formal thank you letter to your employer, thanking him or her for the opportunity.

## **FINAL REPORT**

The final report should be professionally organized, well written, and well presented; it should include:

- a. A well designed cover
- b. Table of Contents
- c. Daily work and photo logs
- d. Weekly summaries (responses to weekly prompts)
- e. Work samples that illustrate the skills you applied on the job, with explanatory notes, as needed
- f. A copy of your thank you letter to your employer

By submitting the application, I am indicating that I understand the requirements of the field experience and agree to comply with all requirements. I further understand that not complying with any of these requirements could result in me receiving an unsatisfactory grade.