



MA/MS in Higher Education
Fieldwork Checklist

GED 6071 S

1. During Week 3 you will be asked to join a professional organization. You can take advantage of this assignment to sign up with the American Counseling Association Student Membership that provides two (2) years of Liability Insurance.
2. You will need to have the following forms completed and submitted by the end of GED 6071S
 - a. GED6071A - [Certificate of Liability](#)
 - b. GED6071A – [FERPA 101 Training Certificate](#)
 - c. GED6071A – Application for Fieldwork Placement
 - d. GED6071A – Approval and Outline
3. Submit your completed forms to Taskstream by the last week of GED 6071 S

GED 6071 A

1. You must have forms a-d from GED 6071S completed, uploaded to Taskstream, and approved by the Fieldwork Coordinator to be eligible to remain enrolled in GED 6071A.
2. You will need to have the following forms completed and submitted to Taskstream by the end of GED 6071 A
 - a. GED6071A – Disposition Self-Assessment
 - b. GED6071A – Fieldwork Log
3. Submit your completed forms to Taskstream by the last week of GED 6071 A

GED 6071 B

1. You must have forms a-b from GED 6071A completed, uploaded to Taskstream, and approved by the Fieldwork Coordinator to be eligible to remain enrolled in GED 6071B.
2. You will need to have the following forms completed and submitted to Taskstream by the end of GED 6071 B
 - a. GED6071B – Fieldwork Reflection
 - b. GED6071B – Fieldwork Log
 - c. GED6071B – Site Supervisor Evaluation
 - d. GED6071B – Candidate Evaluation of Site Supervisor
3. Submit your completed forms to Taskstream by the last week of GED 6071 B