**SUPPORTING MEANINGFUL EMPLOYMENT TRAINING & CERTIFICATION**

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

1. **Fieldwork Packet is due by:** *(Dates provided during Orientation, see power point.)*
2. A submitted Fieldwork Packet must include all required documents
3. The Fieldwork Packet must be reviewed by the Students in agency mentor. *See Mentor/SME Student Sign-off Sheet on reverse side of this Cover Sheet.*
4. For support contact SME Fieldwork Mentor Vicki Ferrara (456-8092, [vferrara@ric.edu](mailto: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** |
| **Yes** | **No** | **Sherlock Center SME Evaluator Rating** |  |
|  |  | 1. Developed a written **Job Retention Support and Action Plan** with the worker.    1. Specified on-site and off-site support needs.    2. Identified specific action steps as identified in the plan. Indicate who will complete them and by when. |
|  |  | 1. Completed the **First Day on the Job** form with the worker. |
|  |  | 1. Completed the “**Good Fit Model Support Plan**” addressing soft skills and job duties. Determine the type of support needed and identify specific interventions or accommodations to be provided. |
|  |  | 1. Identified a skill to develop with a Systematic Instruction plan. Completed the **Task Analysis and Data Probe** form to document the following:    1. Task Analysis: List each step (as the “verbal cue”) to be completed.    2. Establish Baseline: observe the worker while completing a Single Data Probe and record the results. Continue with instructional plan as determined by Baseline. 2. Determine Progress: Complete at least 3 Data Probes (recommended 2-3 shifts apart), to check progress towards Skill Mastery and adapt instructional plan, as needed, to aid in Mastery. |
|  |  | 1. Summarized experience in the **Job Retention** **Summary Sheet.** Answered questions with sufficient detail. |
|  |  | 1. **In Agency Mentor/SME Student Sign off Sheet completed** |

|  |  |  |
| --- | --- | --- |
| **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**

Together review the required activities below and set a submission date goal. Meet regularly to review progress and plan accordingly. The mentor will guide and provide feedback to the student and review the entire assignment before submission. Initial next to each completed requirement of the assignment. Then sign below.   
If you have questions contact [vferrara@ric.edu](mailto:vferrara@ric.edu), 456-8092.

|  |  |  |
| --- | --- | --- |
| Student Initials | In Agency Mentor Initials |  |
|  |  | Choose a recently hired worker who agrees to participate in all aspects of this assignment. Mentor and student review progress regularly. |
|  |  | Gather information about the workplace and job. (job analysis) |
|  |  | Identify the worker’s job support needs and document on the **Good Fit Model Support Needs and Plan** form. (Submit form) |
|  |  | Develop a written **Job Retention Support Plan** with the worker and support team.  (Submit form) |
|  |  | Complete the **First Day on the Job** form with the worker.  (Submit form) |
|  |  | Develop a **Task Analysis listing Verbal Cue**  (submit form) |
|  |  | Complete a minimum of 3 data probes  Document on Task Analysis |
|  |  | Complete a **Job Retention Summary Sheet**. (address all questions and sub questions) (submit form) |

***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 the 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 in the Orientation.

**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**

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

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