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 (If assigned)**
  - 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**

- **Faculty Field Liaison**
  - Faculty Field Liaison will review Field Learning Plan and notify student if any changes are required.