

NC-SARA Reporting: Institutional Approaches to Collect Supervised Field Experience Data

Presenters:

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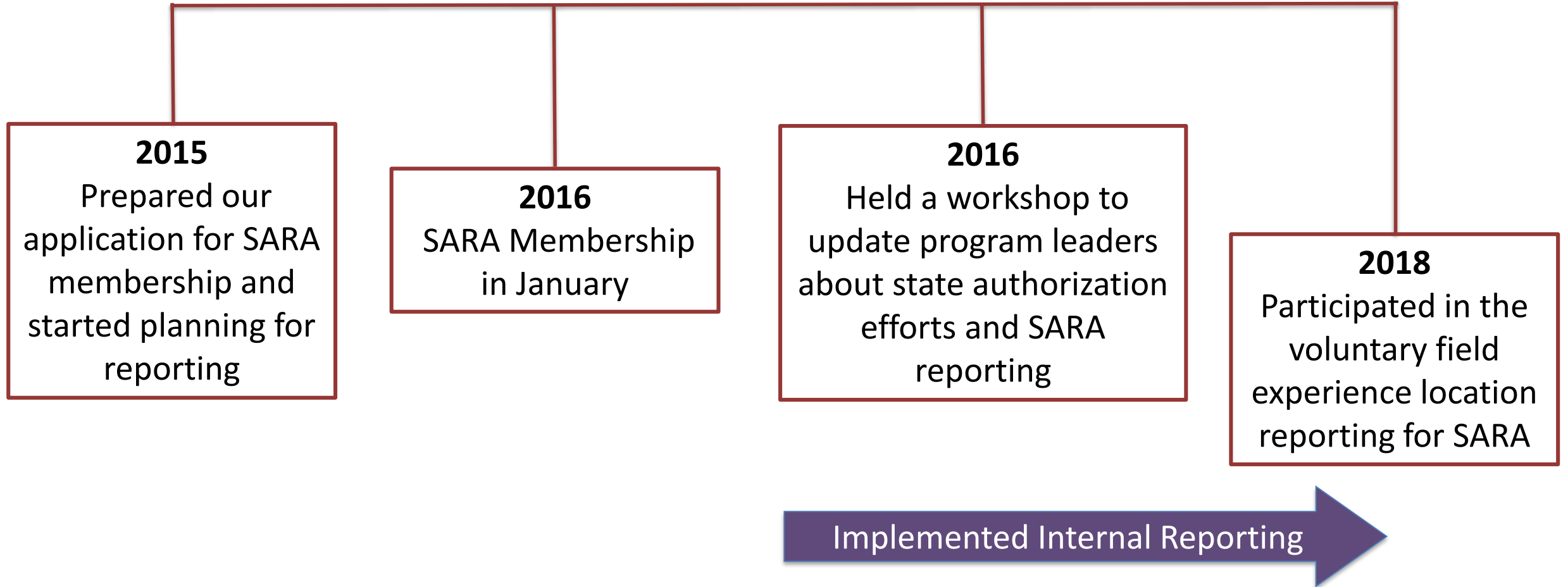
TEXAS WOMAN'S
UNIVERSITY

NASASPS | April 16, 2019
Allison Rogers & Kurt Krause

About Texas Woman's

- Public and Co-ed
- Campuses in Denton, Dallas and Houston
- Fall 2018
 - 15,520 - Total enrollment
 - 4,000 - Students Taking Only DE Courses
 - 196 - Out-of-State students taking Only DE Courses
 - 44 Distance Education Programs

Project Timeline



A Partnership

- Pioneer Center for Student Excellence

...the Center provides programs and services that enhance the student academic experience.

- Services

- Academic Advising
- Academic Coaching
- Book-in-Common
- Dissertation Boot Camp
- Education Abroad
- Experiential Learning
- Internships
- Student Success
- Terry Foundation Scholarships
- Three Minute Thesis



Student
Initiated

The Process

- **Who:** Kurt Krause, Director of Internships and Experiential Learning with the PCSE
- **What:** Requests student internship locations from academic departments *that the department coordinates*
- **When:** Start of Spring, Summer and Fall terms

The Process

How:

1. Kurt requests the internship information via email; provides a spreadsheet, if needed.
2. He combines the information in his database.
3. Finally, he shares the information of all internship locations with me for SARA reporting.

The Process

- Required Student Information:
 - ID Number
 - Name
 - Degree Program
 - State where internship will take place
- Optional Information:
 - Company/Agency
 - Address
 - Supervisor/Preceptor
 - Email
 - Hours per week
 - Compensation

Application

1. **Who** on your campus **already has access** to some, if not all, internship locations?
2. What **new process** could you implement to **combine the information** for your SARA reporting needs?
3. What needs to be done to get **better participation**?

Contact Us

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SUPERVISED FIELD EXPERIENCE

Collecting Data And
Building a Network

Photo credit: Penn State

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PennState

AGENDA

- Where do we start?
- Building a data collection process
- What we learned
- Building a “network”
- Ongoing challenges

Where do we start?

Is this information already collected by another unit within the University?

How do we communicate this requirement to the university at large?

How do we determine which internships meet the reporting criteria?

How do we build a sustainable process to efficiently collect the data we need?

When do we collect this data?



The Process



- Minimally invasive to colleges
- Could withstand changes in requirements
- Reduces the risk of incomplete information

Identifying Supervised Field Experience (SFE) Courses

Data pull of credit-bearing courses:

- Labeled as internships, externships, practicum, student teaching, clinical, or field experience
- Significant catalog numbers (295, 495, 695)
- Course components
- Words in titles



Photo credit: Penn State

Reporting Criteria

Four Question Survey:

1. Is the placement outside of Pennsylvania?
2. Does the placement involve the physical presence of the student at the out-of-state location(s)?
3. Is the placement required for degree (major) completion or professional licensure?
4. Is the placement carried out under the provisions of a formal agreement between the institution and the placement?

What is a “Formal Agreement”?

Defined by Penn State as a document signed between the University and the SFE location

Informational Materials, Resources, & a Central Repository

- SARA introduction for resident instruction
- SARA Placement Reporting Guide
- Internal informational website
- Decision tree
- Subscription for compliance-related updates
- Central location for individual survey responses



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Outreach and Online Education

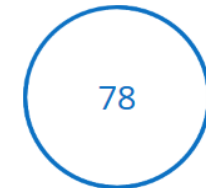
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Supervised Field Experience (SFE)

SARA provides state regulators with information about educational activity taking place within their borders. Click on each section below to learn more about SFEs and SARA at Penn State.

Documenting & Reporting

It is the responsibility of the institution to ensure proper reporting for our students' internship opportunities. We have created [a decision tree](#) to help determine SFE reporting needs.



Number of Reported SFEs
in 2017

[Supervised Field Experiences Defined](#)

[Required Reporting](#)

[Data Collection Process](#)

[FAQs](#)

Who do we contact?

- World Campus Program Planning & Management
- Career Service Directors within colleges
- Program-level contacts (informal & formal)
- Dean's office administrative staff
- Executive administration



Photo credit: Penn State

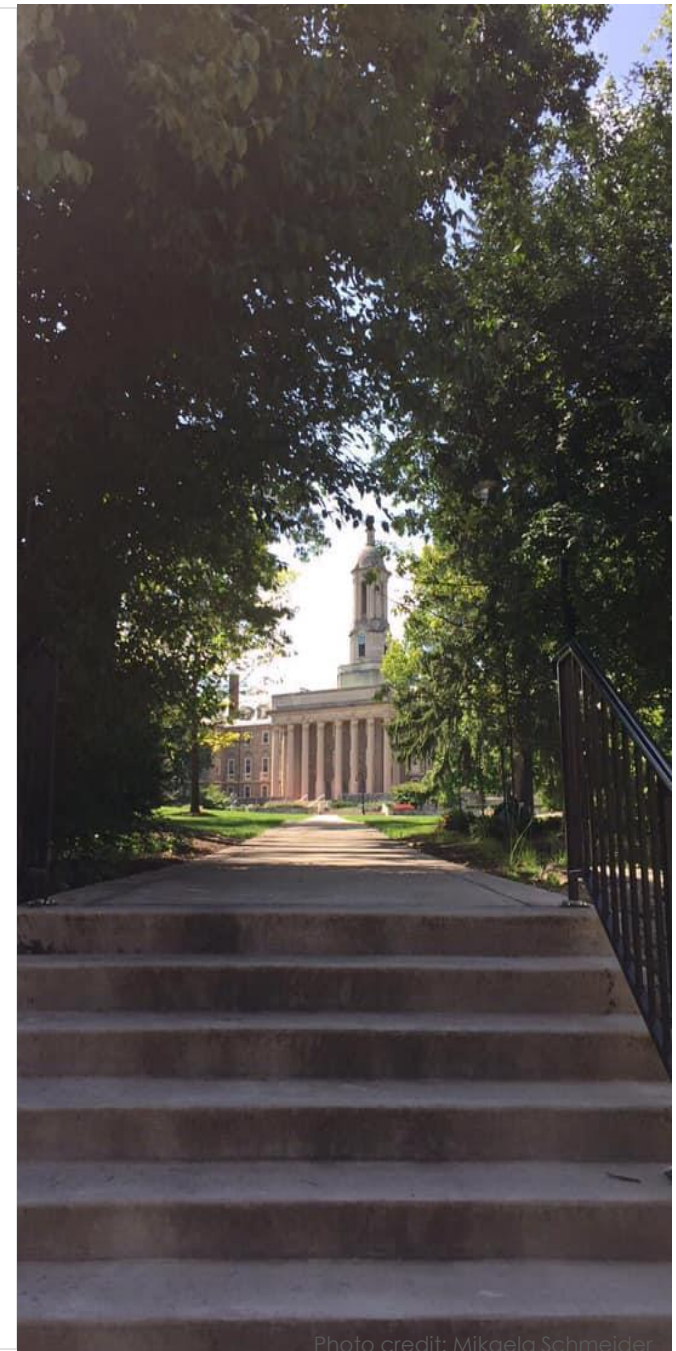


Photo credit: Mikaela Schneider

Lessons Learned

- Devise an escalation process ahead of time
- Do not limit the distribution of information
- Summer is not the best time to gather information
- Use SFE discussions to learn more about programs' presence in other states
- We need more active engagement with the colleges



Building a Network



- Contacts established through the SFE process, particularly contacts who acknowledged out-of-state activities in their program
- Create open channels of communication
 - Dispersal of updates for data collection & regulatory compliance
 - Collaborative effort to ensure compliance
 - Consider compliance risks or requirements
- Proactive approach to compliance

Ongoing Challenges

- Succession issues and/or process changes
- New SFE course identification
- Changes to current SFE courses
- Changes to reporting requirements
- Developing ongoing contact even when there are no updates



Photo credit: Penn State



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Questions?

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