



Student Domestic Fieldwork Preparation Checklist

	I have read and understood the Curtin University Fieldwork Education Policy (available online at http://policies.curtin.edu.au/policies/viewpolicy.cfm)
	I have read the Fieldwork Manual and understand what I can expect to gain from successfully completing this fieldwork activity, as well as the roles and responsibilities of each stakeholder involved in fieldwork
	I agree to follow Faculty/School procedures for fieldwork
	I have submitted the Health, Safety and Legal requirements stipulated by my Faculty/School at the recommended time prior to the allocation of fieldwork placement
	I have read and understood Travel Procedures for Students and completed the required Travel Approval Form (available at http://policies.curtin.edu.au/policies/viewpolicy.cfm).
	I have recorded the name and contact details of my Curtin Fieldwork Coordinator
	I have confirmed the following details of my fieldwork placement : host site address, name and contact details of the Fieldwork Partner Supervisor; and scheduled dates and times I need to attend my fieldwork activity
	I have contacted the Fieldwork Partner Supervisor prior to commencing fieldwork if required to do so
	I have familiarised myself with the host organisation (e.g. core business, unique cultural aspects of the workplace)
	I will comply with clothing, uniform, and personal protective equipment requirements of the fieldwork site, or if none will ensure my dress standard is appropriate to the site’s context
	I have read the Curtin Student Charter and the Professional Code of Conduct and/or Standards for my discipline and/or fieldwork setting; and agree to be punctual and behave professionally and ethically during fieldwork
	I will complete fieldwork orientation, preparation or pre-briefing sessions, including university and site-based inductions, prior to the commencement of fieldwork
	I have been made aware of any risks associated with my fieldwork, and strategies to minimize them
	I have advised Disability Services and/or Fieldwork Coordinator prior to placement if I require “reasonable adjustments” to fieldwork due to disability or medical condition(s)
	I have arranged family and personal commitments prior to commencing fieldwork and expect to complete all days and hours to enable me to meet the fieldwork requirements of my course
	I am aware that I need to notify my Fieldwork Partner Supervisor and Curtin Fieldwork Coordinator if I expect to be absent from my fieldwork
	My family /next of kin have contact details of my host site AND Fieldwork Coordinator in case of emergency
	My next of kin details in OASIS are correct and my contact details are up-to-date
	I am aware of my obligation to promptly report incidents and hazards during my fieldwork, to both the host site and Curtin , and I am familiar with the procedures to follow in the event of an incident
	I have identified my own personal learning goals for this fieldwork activity and will discuss them with my Fieldwork Partner Supervisor at the commencement of fieldwork
	I am aware of the assessment requirements associated with my fieldwork
	I am aware that Curtin Counselling Service (08 9266 7850 or 1800 651 878- free call number) provides support during fieldwork if I have issues that affect my fieldwork activity

Student name and student number: _____	Signature: _____	Date: _____
Curtin Fieldwork Coordinator name and staff number: _____	Signature: _____	Date: _____