

# *CPSY 326 Fieldwork*

CPSY 326 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, direct care, and **some (not all)** 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.

## **When is CPSY 326 Fieldwork Offered?**

CPSY 326 is offered during Spring Semester.

## **How many credits is CPSY 326 and how many hours do I need for field work?**

CPSY 326 is a 3 credit course. You will complete 100 hrs of volunteer work, which averages to approximately 7 hours for 15 weeks. You need to spread your experience throughout the semester rather than condensing it over a few weeks.

## **Where do I complete my fieldwork?**

Students have completed fieldworks with a variety of community and private agencies located in central Minnesota and the Twin Cities area. A list of current and previous fieldwork sites and the Fieldwork Manual is available on the Department of Community Psychology web site.

<http://www.stcloudstate.edu/cpcf/student/fieldworks.aspx>

The Internship/Fieldwork Site List is not meant to be inclusive; rather it serves to give students ideas of the types and variety of fieldwork experiences students have developed. Students are encouraged to meet with Faculty to discuss possible Fieldwork sites that would best meet the interests of the student.

Fieldwork Opportunities with state agencies are listed on:

<http://www.careers.state.mn.us/>

(Look for intern/student worker under Position Type)

Potential fieldwork opportunities can be found through SCSU Campus Life

<http://www.stcloudstate.edu/campuslife/get-involved/student-organizations.aspx>

Department of Campus Involvement

<http://www.stcloudstate.edu/campusinvolvement/>

Internpost

<http://www1.stcloudstate.edu/joblistings/internpost/>

SCSU Career Services

<http://www.stcloudstate.edu/careerservices/jobintern/scsucareers/default.asp>

Students are responsible for contacting the proposed fieldwork site, completing a Fieldwork Contract, confirming arrangements for supervision, ensuring all hours for fieldwork can be completed at the site, confirming the necessary arrangements for on-site supervision, and confirming arrangements with the university supervisor.

### **What are the requirements for a fieldwork site?**

The host agency must designate a fieldwork supervisor who will provide onsite supervision and evaluation of your performance. The fieldwork supervisor must agree to provide the supervision and complete 2 Fieldwork Performance Evaluation Forms.

### **Can Fieldworks be Paid?**

No. Fieldwork can only be completed as volunteer work.

### **What are the Pre-requisites for CPSY 326 Undergraduate Fieldwork?**

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 chose a site in their home town or one that is more conveniently located.

### **When Do I Apply and Register for Fieldwork?**

1. Students must attend the mandatory Fieldwork Orientation one semester before applying, i.e., students must attend fall orientation for spring fieldwork. **If you do not attend Fieldwork Orientation you will not be able to register. It is your responsibility to make arrangements.**
2. **You must log into Tk20 to access the Fieldwork Contract.** Meet with the agency and present information regarding fieldwork responsibilities. Bring the contract from Tk20. AND bring them a copy of the fieldwork manual. The agency must agree to host your fieldwork, fill out the fieldwork contract, and sign the contract.

You must upload the signed contract into Tk20 **along with your DARS by the deadline**. **Once you complete the information for the contract on Tk20, print it out, have your supervisor sign it, and upload it on to Tk20 BEFORE clicking on the Submit button.** Faculty will review your contract and your DARS and will email you indicating approval with an override to register if you have met all requirements. There are limited spots for fieldwork and if the course is full you may need to wait a semester before interning.

**Website: [stcloudstate.tk20.com](http://stcloudstate.tk20.com)**

**The website is in the “cloud”, so you can access Tk20 anywhere you can access the ‘net.**

**The website is NOT on the world wide web (NOTE: there is no www before the website url).**

**Access is tied to your StarID (if your StarID password changes, so does your Tk20 password. They are the same)**

<b>Semester of Fieldwork</b>	<b>Fieldwork Contract Due Date</b>
<b>Spring</b>	<b>December 1</b>

3. After an override is provided (permission granted), register by doing the following:
  - a. Go to SCSU registration page <http://www.stcloudstate.edu/registrar/>
  - b. Click on Register on Line: enter your SCSU id and password
  - c. Select the semester that you are registering for
  - d. Click on “Quick Add”(Registration)
  - e. Enter the six-digit course ID for fieldwork (number is listed in the SCSU Semester Schedule book or can be found at <http://www.stcloudstate.edu/academics/default.asp> .
  - f. Since fieldwork is variable credit, you must use the pull down menu to identify the number of credits.

### **What are My Responsibilities for the Fieldwork?**

- a. Attend the Fieldwork Orientation
- b. **Tk20 Student Fieldwork contract and your DARS by the deadline.**
- c. **Complete the duties and responsibilities** as outlined in the Fieldwork Contract.
- d. **Tk20 Student Weekly Report Form** Log into Tk20 by Monday (midnight) of each week to complete a Student Weekly Report Form, documenting hours worked, times, outcomes accomplished during the fieldwork and goals for the next week.
- e. **D2L Discussion log.** Log into D2L by Monday (midnight) of each week to post the following in Discussion: Fieldwork site, brief description of what you did that week, your reaction to your experience, insights/skills gained (related to your courses).
- f. **Tk20 Student Self and Site Evaluation Form.** Log into Tk20 by the last day of the semester (the week before finals begin) and complete the Student Self and Site Evaluation form.
- g. It is your responsibility to complete all requirements in a timely manner. If you do not complete all the requirements your grade will be impacted.
- h. Your final grade is determined by the SCSU faculty member based on the evaluations received, and timely and satisfactory completion of all assignments.

### **What are the On-site Supervisor's Responsibilities for the Fieldwork?**

- Oversee fieldwork activities of the Fieldwork student.
- Provide the necessary hours of work for the student.
- Contact University supervisor regarding any issues that are unable to be resolved and may require supervisor intervention.
  
- **Complete 2 Fieldwork Performance Evaluations** during the course of the fieldwork. You and your supervisor are to review your performance. Your supervisor will sign and submit the form electronically.
- **An email will be sent to your supervisor at midterm and at the end of the semester. The supervisor will click on the link and fill out the online evaluation in Tk20. No password is needed. The supervisor does not need to complete the form in one sitting and may access the evaluation at any time as long as they SAVE it.**

### **What are the University Supervisor's Responsibilities for the Fieldwork?**

- Approve Fieldwork sites and proposed Fieldwork Contracts.
- Contact On-site Fieldwork Supervisor as needed.
- Maintain contact with Fieldwork students.

- Provide ongoing assistance and monitoring during the Fieldwork.

**Keep Copies of all CPSY 326 documents for your file.** This information will be helpful in applying to graduate school and/or employment. You will be able to review your activities, hours worked, and supervisor feedback re your performance.

**Letter to Fieldwork Agency**

Please provide a copy of the following letter (see next page)field to your fieldwork supervisor. Bring a copy of the fieldwork manual for them as well. **If you are unable to do your fieldwork, you must notify the agency as a professional courtesy!**

## ***Community Psychology, Counseling, and Family Therapy***

720 Fourth Avenue South  
St. Cloud, MN 56301-4498  
Phone (320) 308-2160

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 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)

**CPSY 326 GRADING CRITERIA**

- A = timely completion of all CPSY 326 assignments, high quality weekly notes, and outstanding supervisor evaluations.
- B = late assignments (2-4 assignments that are not turned in on Mondays or other due dates as specified), adequate quality on weekly notes, good to outstanding supervisor evaluations
- C = Late assignments (5 – 8) not turned in on Mondays or other due dates as specified, minimum quality of weekly notes, good supervisor evaluations.
- D = Late assignments (5 – 8) not turned in on Mondays or other due dates as specified, poor quality weekly notes, poor supervisor evaluations.
- F = Late assignments (more than 8) not turned in on Mondays or other due dates as specified.

**If you are dismissed from your fieldwork site for unprofessional behavior, attendance issues, poor decision making, unsatisfactory performance, etc. you will receive a failing grade for CPSY 326.**

## ***Fieldwork 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.
- ◆ 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 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 fieldwork instructor know right away.

## ***Supervisor Evaluation of Student Fieldwork - Community Psychology***



**Midterm**\_\_\_ **Final**\_\_\_

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)\_\_\_\_\_



