

Field Work: Community Psychology CPSY 326 Continuing Studies: Self-paced

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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 (approximately 7 hours per week during regular semester and 10 hours per week during summer) of unpaid hours. 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.

Steps in finding a site:

Step 1. Meet with Dr. Merchant to find out about course requirements!

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. Contact me to discuss ideas for sites/experiences if desired or check list of sites on D2L.

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. Complete the Learning Agreement form and Field Work Goals form and drop it off for me **BEFORE the start of the semester.**

Grades: You will receive a letter grade completing field work hours at a pace of about 7 hours per week or 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, etc., receiving a negative evaluation), not turning in paperwork by the due dates, or turning in unsatisfactory paper work will result in a lower grade.

Course Requirements: Use the following list as your checklist to make sure that all requirements are completed. Dr. Merchant will keep track on a similar list. **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:**

Requirements include:

Date completed:

1. Learning Agreement form - due before starting field work hours _____
2. Field Work Goals form - due before starting field work hours _____
3. Field Work Goals form with evaluation by supervisor after 50 field work hours _____
4. **Weekly Journals** summaries at the end of **each week posted on D2L** _____
(Note journal samples on D2L for a guide)
5. Two Summary papers after 35 and 65 hours of field experience _____
6. Phone contact with instructor mid-semester at the completion of 50 hours regarding progress _____
7. Final paper after 100 hours _____
8. Volunteer Verification form after 50 hours _____
9. Volunteer Verification form after 100 hours _____
10. Supervisor Evaluation of Student form after 100 hours _____
11. Future Plans form after 100 hours _____
12. Site/Program Evaluation form after 100 hours _____

SERVICE LEARNING IS NOT:

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

SERVICE LEARNING IS:

- 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:

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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. N.C.C., L.P.
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Learning Agreement
Field Work - Community Psychology

Student Name: _____

Semester: _____ Year: _____

Student Address:

Street _____

City _____ Zip _____

Student Home 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 and Midterm Evaluation

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. Leave space under “evaluation” for your supervisor to record an evaluation after 50 hours. Use two sheets if you include more than 5 learning goals.

(Note: Make additional copies of this for your midterm evaluation!)

Learning Goals (Example – Become familiar with rules and procedures of the Head Start program.)	Learning Activity (Read and discuss the written rules and procedures with my supervisor.)	Evaluation Midterm (after 50 hours) to be completed by 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. 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 of: 1) What you did 2) Your reaction to the experience 3) New insights/skills learned 4) Include your name, site and date with each journal on top of the page. **Turn these journals in each week through the D2L drop box and I will provide feedback to you via D2L. (Please use the attached journal sample in the content section of D2L for reference).**

35 hour/65 hour Summary papers

Please type and double space journal summaries, which are due at end of 35 hours and 65 hours (Length 3 pages). It is important to include a summary of the last 35 hours in your final paper.

Summaries should be based on your daily entries and should include the following:

1. Your name

Site

Supervisor

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?

Your journal is a very important source of information for writing your final paper!!! Keep all daily and other journal summaries to use when you write your final paper.

Final Paper
Field Work – Community Psychology

Your paper should be 5 typed, double-spaced pages. Give your paper a **title**, divide it into the following three sections using the **headings** indicated and address the question/items listed under each section.

A. The Organization

- Give the name of the organization, its location, and the name of the person who supervised you.
- How does this organization define/describe the issues/problems it is addressing?
- What is its mission?
- Who are the organization's clientele? With whom in the community does this organization interact?
- How does the organization address the needs of culturally diverse populations?
- What is the history of the organization? When was it founded? By whom?
- How is the organization structured to achieve its goals?
- What strategies do they use to accomplish their goals?
- Is the approach being used effective? Explain.
- If you were involved with this organization on an ongoing basis, what changes would you suggest they make and why?

B. Your Supervisor

Based on an interview/discussion with your supervisor, answer the following:

- Why did this person decide to work for the organization?
- How long has s/he worked for the organization?
- Does this person work at the organization full-time or part-time?
- Is this person paid or is it a volunteer position?
- What are the best and most difficult aspects about working for this organization?
- What changes has this person seen in the organization and its mission since s/he began working for it?
- What does this person see as the future of the organization?

C. Yourself

Include information from first 2 journals as well as the last 35 hours of your field experience.

- What did you do when you were there? In what activities were you engaged?
- Every new environment has its surprises. Describe one or two that happened to you.
- What knowledge/skills did you acquire from this experience?
- What did you learn about yourself? What were your strengths? What do you hope to improve upon?
- What did you learn about cultural diversity?
- What did you learn about yourself?
- What theories and concepts from Community Psychology or related fields can you relate to this organization's work and your experience with it? Use examples to illustrate the points that you make.
- How could this site have been a better learning experience for you?

**Field Work – Community Psychology
Site/Program Evaluation Form**

Student _____ Date _____

Name of agency _____

Address _____ Phone _____

Supervisor's name _____ Title _____

1. What activities constituted the major part of your volunteer time at the agency?

2. In what way did you receive feedback concerning these activities/your behavior?
Was this helpful or not?

3. What times of the day/night did the agency most want volunteer help?

4. Was the agency flexible regarding the hours of the day that you could volunteer?

5. a) Did the agency require you to go through a training program in order to volunteer?
If so, briefly describe. Was the training helpful?

- b) What other kind of training would have been helpful in preparing you for the field
work experience?

6. a) Did the agency serve a culturally diverse population? If so, describe.

- b) Was specific training provided for working with culturally diverse clients? If so,
describe.

c) Did you have a chance to interact with culturally diverse clients?

d) What did you learn from those experiences?

7. Would you recommend the agency as a future site for fieldwork? Explain.

8. In what way (if any) did the fieldwork experience prepare you for future work in human service agencies? If it wasn't helpful, indicate why.

11. Any other comments?

Thanks for your feedback!

Field Work Future Plans Survey
Community Psychology

Student _____ Date _____

Agency _____

In order to help us assess the effectiveness and impact of Field Work, please answer the following questions:

1a) Have you arranged to be a volunteer at the agency after your field work ends?
How many hours/week? For how many weeks do you plan to continue?

b) Why did you decide to continue to volunteer?

c) When volunteering, will you be doing approximately the same?
Specific duties? If not, how will your responsibilities change?

2a) Will you be employed by the agency? Part-time or full-time?

b) During employment, will you be doing approximately the same duties?
If not, how will your responsibilities change?

c) Why did you decide to accept employment?

3. Have you decided to take any particular courses in the future based on your field work experience? If so, explain.

Thanks for your help!

Supervisor Evaluation of Student Field Work - Community Psychology

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

Personal Qualities

Friendly, positive attitude	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

Work Attitudes/Helping Skills

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

Professional/Ethical Behaviors

Respect for clients and clients' rights	1	2	3	4	5
Maintenance of confidentiality/respect for client privacy	1	2	3	4	5
Self-awareness of competencies and recognition of 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) _____