

## **Field Work: Community Psychology CPSY 326**

### **Continuing Studies: Self-paced**

**Instructor:** Dr. Niloufer Merchant, Community Psychology  
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**Description:** This course is designed to provide a field work experience in a human service agency for a total of 100 hours in one semester as a volunteer (i.e. unpaid hours). The experience should be semester long and volunteer hours should be evenly distributed as much as possible by the number of weeks in the semester. Volunteer activities in an agency may include a range of experiences, such as hands-on experiences, observation, tutoring, advocacy, and clerical work. Supervision will be provided jointly between the SCSU instructor and the supervisor at the field site, with the field site supervisor providing direct supervision.

#### **Who can take this course?**

This course is intended for CPSY majors. You can take this course early in your program; however, it is recommended that you take CPSY 323/4 prior to taking the course. You can take CPSY 326 instead of CPSY 444 internship. Some students choose to take this course at the end of their program in place of their internship. You can also choose to do both courses, in which case CPSY 326 can be counted as an elective. This is a self-paced course offered through continuing studies so students can choose a site in their home town or one that is more conveniently located.

#### **Steps in finding a site:**

**Step 1. Attend Orientation.** You will need to attend a mandatory orientation meeting a semester before you register for the course. The orientation will be scheduled prior to course registration time and will be announced on the CPSY list serve. You are automatically entered in the CPSY list serve when you sign up for the major.

**Step 2. Research:** The first step in finding a site is to become familiar with the variety of sites in your community. Many Central Minnesota agencies are included in the attached list but other sites may be selected. Check list of sites the CPSY website under Student Resources (see <http://www.stcloudstate.edu/elcp/cpsy/cp-resources.asp>).

**Step 3. Meet with agency representative:** It is important that you meet with an agency representative to determine their needs and whether you are interested in volunteering at their site (and whether they're interested in having you). You may wish to bring them a copy of this syllabus. It is important that you accommodate to the hours that a site needs rather than them accommodating to your schedule. Please keep this in mind when planning your overall class and work schedule.

**Step 4. Email Dr. Merchant to get approval of the site and possible duties.** You need to get approval BEFORE you finalize with the agency.

**Step 5. Complete the Learning Agreement form and Field Work Goals form and drop off the original hard copy with signatures for me **BEFORE** the start of the**

semester. Please make a copy before you submit as you will also scan and submit these forms electronically on D2L.

**Step 6. Permission to register will be entered after completion of these steps.** Email Dr. Merchant your student ID so permission can be entered.

**Grades:** You will receive a letter grade completing field work hours at the pace contracted between you, the agency, and the instructor. **All paperwork must be submitted to the instructor when specified. You will have one opportunity to redo unsatisfactory paperwork.** Unsatisfactory agency work (e.g., not arriving on time, unethical behavior, receiving a negative evaluation, etc.), not turning in paperwork by the due dates, or turning in unsatisfactory paper work will result in a lower grade.

You are representing Community Psychology and SCSU in your Field Work. Standards are high for this professional experience: 95% = A, 90% = B, 85% = C, 80% = D, 75% = F

**Course Requirements:** Use the following list as your checklist to make sure that all requirements are completed. A point system has been added to help you track your progress through the assignments. Click on Grades on D2L to monitor your progress. I will be looking to see that you are about half done with hours/assignments midway through the semester (about 50 hr mark).

**Completing the requirements on time is essential! Not keeping tab on following through with requirements on a timely basis all too often results in doing work at the very last minute. This is not conducive to a good learning experience...so please keep a close watch on following through with the requirements below:**

**Due Date: All assignments (Final Paper, 100 hr Log and Supervisor evaluation) should be turned in by the LAST Friday before Finals week.**

#### **List of Assignments and Points received for Submission on time**

- |   |               |
|---|---------------|
| 1. <u>Learning Agreement</u> form – due before starting field work hours<br>Please submit original hard copy as well as scan and submit on D2L. |               |
| <b>Remember to make a copy before you submit the hard copy</b>  | 5 pts         |
| 2. <u>Field Work Goals</u> form - due before starting field work hours  | 5 pts         |
| 3. Supervisor Evaluation of Student after 50 field work hours   | 30 pts        |
| 4. <b>Weekly</b> Journals summaries at the end of <b>each week posted on D2L</b><br>(5pts ea) Note: See journal samples on D2L for a guide.     | 60 pts        |
| 5. 50 hr summary paper  | 20 pts        |
| 6. Mid Semester meeting with Dr. Merchant (see D2L homepage for date)   | 10 pts        |
| 7. Volunteer Verification form after 50 hours - due at 50 hrs   | 10 pts        |
| 8. 100 hr summary paper   | 20 pts        |
| 9. Volunteer Verification form after 100 hours - due at 100 hrs   | 10 pts        |
| 10. Supervisor Evaluation of Student after 100 hours -due at 100 hrs  | 40 pts        |
| 11. Poster Presentation at Community Engagement Celebration   | 40 pts        |
| <b>Total</b>  | <b>250pts</b> |

#### **Final Grade:**

In addition to earning these points, the final grade will be based on the quality of your work and the nature of evaluation received from your supervisor.

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## SERVICE LEARNING IS NOT:

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- always a series of happy endings
- an opportunity to single handedly change the world
- an internship
- a substitute for therapy

## SERVICE LEARNING IS:

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- a chance to be part of an *ongoing effort* to help make the lives of others better
- a challenge to *test your skills*
- the *application* of learning, intelligence, energy and kindness to solve/alleviate human problems
- finding yourself to be a *member of a community* – a contributing and valued member
- getting into *another culture* perhaps very different from your own
- a smile, a thank you, a friendship, and the recognition that *“they gave me more than I gave them.”*

## ***Field Work Professional Conduct Guidelines***

### ***Community Psychology***

#### Student Responsibilities:

- ◆ Find out about, follow, and respect the regulations of the organization.
- ◆ Abide by the professional/ethical guidelines specified for human service professionals and by guidelines for your placement. Request that your supervisor review guidelines with you.
- ◆ Student must submit Field Work Supervisor letter and Supervisor Responsibility form directly to site Supervisor.
- ◆ Keep any information concerning individual clients' confidential. Do not discuss clients outside of class activities or outside of the context of professionally relevant problem solving at your field work site.
- ◆ Do not identify clients in written materials you turn in for class or in oral class discussions.
- ◆ Do not examine confidential records without prior authorization from your supervisor or the program director.
- ◆ Conduct all interactions with staff and clients in a professional, courteous manner. Be respectful of the time that staff may have available to spend with you.
- ◆ Arrive at the field placement promptly on the days you have agreed to volunteer. Arrange absences well in advance. Follow the guidelines specified by your agency supervisor for illnesses or absences for other reasons.
- ◆ Dress neatly and appropriately for the setting. Take your cue from the staff.
- ◆ If you are not sure if you are qualified to perform a specific volunteer activity, be conservative. Check with your supervisor and/or your field work instructor.
- ◆ If you see anything that is problematic or could become problematic, let you supervisor and field work instructor know right away.

## Field Work Site Supervisor Responsibilities

1. Meet with student and determine expectations/goals of Field Work experience, as well as, complete Field Work Goals Form.
2. After completion of Student Field Work hours you will need to:
  - Complete Field Work Goal Evaluation Form
  - Sign Volunteer Verification Form confirming hours
  - Complete Supervisor Evaluation of Student Field Work Form
3. Conduct initial student orientation defining goals, responsibilities, protocol and organizational policies, during the first week of Field Work.
4. Oversee Field Work activities.
5. Provide ongoing assistance and monitoring during the Field Work experience.
6. Contact University supervisor regarding any issues that are unable to be resolved and may require supervisor intervention.
7. University supervisor contact information:
  - Niloufer Merchant, Ed.D., L.P., N.C.C.,
  - (320) 308-5194
  - nmmerchant@stcloudstate.edu



**Department of Community Psychology, Counseling, and Family Therapy**

720 Fourth Avenue South  
St. Cloud, MN 56301-4498

Dear On-site Field Work Supervisor:

Thank you for agreeing to serve as a Field Work site and supervisor for our students. Our undergraduate major in Community Psychology is a comprehensive program providing students with a background in Community Counseling and Behavior Analysis. CPSY 326 Undergraduate Field Work program is designed to provide the opportunity for our students to apply skills, knowledge, and techniques learned through their major coursework.

Each student is required to complete 100 hours of volunteer service during a semester in order to be exposed to an agency setting. All students must complete the Field Work Learning Agreement Form that outlines the major responsibilities and/or activities that are to be completed. The Learning Agreement serves as the basis for evaluation of their Field Work experience. In addition, each student is required to complete a Volunteer Verification Form that documents their time spent at their Field Work site.

Your responsibility is to provide on-site supervision of the student, complete a 50 hour Field Work Evaluation, as well as a final Supervisor Student Evaluation Form indicating whether the student has completed their Field Work activities at a satisfactory or unsatisfactory level. Please review attached Field Work Site Supervisor Responsibility form for additional information.

Copies of the above mentioned documents are provided to you and the student. Again, thank you for your willingness to serve as a Field Work site for our program. If you have any questions at any time please do not hesitate to contact me.

Sincerely,

Niloufer Merchant, Ed. D., L.P., N.C.C.  
Professor  
(320) 308-5194  
[nmmerchant@stcloudstate.edu](mailto:nmmerchant@stcloudstate.edu)

***Learning Agreement***  
**Field Work - Community Psychology**

**Student Name:** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Student Address:

Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Field Work Agency Name:** \_\_\_\_\_

Field Work Address:

Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**University Supervisor:** \_\_\_\_\_

University Supervisor Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Field Work Setting:** \_\_\_\_\_

\_\_\_\_\_

**Student's Schedule:**

Day Hours

Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

### ***CPSY 326 Field Work Goals***

In the space below please list your learning goals for the field work and the activities you and your agency supervisor agree upon to help you achieve those goals. This should be completed in collaboration with your field work supervisor **prior to starting your field work**. Then bring it to your SCSU supervisor.

<b>Learning Goals</b> (Example – Become familiar with rules and procedures of the Head Start program.)	<b>Learning Activity</b> (Read and discuss the written rules and procedures with my supervisor.)
1.	
2.	
3.	
4.	
5.	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ***Journal Guidelines***

### ***Field Work – Community Psychology***

Keeping a journal will be an important part of your learning experience as a participant-observer. By having you think about what you are doing and what you are learning from it, the writing of a journal can increase the amount you actually learn. It can also make you aware of what you don't know, so that you can direct your efforts toward finding out.

**Daily journal/weekly summaries:** Do a brief journal entry each time you go to your work site. Include your name, site and date with each journal on top. Take a few minutes before you leave the field work site to make your journal entry or do it within a few hours (at most) of your experience to facilitate making an accurate entry and write a **weekly summary**. Please see Journal Samples in the content section of D2L for reference. Include the following in each summary:

- 1) Name, Field Work Site, Date
- 2) Description of what you did
- 3) Your reaction to the experience
- 4) New insights/skills learned that week. Whenever possible, connect these insights/skills to concepts learned in your CPSY or related classes.

**Turn these journals in each week through the D2L drop box by Monday of the following week. My TA and I will provide feedback to you via D2L.**

#### **50 Hr/100 hr Summary Paper**

**Please type and double space 2-3 page paper on journal summaries.** Summary should be based on your daily entries and should include the following:

#### **1. Your**

**name**  
**Site**  
**Supervis**  
**or Due**  
**Date**

#### **2. Objective Description of your Experiences**

What happened? Write a factual summary of what you observed/did that does **not** include your opinion.

#### **3. Personal Opinions/Feelings and Learning**

- a) Thoughts/opinions. Interpret what you saw and did during the past month. What does it mean to you?
- b) Feelings. Use emotion words (e.g., happy, surprised, frustrated) to describe your feelings.
- c) What knowledge and/or skills did you acquire?
- d) What concepts or theories from Community Psychology or related fields can you relate to your experiences?
- e) What did you learn about cultural diversity?
- f) What did you learn about yourself?

## **Service Learning Poster Presentation at the Community Engagement Celebration**

Prepare a Poster Presentation providing an overview of the agency (mission, brief description), goals of your service learning project, what you did, and what you learned/gained from your experience. Make your poster colorful and convey your story through pictures as much as possible. Any text on the poster should be large enough to read from a distance of 3 feet (the less text the better as people tend not to read paragraphs). Bullet whenever you can. **Do not include any photos that will identify people (unless it is a public event) in order to maintain confidentiality.** Alternatively, you can use pictures from general media or site websites and brochures to convey your story. You can bring with you agency brochures and handouts that may be helpful to give out. The course TA will be available to assist you if you have any questions.

The Poster will be presented at the SCSU Community Engagement Celebration on **Thursday, April 23<sup>rd</sup>, from 9-11 am** in Atwood Memorial Center Ballroom. **Set up time will be at 8am.** Please plan on being present at 8 am for this event. A clear picture of your poster is to be uploaded **by Friday April 17<sup>th</sup>**, on D2L so we can give you feedback on your poster prior to you presenting it. At the event you will stand by your poster and share the information on your poster to the people as they come to your table.

This will be a great opportunity for you to showcase your experience, gain confidence in presenting, network with the campus community, as well as build your resume. I hope you will have fun putting this together. You may also invite your site supervisor, and others who may be interested in attending this event.



***Supervisor Evaluation of Student  
Field Work - Community Psychology***

**50 Hr**\_\_\_\_ **100Hr**\_\_\_\_ (check which ever applicable)

Student \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_

Agency Supervisor \_\_\_\_\_

The purpose of this evaluation is to provide an opportunity for feedback to the student regarding his/her behavior as a volunteer in your agency. Check the number opposite each item under the number which applies. Please be as objective as possible.

KEY: 1=DON'T KNOW, 2=POOR, 3=FAIR, 4=GOOD, 5=EXCELLENT

<u>Personal Qualities</u>					
Friendly, positive	1	2	3	4	5
Punctuality	1	2	3	4	5
Dependability	1	2	3	4	5
Flexibility	1	2	3	4	5
Appropriate attire for the setting	1	2	3	4	5
<u>Work Attitudes/Helping Skills</u>					
Kind and caring attitude	1	2	3	4	5
Genuine interest in working with populations served	1	2	3	4	5
Willingness to learn	1	2	3	4	5
Initiative	1	2	3	4	5
Ability to manage time	1	2	3	4	5
Ability to follow instructions	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Ability to accept feedback	1	2	3	4	5
Oral communication	1	2	3	4	5
Written communication	1	2	3	4	5
Task completion	1	2	3	4	5
Fulfillment of volunteer obligations/contract	1	2	3	4	5
<u>Professional/Ethical Behaviors</u>					
Respect for clients and clients'	1	2	3	4	5
Maintenance of confidentiality/respect for client privacy	1	2	3	4	5
Self awareness of competencies and limitations	1	2	3	4	5

Multicultural Awareness

Self-awareness of cultural values, feelings, attitudes,  
and biases and how they may impact culturally diverse clients

1      2      3      4      5

Appreciation of diverse cultures (ability to accept  
and value cultural differences)

1      2      3      4      5

Openness to learning about issues relating  
to culturally diverse clients

1      2      3      4      5

OVERALL RATING:

1      2      3      4      5

COMMENTS: Are there any comments or issues that you would like to highlight that have not been addressed above?

Agency Supervisor (signature)\_\_\_\_\_

Student Volunteer (signature)\_\_\_\_\_