

SUBMISSION of FIELD PRACTICUM EDMS 560A & 560B

Chose one of two ways to submit the checklist:

- A) As a File
- B) Scan Documents

A) Submitting Documents as a File:

- Step 1. Save files as either .doc, .rtf, .jpeg, or .pdf
- Step 2. Place all files into a folder and **name it**
Last & First Name, Practicum I or II, cohort name____
For example: SmithAmy_Practicum I_Cohort V
- Step 3. Right click the folder and go to "send to"
- Step 4. Click on "Compressed (zipped) Folder"
- Step 5. Go to your school email and create a new email document.
- Step 6. Click the link that says attach files, and attach the ".zip" FOLDER you have just created. Check to make sure it is the one that says ".zip"
- Step 7. Once it is finished attaching, click 'Send to' jheckman@csusm.edu

B) Submitting Documents as a PDF Scan:

- Step 1. Remove all clips and staples from papers.
- Step 2. Scan all necessary documents from the Field Practicum checklist as one document to email account. Note: Scanners are located on the 2nd floor computer lab in the Kellogg Library
- Step 3. Rename and Save PDF using:
Last & First Name, Practicum I or II, cohort ____
For example: SmithAmy_Practicum I_Cohort V
- Step 4. Email packet as an attachment to John Heckman at: jheckman@csusm.edu