EXXAT Field Learning Plan Workflow (Cheat Sheet)

Student	 Student Creates Field Learning Plan in EXXAT Students collaborates with Task Supervisor (if assigned) and Field Instructor to develop tasks appropriate to the agency for each practice behavior Once the Field Learning Plan is ready for review Student electronically signs the form and hits SUBMIT 				
	 Task Supervisor receives an email with a link to Field Learning Plan. Task Supervisor reviews Field Learning Plan. Task Supervisor adds any comments, electronically signs the form, and hits SUBMIT 				
	Field Instructor	 Field Instructor receives an email with a link to the Field Learning Plan. Field Instructor reviews Field Learning Plan. Field Instructor adds any comments, electronically signs the form, and hits SUBMIT 			
		Student	 Student receives an email from EXXAT that the Field Learning Plan is ready for final review Students reviews form to ensure that it is complete, and hits SUBMIT 		
		F	aculty Field Liasion	 Faculty Field Liaison will review Field Learning Plan and notify student if any changes are required. 	