Meditrek Student Guide

School of Counseling

MS in Addiction Counseling
MS in Clinical Mental Health Counseling
MS in Marriage, Couple, and Family Counseling
MS in School Counseling
PhD in Counselor Education and Supervision
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Meditrek Basics

Meditrek

Meditrek, a product of HSoft Corporation, is a user-friendly online tool that is used throughout your program to help manage forms, evaluations and application for and documentation of field experience.

- Collaborate more effectively with faculty and site supervisors.
- Track your time spent at your field site.
- Provide documentation of your experience to potential employers or licensure boards.
- Provide an easy and trackable system to submit your field experience applications.
- Access the system 24 hours a day from anywhere with an Internet connection, including your computer, tablet, and smartphone, even for a year after you graduate.

Logging In To Meditrek

Meditrek Link
http://edu.meditrek.com

Login Credentials

All students should receive an email from socassessment@mail.waldenu.edu in the first few weeks of enrollment in the program containing their Meditrek login ID and password, as well as helpful information about logging into the Meditrek system.

Technical Support

If you do not receive or misplace your login credentials, or if you need technical support with Meditrek at any time during your enrollment in the program, email:

socassessment@mail.waldenu.edu

Basic Login Troubleshooting

If you are having trouble logging into Meditrek, try the following:

1. Type in the credentials manually, as an alternative to the copy-pasting method (or vice versa).
2. Make sure that the URL is edu.meditrek.com and not www.meditrek.com.
3. Try alternate browsers: It is recommended that you use Google Chrome or Firefox, and **not** Internet Explorer.

4. Email socassessment@mail.waldenu.edu for assistance.

**Meditrek Forms and Evaluations**

All evaluations of student work by faculty throughout the program are completed in Meditrek. Students also complete various forms and evaluations in the Meditrek system.

**Completing a Form or Evaluation**

You will be provided with instructions for completing evaluations and forms as they are required. When there is an evaluation that you need to complete in Meditrek, a link to the evaluation will show on your Meditrek home screen. You will click on the “due” link to access the evaluation and submit it in Meditrek.

**Viewing Completed Evaluations**

You can view evaluations completed by you during the program as well as evaluations of your work completed by program faculty and site supervisors (during field experience).

**Evaluations Completed by Student**

To view evaluations completed by you, click on the “View Evaluations You Have Completed” link on your Meditrek home screen. You will see a list of all of the forms and evaluations that you have completed during the program. You can click on the related faculty member/site supervisor’s name to view the completed evaluation.
Evaluations Completed by Faculty and Site Supervisors

To view your evaluations completed by faculty and site supervisors, click on the “Review Your Evaluations by Faculty” link on your Meditrek home screen. You can then click on the faculty member/site supervisor’s name to view your completed evaluations.
Welcome back, Test Student 4!

Field Application

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Faculty</th>
<th>Student ID</th>
<th>Activity</th>
<th>Supervisor/Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/17</td>
<td>2016-01-16</td>
<td>2016-01-17</td>
<td>Student Survey</td>
<td>Test Student 4</td>
<td>Field Experience Survey</td>
<td>1</td>
</tr>
<tr>
<td>2016/17</td>
<td>2016-01-16</td>
<td>2016-01-17</td>
<td>Student Survey</td>
<td>Test Student 4</td>
<td>Practicum - SC</td>
<td>1</td>
</tr>
<tr>
<td>2016/17</td>
<td>2016-01-16</td>
<td>2016-01-17</td>
<td>Student Survey</td>
<td>Test Student 4</td>
<td>Practicum - SC</td>
<td>1</td>
</tr>
</tbody>
</table>

Click the 'star' link to open an evaluation.

If your records are not accurate please contact your administrative office and request a schedule change.

- View your Evaluation Schedule
- Review Your Evaluations by Faculty
- View Evaluations you have Completed
- Time Log

Student Evaluations by Faculty

<table>
<thead>
<tr>
<th>Period</th>
<th>Evaluation Description</th>
<th>Activity</th>
<th>Supervisor/Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year 2015/16</td>
<td>End of Quarter Evaluation of Student Practicum - SC</td>
<td>SC</td>
<td>settler, Cary</td>
</tr>
<tr>
<td>Academic Year 2016/17</td>
<td>SC Field Experience</td>
<td>SC</td>
<td>settler, Cary</td>
</tr>
<tr>
<td></td>
<td>Techniques SDA - CMHC</td>
<td>SDA</td>
<td>settler, Cary</td>
</tr>
<tr>
<td></td>
<td>Test Pracinct 1</td>
<td>SDA</td>
<td>settler, Cary</td>
</tr>
<tr>
<td></td>
<td>Multicultural SDA - CMHC</td>
<td>SDA</td>
<td>settler, Cary</td>
</tr>
<tr>
<td></td>
<td>Multicultural SDA - MCPC</td>
<td>SDA</td>
<td>settler, Cary</td>
</tr>
</tbody>
</table>

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Field Experience Applications

Field Experience Applications
All field experience applications for the School of Counseling are submitted via Meditrek for a streamlined and user-friendly process.

- Application materials are submitted online without reliance on emails.
- Application status updates are available any time on Meditrek website.
- Everything submitted online – no software compatibility issues.
- Information can be easily carried over from previous applications so the submission process is quick and easy for subsequent quarters of field experience.

Application Process Overview
Find detailed information about the application process as well as required documents on the SOC-OFE website.
Important note:
You must **monitor your Walden email account** closely during the application review period to ensure that you are able to respond to requests for additional information within the timeframes provided.

Starting a New Application

1. Log into Meditrek.
2. Click on the “Field Application” button on your Meditrek home screen.
3. Select your program.
4. Select the course for which you are applying.
5. Select the desired quarter.
6. Do you have field site(s) secured? Select “Yes” or “No” and answer additional questions depending on initial response.
   a. Please note that a site being secured is **not** the same as a site being formally approved by the School of Counseling. “Secured” means that a site has agreed to accept you for field experience.
7. After all questions have been answered, click the “Start New Application” button at bottom of page.
7. Click the corresponding link in the “Course” column to begin (or resume) working on your application for field experience.

**Important Note**

*The final column of the “Existing Application” chart includes the current status of your application. See Checking Your Application Status for an explanation of possible statuses that you may encounter during the various stages of the application process.*

**Application Checklist**

The Field Experience Application is designed as a checklist of items that must be completed for approval. The checklist contains some or all of the following items, depending on your program:

**Forms to Complete in Meditrek:**

- ✔ Student Information Form
- ✔ FERPA (Family Educational Rights and Privacy Act) Release
Field Experience Student Orientation
✓ State Education Specialization
✓ Field Site Information
✓ Site Supervisor Information

Documents to Upload to Meditrek:

✓ Doctoral Internship Application Form (CES Internship ONLY)
✓ Doctoral Internship Supplements (CES Internship ONLY)
✓ Field Experience Learning Agreement
✓ Site Supervisor Resume/CV
✓ Site Supervision Contract
✓ Student Professional Liability Insurance Certificate
✓ Student Job Description

Additional Items:

✓ Student Eligibility Audit
✓ Clinical Work Samples

Click on the corresponding link to access each component of the application. Depending on your responses in the Field Site Information form, additional item(s) may be added to your checklist before you can submit your application.

A detailed description of each of the items in the checklist can be found below.
Forms to Complete in Meditrek

This section is comprised of forms that must be completed directly in Meditrek. Many forms have both a “Submit” and a “Save Draft” option at the bottom of the screen. You can select “Save Draft” to save the information that you have entered and come back to complete the form later. If you’ve clicked “Submit” and there are any incomplete items, the page will refresh with red asterisks indicating which sections still need to be completed.

**Student Information**

1. Complete the Student Information form by answering all of the questions listed on this page.

2. Click “Submit” to submit the form.*
FERPA Release

1. Review the Student FERPA Release form.

2. Enter your Meditrek password for authentication.

3. Click the “Submit” button to complete this portion of your application.
Field Experience Student Orientation

1. Complete the Field Experience Student Orientation at the link provided
2. Enter the date of completion (the orientation must have been completed within the previous year).
3. Review each statement and check the box indicating your agreement with the statement.
4. Enter your Meditrek password as your signature.
5. Click the “Submit” button to submit the form to your application.
**State Education Specialization**

1. Review your state’s licensure requirements.

2. Respond to each of the question regarding possible field experience requirements for licensure.

3. Select “Submit Form” to submit this form to your Meditrek application.

**Important Note:** If you need to complete the 5-credit version of your field course(s) and/or if you need to enroll in additional quarters to meet your state’s licensure requirements, you must request to add the State Education Specialization to your degree program from the Licensure Office. See the SOC-OFE Website for detailed information.

**Field Site Information**

1. Information from this form can be pulled from the Field Experience Learning Agreement that you completed with your site supervisor.

2. Complete all required fields, then click “Submit Field Site Information” to submit the form to your application.

   a. If you indicate that you will use your exact employment position to complete field experience requirements, then “Job Description” will be added to your application checklist.

   b. The In-Home Counseling section will not show for MS-AC, MS-CMHC, or MS-MCFC Practicum or for MS-SC Practicum or Internship applications because
students are not eligible to provide in-home counseling for these field experiences.

Site Supervisor Information

1. Complete the requested information about your site supervisor
2. Select an option to indicate that:
a. Your site supervisor’s resume needs to be uploaded. If so, “Site Supervisor Resume” will be added to your application checklist, and you will be able to upload the resume after submitting this form. *(This will be the case for most students)*

**OR**

b. Your site supervisor’s resume is already on file with the SOC-OFE (please check with the SOC-OFE if you are not sure if the resume is already on file).

3. Once you’ve filled out all sections of this form:
   a. Click “Save Final” to submit the form.*
   b. **Optionally**, click “Save Draft” to save your work as you go, allowing you to return and later review the document before submitting it.

*If you’ve clicked “Save Final” and there are any incomplete items, the page will refresh with red asterisks indicating which sections still need to be completed.*
Documents to Upload to Meditrek

The items in this checklist are documents that you need to upload to Meditrek. Required Walden forms are available on the SOC-OFE Website. For each item, you will need to upload the required document to Meditrek, then link the uploaded document to the appropriate item in the checklist.

- Doctoral Internship Application Form (CES Internship ONLY)
- Doctoral Internship Supplements (CES Internship ONLY)
- Site Supervisor Learning Agreement
- Site Supervision Contract
- Professional Liability Insurance Certificate

**Uploading and Linking Documents to Checklist Items**

1. Click the “Choose File” button to select the appropriate file.
2. Type in a description, if desired.
3. Click the “Upload” button.

4. Under “Choose Document Type,” select the document type the corresponds to the checklist item in the dropdown menu.
5. Click the “Select” button.

6. Select the corresponding uploaded item in the “File” dropdown.
7. In “Select Site/Supervisor” dropdown, select the information that corresponds to the application to which you are uploading information.
8. Click the “Save” button to complete the document upload process.
Important Note for PhD-CES Doctoral Internship Applicants: The Doctoral Internship Supplements must be saved in a zip file and then the zip file will need to be uploaded to this section of your application. The upload manager will not allow you to link more than one file to a checklist item.

Additional Requirements

Student Eligibility Audit

Upon submission of your application, the SOC-OFE Operations team will also audit your student record to ensure that you are eligible for field experience. You can view the results of this audit, including outstanding prerequisites for field experience under “Student Eligibility Audit” on your Field Experience Application Checklist.
Clinical Work Samples

A Clinical Work Sample is required of all students who have not participated in a professional practice experience (residency/pre-practicum or field experience course) for two years prior to starting the field experience. This item is included in the checklist for your information – nothing needs to be submitted in Meditrek here. See the SOC-OFE website for detailed information about Clinical Work Samples.

Submitting Your Application

After all items of your application checklist have been successfully completed:

1. Read the “Finalize Application” window contents and mark the checkbox, if ready.
2. Enter your Meditrek password and click the “Submit” button.

Upon successful submission, the status of your application will update to Submitted.

SOC-OFE Application Review

Program faculty will review your site supervisor and the details of your field experience to determine the fit of your proposed field experience with program requirements. The SOC-
OFE operations coordinator will determine if Walden University has a current Affiliation Agreement with your proposed field site and will contact your field site to establish a new agreement, if needed. The SOC-OFE operations coordinator will perform an Eligibility Audit to ensure that the prerequisite requirements for the field experience have been met. You will receive final approval decision via Walden email.

Revisions

If any revisions are required, you will receive an email detailing which items need to be revised. In this case, the status of your application will be updated to Returned and you will need to log into Meditrek to complete the requested revisions.

Monitoring Your Application Status

Meditrek allows you to see the status of your application in real time. To see the status of your application at any time, log into Meditrek and click on the “Field Application” button. A list of the possible statuses you may encounter during the field experience is provided below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>Application is incomplete and will not be reviewed.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Application has been received and will be reviewed</td>
</tr>
<tr>
<td>Returned</td>
<td>Application has been reviewed and returned to the student. Further work and resubmission by the student is required for further review.</td>
</tr>
<tr>
<td>Approval Pending</td>
<td>Application is approved pending completion and approval of one or more of the following:</td>
</tr>
<tr>
<td></td>
<td>• Affiliation Agreement</td>
</tr>
<tr>
<td></td>
<td>• Student Eligibility Audit</td>
</tr>
<tr>
<td>Approval Pending Prerequisites ONLY</td>
<td>Application is approved pending only completion of prerequisite coursework.</td>
</tr>
<tr>
<td>Approved</td>
<td>Application is fully approved.</td>
</tr>
<tr>
<td>Closed</td>
<td>Application is closed and not approved.</td>
</tr>
</tbody>
</table>
Field Experience Documentation

Meditrek is used during field experience for documentation of hours as well as evaluations.

Time Logs

Entering Hours

Students should log into Meditrek to track field experience hours daily.

1. Log into Meditrek
2. From the Home screen, click on “Time Log”
3. Select responses for each of the fields at the top of the screen:
   a. Quarter –
   b. Program –
      i. Make sure to click the “Change” button if you change this field
   c. Site Supervisor –
      i. Students with more than one site will log hours separately under the approved supervisor for each field site.
d. Rotation –
e. Date –

4. Input your hours for the day. This will create an entry for your logged hours on the date you selected in Step 3e

5. Click the “Submit” button to complete this entry.

**Individual Record Viewer/Editor**

The Individual Record Viewer/Editor shows a detailed listing of all of your time log entries in Meditrek. You can view the details of the hours you entered for each day, as well as totals in each category. You can also edit individual entries as well as delete entries from the system.

To use the Individual Record Viewer/Editor:

1. Log into Meditrek
2. Click on the blue “Records” link
3. Click on the blue “Individual record reviewer/editor” link
4. Select the following:
   a. Program –
   b. Academic Year –
   c. Quarter –
   d. Rotation –
   e. Site Supervisor –

5. A list will appear with the parameters you have input for step 4. If you need to make edits to an entry, you can select the blue “Edit” button, or “Delete” to delete the entry.
Individual Record Viewer/Editor Summary

The Individual Record Viewer/Editor contains a helpful summary chart at the bottom of the page that shows your progress toward the specific hourly requirements of your program. Select “All Practicum” or “All Internship” from the dropdown at the top of the screen to see all of the hours from every quarter of the field experience and where you stand in relation to the program minimum requirements.

Important Note: ONLY Spring 2019 hours are currently showing in the new Meditrek time log. You can still view your hours from previous quarters in the “Old Time Log” link. Hours from Winter 2018-2019 will be transferred over for Internship II students by the end of the Spring 2019 quarter. Practicum and Internship Extension students will also have all hours for the field experience transferred into the new time log.

Summary Report

The Summary Report will allow you to view your progress toward your field experience hourly requirements. This report is still in production, but when it is complete, you will be able to see your total hours in each area and how this compares to the total hours you are required to complete in each area.
Saving Time Log for Submission in Field Experience Course Room

Students are required to submit time logs for review by faculty throughout the quarter. At this time, you will need to save a copy of the Individual Record/Viewer to upload to your classroom for this purpose.

To generate the necessary report for submission in your classroom:
1. Log into Meditrek
2. Click on the blue “Reports” link on your home screen
3. Choose the “Individual Record Viewer/Editor.”
4. Select the parameters for the report at the top of the screen.

Important Notes
Select “All Practicum” or “All Internship” for the rotation to ensure that all hours for the field experience are included in your report (e.g. to ensure that Internship I hours are included for Internship II students or to ensure that hours from the previous quarter(s) of enrollment are included for Practicum Extension students).

Hours from the winter quarter will be transferred into the new time log soon. We are working with HSoft to also come up with solutions for students whose hours for internship include hours from the fall quarter or before (for example, extension students).

*It is highly recommended that you use Google Chrome for ease of saving the Time Log in a format that can be easily uploaded in your field experience classroom.

**Google Chrome (Recommended)**

To save and print the Timesheet Report from Google Chrome:

1. Click on “Customize and control Google Chrome.”
   
   OR

2. Right click anywhere on the page.

3. Choose “Print.”

4. Under “Destination” click “Change.”

5. Choose “Save as PDF.”

6. Save the Timesheet Report as a PDF to upload into your field experience classroom.
Firefox

To print the Timesheet Report from Firefox:

1. Click on “Open Menu.”
2. Choose “Print.”
3. Print the Timesheet Report on paper.
4. Scan and upload the file to your field experience classroom.
**Internet Explorer**

To print the Timesheet Report from Internet Explorer:

1. Click on “Tools.”
2. Choose “Print.”
3. Print the Timesheet Report on paper.
4. Scan and upload the file to your field experience classroom.

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**Supervisor Approval of Time Log Records**

Site and faculty supervisors will be able to review and approve time log entries throughout the term. All hours will need to be approved by both site and faculty supervisors at the end of the term. This portion of the time log is still in development – additional instructions will be provided when available.

**Important Note About Time Logs – Please Read**

**PhD-CES Internship I Students** – Please enter 15 hours for COUN 8135 under “CES Supervision Provided” and 40 hours for Residency under “Other” on the day before the quarter begins.

*For example, if the quarter begins 11/30, enter these hours on 11/29.*

**Internship II and Extension Students** – If you accrue eligible hours in the weeks between academic quarters, please enter these hours on the day that they are accrued. The hours for the “break” weeks prior to the quarter will be accounted for in the current quarter on your time log.

*For example, hours accrued between the fall and winter quarters will appear in your winter quarter total hours.*

---

**Field Experience Evaluations**

Required evaluations will show on the Meditrek home screen.
Completing an Evaluation

1. Click the “Due” link in the “Rot” column for the evaluation you wish to complete.
   (Alternatively, this “Due” link may be replaced by a “Draft” link for any evaluation that you have previously started and then saved as a Draft; click “Draft” instead to continue working on the saved Draft.)

2. Select the box that corresponds with the program that you are enrolled in.

3. Select the circle that corresponds with the type of Field Experience you are evaluating.

4. Click the circles for the Response Scale questions to choose the appropriate response. In the text boxes, enter the requested comments or details.
5. Enter your Meditrek password in the space provided.

6. **Optionally**, click “Save Draft” to save your work as you go, allowing you to return and later review the document before submitting it.

7. Click “Save Final” to submit the evaluation.

**Important Note:** *After pressing either save button, do not use your Back Button*
PhD-CES Internship Self-Assessment

**Entering Goals**

1. Log in to Meditrek using your Meditrek username and password.
2. From the home screen, click the “due” link in the “Fac” column.
3. Select goals from the drop-down menus to list your internship goals for each domain in the appropriate order.
4. Enter additional goals for the domains in the text boxes, if provided.
   *Choose “Not Applicable” for the goals in domains that are not part of your Individual Internship Plan.*
5. Once all of the goals have been entered, click either: “Save Draft” to save the goals and review later OR “Save Final” to save the final draft of your goals for this quarter.
Completing and Submitting the Final Self-Assessment

1. Log into Meditrek using your Meditrek username and password.

2. From the Home screen, Click the “draft” link in the “Fac” column.

3. Enter the documentation or description of the artifact(s) that you will submit via the Upload Manager (see next page) for each of your Internship Goals.

4. Enter your ratings for each of your Internship Goals.
5. Click on “Upload artifacts/documentation” to upload artifacts that support each of your Internship Goals.

<table>
<thead>
<tr>
<th>Internship Goals</th>
<th>Artifacts/Documentation (to be completed at end of quarter)</th>
<th>Student Self-Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Demonstrates the application of theory and skills of clinical supervision.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Develops and demonstrates a personal style of supervision.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Goal 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Develops and demonstrates a personal philosophy of teaching and</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Click on “Choose File” to upload your file.

7. Enter a description of the file, if you wish.

8. Click on “Upload.” The assessment will accept uploads of up to 1GB.

9. For each file you upload, choose the Goal(s) that the document/artifact supports.
10. Click “Submit” to upload the file.

11. When you are finished, click on “Return to Evaluation” (at the top left side of the screen) to review your final Internship Student Self-Assessment.

12. Once all of the documentation/artifacts and ratings for each of your goals have been entered and documentation has been submitted, click
   a) “Save Draft” to save the assessment and review later.
   OR
   b) “Save Final” to save and submit the final draft of your assessment for this quarter.
Frequently Asked Questions

Where do I get my Meditrek Login information?
If login information has not been received or was misplaced, please email socassessment@mail.waldenu.edu to request Meditrek login credentials.

When is my application due?
Application submission windows can be found on our website by using the following link: http://academicguides.waldenu.edu/fieldexperience/soc/application

Can I submit application materials via email as an alternative to Meditrek?
No, the application must be completed entirely through Meditrek.

Does my site supervisor need to submit anything to Meditrek during the application process?
No. You will, however, need to work with your site supervisor to complete the Field Experience Learning Agreement and Site Supervision Contract. Your site supervisor will need to electronically sign each of these documents.

How do I find my running total of hours?
From your Meditrek Home page, choose “Reports,” and then select “Individual Record Viewer/Editor.”

How should I account for hours accrued in between terms of field experience?
If you accrued eligible hours in the weeks between academic quarters, please enter these hours on the days they were accrued. Hours earned in between practicum and internship cannot be counted, so only students enrolled in Internship II or an Extension are eligible to include hours accrued in between terms of field experience.

Do I need to enter hours accrued during previous terms into the current quarter’s time log?
No. You only need to enter hours from the current quarter, as well as eligible hours accrued between academic quarters, into the current quarter’s time log. All hours should be entered on the specific day they were accrued.

If I am submitting my hours in Meditrek, do I need to submit something in my field experience classroom during the weeks for which hours logs are required?
Yes, you need to submit a copy of your Meditrek hours log in your field experience classroom in weeks 3, 6, and 9 of each quarter.

What is a rotation?
This is the field experience course that you are currently enrolled in (for example, a CMHC Practicum student will choose Practicum – CMHC.)

My site supervisor wants to complete their evaluation in a paper format and send it to Walden. How can they do this?
We do ask that all evaluations are completed in Meditrek. If there are specific circumstances precluding this, your site supervisor can email socassessment@mail.waldenu.edu and arrangements can be made to accommodate this request.

Do I need to complete the evaluation in one sitting?
No, you can save it as a draft and go back to it later.

What should I do if I made a mistake on the evaluation?
Email socassessment@mail.waldenu.edu to request that the evaluation be reset.

What is the deadline for completing my evaluations?
All evaluations must be completed by the end of week 10.

Do I have access to the completed evaluations that my instructor or site supervisor have submitted?
Yes, these can be accessed by clicking the “Review Your Evaluations By Faculty” link on your Meditrek welcome page.

I have questions about Meditrek that are not addressed here.
Email socassessment@mail.waldenu.edu. Please allow two business days for a response.