FIELDWORK MANUAL

HS 207 Human Services Program Fieldwork I

ATTACHMENTS:

1. Responsibilities and Requirements.
2. Field Placement Job Description to be completed.
3. Agency Profile to be completed.
4. Student Attendance Record to be completed.
5. Supervisor/Agency Evaluation of Student to be completed.
6. Student/Agency/College Contract to be completed, signed, and returned to me.

IMPORTANT NOTES:

1. Read the syllabus.
2. Read the Responsibilities and Requirements.
3. The Contract and the Job Description are due by the third (3rd) week of classes. The student is required to complete the Job Description. I suggest you begin this process now. If you are experiencing a problem meeting with your field supervisor to complete these two forms, you need to advise me as soon as possible so that I can either correct the situation or place you in a different fieldwork site. If the Contract and/or the Job Description are not turned in by the 3rd week, the student will automatically be dropped from the course.
4. REMINDER: There is a supervision class on campus each week that you must attend.
5. The Fieldwork course requires 90 fieldwork hours during the 15-week semester.
6. A criminal background check may be required depending on the agency requirements.
Passaic County Community College  
One College Boulevard, Paterson, NJ 07505

Human Services Program  
Michael F. D’Arcangelo, Coordinator  
MSW, LCSW, LCADC, SAP, SSW, SAC  
Tel 973-684-5759 or 201-475-8231  
Fax 201-475-8251  
Email mdarcangelo@pccc.edu

HS 207 Human Services Program Fieldwork I

Responsibilities and Requirements

Fieldwork involves responsibilities and requirements for both the student and the field placement supervisor. They work together to design learning goals and a Student/Agency/College Contract is signed by all three parties.

The Student/Agency/College Contract must be completed within three weeks of the beginning of the field placement. If the Contract is not submitted by the 3rd week of classes, the student will automatically be dropped from the course.

RESPONSIBILITIES

Student Responsibilities:

♦ Read the course syllabus.
♦ To work with the supervisor to design a Learning Goals.
♦ As directed and guided by the supervisor, to carry out tasks and assignments which include purposeful interaction with individuals, groups, and/or families.
♦ To learn about agency policy and procedures relative to his/her tasks.
♦ To respect confidentiality.
♦ To ask for clarification and direction to guide and reinforce his/her development of professional behaviors, values, and attitudes.
Supervisor Responsibilities:

♦ To complete the Student/Agency/College Contract within the first three (3) weeks of classes.
♦ To work with student to design Learning Goals.
♦ To be accessible and supportive of student’s concerns.
♦ To meet regularly with student for supervision.
♦ To share his/her knowledge and expertise as part of the learning process.
♦ To jointly engage in the evaluation process with student to clarify areas that need work and demonstrate strengths.
♦ To communicate with the Human Services Program Coordinator about significant issues impeding student’s progress toward completion of learning goals.
♦ To verify student’s hours on Attendance Record.
♦ To complete Supervisor/Agency Evaluation of Student.

The Supervisor/Agency Evaluation of Student is located on pages 8 through and including 13 and must be completed and submitted before a grade can be issued.

REQUIREMENTS

See Course Syllabus for current requirements.

The Fieldwork course requires 90 fieldwork hours during the 15-week semester.
PASSAIC COUNTY COMMUNITY COLLEGE
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Email mdarcangelo@pccc.edu

HS-207 ________ Human Services Program Fieldwork I
(section no.)

Semester/Year________________________________________________________

Student Name________________________________________________________

Student ID No.____________________Student Tel. No._______________________

Agency Name________________________Agency Tel. No.____________________

Agency Supervisor Name________________________________________________

****TO BE COMPLETED BY STUDENT****

Field Placement Job Description

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Agency Profile

***TO BE COMPLETED BY STUDENT***

Please answer the following questions:

1. What are the name, the location, the director’s name, and the telephone number of the agency?
2. What are the agency’s service delivery methods?
3. What services are offered to meet the needs of the agency’s client population?
4. What population is served? Roughly how many people does the agency serve? Hundreds? Thousands?
5. What are the eligibility requirements?
6. How is the agency funded?
7. How many and what kinds of human services workers are employed by the agency?
8. Share your personal impressions of the agency you visited. Did you feel welcome? Did the service seem to be well organized? How did staff treat clients? Did you see any problems within the agency?

PLEASE NOTE:
♦ The Agency Profile is due on the 3rd week of fieldwork. Answer the questions in order.
♦ All Papers must be typed using 12-pt. Times New Roman, double spaced, stapled.
♦ Submit with cover sheet; follow instructions for Page 1 of Annotated Bibliography on Libguide; keep a copy.
♦ PAPERS WILL NOT BE ACCEPTED AFTER DUE DATE.
PASSAIC COUNTY COMMUNITY COLLEGE
One College Boulevard, Paterson, NJ 07505

Human Services Program
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Fax 201-475-8251
Email mdarcangelo@pccc.edu

HS-207 _________ Human Services Program Fieldwork I (90 fieldwork hours required)
(section no.)

Semester/Year ______________________

Student Attendance Record

Student Name _____________________________________________________________

Student ID No. ___________________________ Student Tel. No. ___________________________

Agency Supervisor Name ______________________________________________________

Agency Name ___________________________ Agency Tel. No. ___________________________

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Passaic County Community College
Student Attendance Record (continued)

HS-207 ___________ Human Services Program Fieldwork I (90 fieldwork hours required)
(section no.)

Semester/Year _______________________

Student Name ________________________________________________________________

Student ID No. ___________________  Student Tel. No. __________________________

Agency Supervisor Name ______________________________________________________

Agency Name ______________________  Agency Tel. No. __________________________

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<th>Day</th>
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The Evaluation is to be completed at 14 weeks, which is the week preceding the final supervision session. The Evaluation must be submitted before a grade can be issued.
The outcomes contained in this evaluation tool represent expected competencies that must be met in order for the student to successfully complete the HS 207 Human Services Program Fieldwork I course.

*Please mark appropriate response.*

**5 Exceptional:**
Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior. Performance is clinically competent and demonstrates an exceptional application of the clinical process appropriate to an entry-level counselor.

**4 Exceeds Expectations:**
Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent. Performance is clinically competent and exceeded expectations in all essential applications of the clinical process appropriate to an entry-level counselor.

**3 Meets Expectations:**
Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. Performance is clinically consistent and demonstrates good knowledge and skills of the clinical process with minimal discrepancies and appropriate to an entry-level counselor.

**2 Improvement Needed:**
Performance did not consistently meet expectations; performance failed to meet expectations in one or more essential areas of responsibility. Performance lacks clinical competency and does not demonstrate good application of the clinical process appropriate to an entry-level counselor.

**1 Unsatisfactory:**
Performance was consistently below expectations in more essential areas of responsibility. Performance inadequately demonstrates knowledge and/or skill ability needed to appropriately deliver the clinical process as an entry-level counselor.
1. Applied the skills and knowledge acquired in the classroom to client contact within a social services setting

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<tr>
<th>Exceptional</th>
<th>Exceeds Expectations</th>
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2. Performed professionally, legally, and ethically, displaying cultural competence, according to the Ethical Standards for Human Services professionals.
   
   a. Conducted him/herself according to the human services ethical standards

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<th>Exceptional</th>
<th>Exceeds Expectations</th>
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   b. Respected the client’s rights and cultural diversity

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   c. Applied the legal rules of confidentiality as defined in Regulation 42CFR, Part 2, in client interactions

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   d. Performed professionally in a social services agency

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3. Recognized personal values and attitudes impacting helping relationships

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4. Applied counseling theories and techniques to guide clients in obtaining their goals

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5. Used the theories and skills necessary to be a successful individual or group facilitator

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6. FOR ADDICTIONS OPTION STUDENTS ONLY

a. Established rapport with the addicted population

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b. Demonstrated ability to counsel clients specific to problems associated with addiction

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7. **FOR GERONTOLOGY OPTION STUDENTS ONLY**

   a. Established rapport with the geriatric population

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   b. Demonstrated ability to counsel clients in the geriatric population

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   c. Applied knowledge of the psychological effects of aging to render care to geriatric clients

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   d. Established a vital link between older adults and their families and the services needed

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8. **FOR MENTAL HEALTH OPTION STUDENTS ONLY**

   a. Established rapport with individuals with mental health disorders

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   b. Demonstrated ability to counsel clients with mental health disorders

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   c. Applied specific evidence-based counseling techniques
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9. Overall, how would you evaluate this student?

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TOTAL COMPOSITE SCORE:_______________

This report was discussed with student and includes student’s input:  _____ Yes   _____ No

Student’s Comments (optional):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Supervisor ________________________________  Date _________________

Signature of Student ________________________________  Date _________________
HS-207 ______ Human Services Program Fieldwork I (90 fieldwork hours required)

(Date: ______________________________ Semester/Year _________________________)

_____ Generalist

_____ Gerontology Option

_____ Addictions Option

_____ Mental Health Option

Student/Agency/College Contract

Student Name: __________________________________________________________________

Student ID No.: ________________________ Student Tel. No. _________________________

Agency Supervisor: ______________________________________________________________

Title: _________________________________ Degree(s): _______________________________

Agency Name: ____________________________________________________________________

Agency Address: __________________________________________________________________

Agency Tel. Number: ______________________________

*** THIS CONTRACT CONSISTS OF PAGES 14, 15, 16, 17, 18 ***
I. Student/Supervisor Relationship and Responsibilities

The learning relationship in the field is a close and important one. Like all relationships, it takes time to develop. An important lesson for the student to learn is to develop a strong supervisory relationship with the supervisor and to recognize that developing professional competence requires careful supervision and critical assessment.

A. Student Responsibilities:
   ♦ To read the Course Syllabus.
   ♦ To work with the supervisor to design Learning Goals.
   ♦ As directed and guided by the supervisor, to carry out tasks and assignments which include purposeful interaction with individuals, groups, and/or families.
   ♦ To learn about agency policy and procedures relative to his/her tasks.
   ♦ To respect confidentiality.
   ♦ To ask for clarification and direction to guide and reinforce his/her development of professional behaviors, values, and attitudes.

B. Supervisor Responsibilities:
   ♦ To complete the Student/Agency/College Contract within the first three (3) weeks of classes.
   ♦ To work with student to design Learning Goals.
   ♦ To be accessible and supportive of student’s concerns.
   ♦ To meet regularly with student for supervision.
   ♦ To share his/her knowledge and expertise as part of the learning process.
   ♦ To jointly engage in the evaluation process with student to clarify areas that need work and demonstrate strengths.
   ♦ To communicate with the Human Services Program Coordinator, Professor Darcangelo, 973-684-5759, about significant issues impeding student’s progress toward completion of learning goals.
   ♦ To verify student’s hours on Attendance Record.
   ♦ To complete Supervisor/Agency Evaluation of Student. The student cannot receive a grade without this Evaluation.

C. Each fieldwork course requires 90 fieldwork hours during the 15-week semester.

I have read and understand the above.

____________________________  _______________________
(Student’s Initials)            (Supervisor’s Initials)

Contract continued on pages 16, 17, 18.
II. Learning Plan Goals

The Learning Plan is a written narrative of the student’s anticipated learning experiences.

A. Discuss the learning goals that have been established for the semester.

B. Describe how you are going to address the above learning goals:
C. Indicate what specific learning assignments the student will have:

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<td>Work with families</td>
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<td>Work with communities</td>
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<tr>
<td>Recordkeeping</td>
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<td>Recording/documenting</td>
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<td>Clerical tasks</td>
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<td>Research</td>
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<td>Home visits</td>
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<td>Intake</td>
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<td>Referral</td>
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<td>Other</td>
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</table>
Student: I understand that, as an intern, I am in the process of professional development and education. I agree to carry out my learning tasks in accordance with agency policies, procedures, ethics, and course requirements.

Date: ____________________________
(Student’s signature)

(Student print name)

Supervisor: I understand that the student is here to gain knowledge and experience while providing specified services to our clients under my supervision. I agree to contribute to this student’s education, training, and professional growth by assigning pertinent learning tasks and providing regularly scheduled supervision for at least thirty minutes weekly or one hour bi-weekly.

Date: ____________________________
(Supervisor signature)

(Supervisor print name)

Passaic County Community College:

Date: ____________________________

Michael F. D’Arcangelo, Associate Professor
Coordinator, Human Services Program
973-684-5759