**INDEPENDENT RESIDENCY ASSIGNMENT CHECKLIST**

<https://mitchellhamline.edu/field-placements/residencies/independent-residencies/>

1. Residency students are responsible for seeing that all assignments are completed,
   1. including assignments that require participation by the site supervisor (education agreement, ethics reflection, mid-semester evaluation, mid-semester meeting for paid residency work, final evaluation).
2. All assignments must be submitted to the Faculty Supervisor. The Faculty Supervisor may adjust deadlines and frequency of meetings and general reflections.
3. Detailed instructions are available in the Student Guide posted on the Independent Residency web page, above.
4. Forms for the education agreement, site supervisor evaluations, and student self-evaluations are available at the Independent Residency web page, above.

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| **Assignment** | **Deadline** | **Completion Date** |
| Learning Goals Reflection | 1st two weeks of residency |  |
| Education Agreement | 1st two weeks of residency |  |
| Ethics Reflection | 1st two weeks of residency |  |
| Meetings with Faculty Supervisor | At least monthly |  |
| Reflection Essays or Journal Entries | At least monthly |  |
| Mid-Semester Site Supervisor Evaluation | Middle of semester |  |
| Mid-Semester Self-Evaluation | Middle of semester |  |
| For paid residency work: Mid-Semester Meeting among Student, Faculty Supervisor and Site Supervisor | Middle of semester |  |
| Additional Academic Project | End of semester |  |
| Final Site Supervisor Evaluation | End of semester |  |
| Final Self-Evaluation | End of semester |  |

*This checklist is provided for the convenience of the residency student and faculty supervisor. If used, it should be retained in the faculty supervisor’s files along with completed assignments. In any case, the assignments must be completed and records retained by the faculty supervisor, as with any course.*