

**Cleveland State University  
Level II Fieldwork  
Paperwork Checklist**

To help organize the documentation required for Level II Fieldwork, here are charts with all of the required activities and paperwork indicating when each item should be completed and submitted.

<b>Midterm</b>	<b>Who?</b>	<b>Recommended Date</b>	<b>Actual Date</b>
1. FWPE completed	FW educator	Midterm week	
2. FWPE self-eval completed	Student	Midterm week	
3. FWPE and student self-eval reviewed	Both	Midterm meeting (before end of 7 <sup>th</sup> week)	
4. Student fax-back form completed and returned to CSU	Student	Midterm week	
5. Fieldwork Educator fax-back form completed and returned to CSU	FW educator	Midterm week	
6. Complete and return Fieldwork Educator information Form	FW educator	Midterm week	

Midterm forms are due to CSU no later than Friday of the 7<sup>th</sup> week\*

<b>Final</b>	<b>Who?</b>	<b>Recommended Date</b>	<b>Actual Date</b>
1. FWPE completed	FW educator	Final week	
2. FWPE self-eval completed	Student	Final week	
3. FWPE and student self-eval reviewed	Both	Final eval meeting (near end of 12 <sup>th</sup> week)	
4. All forms mailed to CSU**	FW educator	Within one week of FW completion	

\*\*Please be certain to send *original* FWPE and SEFWE to CSU. Copies may be made for facility and student\*\*