**SUPPORTING MEANINGFUL EMPLOYMENT TRAINING & CERTIFICATION**

**Cover Sheet – Fieldwork Assignments Job Retention & Coaching**

1. Complete and submit fieldwork activities as indicated in this cover sheet.
2. **Fieldwork Packet is due by:** *(See directions on reverse side of the Cover Sheet.)*
3. A submitted Fieldwork Packet must include a completed: *Cover Sheet with SME Student/Supervisor Sign-off, Good Fit Model Supports Needs and Plan, First Day on the Job, Job Retention Support Plan, and Job Retention Summary Sheet* (Five documents in total).
4. The Fieldwork Packet must be reviewed by your supervisor. *See Supervisor/SME Student Sign-off Sheet on reverse side of this Cover Sheet.*
5. For support contact SME Fieldwork Mentor Vicki Ferrara (456-8092, vferrara@ric.edu).

SME Student Name: Agency:

Mailing Address:

Phone: Email:

|  |  |
| --- | --- |
| **To be completed by the Sherlock Center SME Fieldwork Evaluator** | **Sherlock Center SME Evaluator Comments** |
| **Job Retention: Create an Individual Retention Plan once a person is hired.**Choose a recently hired worker from your organization that will work with you to complete all aspects of this assignment. |  |
| **Sherlock Center SME Evaluator Rating** | **Required Assignments and Documentation** |
| **Yes** | **No** |
|  |  | 1. Using the “Good Fit Model” approach, determine the worker’s job support needs. Use the **Good Fit Model Support Needs and Plan** form to document the following:
	1. Job Duties: Confirm the person’s job duties with the supervisor and list on form.
	2. Observations from the work environment: observe where work is completed and other areas person will access (break room, rest room, etc.), equipment used to perform the job, and an experienced co-worker completing job duties.
	3. Support Needs: Determine individual support needs for each job duty: (e.g. none, change the person, change the environment, add support)
	4. Describe Support/s to be provided per job duty (as needed).
 |
|  |  | 1. Complete the **First Day on the Job** form with the worker.
 |
|  |  | 1. Develop a written **Job Retention Support Plan** with the worker.
	1. Specify all on-site and off-site support needs.

Identify specific action steps as identified in the plan. Indicate who will complete them and by when. |
|  |  | 1. Summarize your experience in the **Job Retention** **Summary Sheet.**
 |
|  |  | 1. Document that your supervisor has reviewed this assignment using the **Supervisor/SME Student Sign off Sheet** (see reverse side)
 |

|  |  |  |
| --- | --- | --- |
| **Sherlock Center SME Instructor Evaluation Key** | **Yes** | The activity was completed and documented with sufficient detail.  |
| **No** | The activity was not completed and/or documentation lacks detail, structure or required elements are missing. |

**SME Evaluator’s Name:**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supported Meaningful Employment Training & Certification**

**SME Student / Supervisor Sign-Off Sheet – Job Retention & Coaching**

Please review and initial next to each completed aspect of the assignment. Then sign below.

**Job Retention: Create an Individual Retention Plan once a person is hired.**

|  |  |  |
| --- | --- | --- |
| Student Initials | Supervisor Initials |  |
|  |  | Choose a recently hired worker that agrees to participate all aspects of this assignment. |
|  |  | Gathered information about the workplace and job. (job analysis) |
|  |  | Identified the worker’s job support needs and documented on the **Good Fit Model Support Needs and Plan** form. (submit good fit model form) |
|  |  | Completed the **First Day on the Job** form with the worker. (submit First day on the job form) |
|  |  | Developed a written **Job Retention Support Plan** with the worker and support team. (Submit the Job retention support plan) |
|  |  | Completed a **Job Retention Summary Sheet**. (addressed all questions and sub questions) (submit the job retention support plan) |

***SME Student Sign off*** I have completed this assignment and confirm that all aspects of the assignment are my own current work and not a report on a past experience. Please initial each assignment above and sign below.

***SME Student Name:***

***Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date:*** \_\_\_\_\_\_\_\_\_

***Supervisor Sign off:*** I confirm that I have supervised the completion of this fieldwork, reviewed the required documents and that all aspects of the assignment are current work of the student. Please initial each assignment above and sign below.

***Supervisor’s Name****:*

***Signature****:* ***Date:***

***Email:*** ***Phone #:***

**FIELDWORK SUBMISSION DIRECTIONS:**

Please submit a completed Fieldwork Packet by the due date indicated for your course. You may U. S. Mail, or electronically upload your completed packet.

**Upload at:** <http://www.ric.edu/sherlockcenter/smetraining.html>, follow the links for SME Fieldwork Assignments.
**Mail to:** SME, Sherlock Center/RI College, 600 Mt. Pleasant Avenue, Providence, RI 02908 **FIELDWORK SUBMISSION DIRECTIONS:**

**Upload at:** <http://www.ric.edu/sherlockcenter/smetraining.html>, follow the links for SME Fieldwork Assignments.

**Mail to:** SME, Sherlock Center/RI College, 600 Mt. Pleasant Avenue, Providence, RI 02908

 Allow 4-6 weeks to process. Assignments will be graded and returned.

 It is the responsibility of the student to follow-up with FW mentor if further work is required.

**Reminder Certificate of Completion:** Student is responsible for requesting certificate of completion.

Request SME Certificate after requirements of Attendance and Satisfactory Fieldwork are met.