

PASSAIC COUNTY COMMUNITY COLLEGE

One College Boulevard, Paterson, NJ 07505

Human Services Department

Michael F. D'Arcangelo, Chair

MSW, LCSW, LCADC, ICADC, SAP, SSW, SAC, C-CATODSW, CJC, CCDP

Tel 973-684-5759 or 201-475-8231

Fax 201-475-8251

Email mdarcangelo@pccc.edu

FIELDWORK MANUAL

____HS 207 Human Services Program Fieldwork I

____HS 208 Human Services Program Fieldwork II

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 60--minute class **each** week that **you must attend**.

[\(click here for a list of Fieldwork Placement Sites\)](#)

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HS 207 Human Services Program Fieldwork I HS 208 Human Services Program Fieldwork II

Responsibilities and Requirements

Fieldwork involves responsibilities and requirements for both the student and the field placement supervisor. They work together to design a learning plan and 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:

- ◆ To work with the supervisor to design a Learning Plan/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 work with student to design a Learning Plan/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 Assistant Professor about significant issues impeding student's progress toward completion of learning goals.
- ◆ To verify student's hours on Attendance Record.
- ◆ To complete the Student/Agency/College Contract.
- ◆ To complete Supervisor/Agency Evaluation of Student.

REQUIREMENTS

See Course Syllabus for current requirements.

**The Supervisor/Agency Evaluation of Student
must be completed and submitted before a grade can be issued.**

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HS-207 Human Services Program Fieldwork I

HS-208 Human Services Program Fieldwork II

Agency Profile

Please answer the following questions:

1. What are the name, location, director, and telephone number of the agency?
2. What are the stated goals of the agency?
3. What needs does the agency attempt to meet?
4. What population is served? Roughly how many people does the agency serve?
Hundreds? Thousands?
5. What are the eligibility requirements?
6. What does the service cost the consumers?
7. Where does the money come from? If several sources are involved, list them in order of contribution.
8. How many and what kinds of human services workers are employed by the agency?
9. 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.
- ◆ All Papers **must** include the student's name, course name, course code, semester, and year.
- ◆ All Papers **must** be typed, double spaced, stapled.
- ◆ **PAPERS WILL NOT BE ACCEPTED AFTER DUE DATE.**

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_____ HS-207 Human Services Program Fieldwork I
(135 hours required)

_____ HS-208 Human Services Program Fieldwork II
(135 hours required)

Semester/Year _____

Student Attendance Record

Student _____

Supervisor _____

Agency _____

| Day | Date | Time In | Time Out | Total Hours | Student Signature | Supervisor Signature | Supervision Time |
|-----|------|---------|----------|-------------|-------------------|----------------------|------------------|
| | | | | | | | |
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____ HS-207 Human Services Program Fieldwork I

____ HS-208 Human Services Program Fieldwork II

Date: _____

Semester/Year _____

Assistant Professor: Michael F. D'Arcangelo

Supervisor/Agency Evaluation of Student

Student: _____

Supervisor: _____

Title: _____ Degree(s): _____

Agency: _____

Address: _____

Telephone: _____

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.

Please evaluate the student with the following key:

D = Demonstrated Acquisition N = Needs Improvement N/A = Not Applicable

| General Work Habits | D | N | N/A |
|---|----------|----------|------------|
| arrived on time | | | |
| reliable in attendance and gave ample notice of absence | | | |
| responsible in tasks | | | |
| courteous to staff, co-workers, clients | | | |
| brought agenda to supervision | | | |
| open to new ideas | | | |
| sought ways to improve performance | | | |
| acquired knowledge of community resources for referral purposes | | | |
| acquired knowledge of agency's functions and delivery of services | | | |
| maintained confidentiality | | | |
| acted on supervisor's recommendations | | | |
| Comments: | | | |
| Interpersonal Skills | D | N | N/A |
| listened/responded with accuracy to staff, co-workers, clients | | | |
| asked questions | | | |
| clarified issues for clients | | | |
| voiced concerns in a positive manner | | | |
| avoided gossip | | | |
| communicated with the appropriate staff person | | | |
| non-judgmental | | | |
| sought and offered theory applications | | | |
| avoided stereotyping and labeling | | | |
| accepted constructive criticism | | | |
| acted in a professional manner | | | |

The outcomes contained in this evaluation tool represent expected competencies that must be met in order to successfully complete the Human Services Program Fieldwork course.

To receive a passing grade, the student must attain a rating of 3 or higher in all course objectives to demonstrate acquisition of the course outcomes. A rating of less than 3 will result in failure of the course.

Please mark appropriate response.

1. **Apply the skills and knowledge acquired in the classroom to client contact within a social services setting:**

| | | | | | |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|
| UNSATISFACTORY 1 | BELOW AVERAGE 2 | SATISFACTORY 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 | N/A |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|

2. **Identify the ethical and legal standards necessary to work in the field of human services.**

| | | | | | |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|
| UNSATISFACTORY 1 | BELOW AVERAGE 2 | SATISFACTORY 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 | N/A |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|

- a. **Conduct him/herself according to the human services ethical standards.**

| | | | | | |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|
| UNSATISFACTORY 1 | BELOW AVERAGE 2 | SATISFACTORY 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 | N/A |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|

- b. **Respect the client's rights.**

| | | | | | |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|
| UNSATISFACTORY 1 | BELOW AVERAGE 2 | SATISFACTORY 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 | N/A |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|

- c. **Incorporate the rules of confidentiality as defined in Regulation 42CFR, Part 2.**

| | | | | | |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|
| UNSATISFACTORY 1 | BELOW AVERAGE 2 | SATISFACTORY 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 | N/A |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|

d. **Perform professionally in a social services agency.**

| | | | | | |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|
| UNSATISFACTORY 1 | BELOW AVERAGE 2 | SATISFACTORY 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 | N/A |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|

e. **Recognize personal values and attitudes impacting helping relationships.**

| | | | | | |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|
| UNSATISFACTORY 1 | BELOW AVERAGE 2 | SATISFACTORY 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 | N/A |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|

3. **Did the student apply counseling theories and techniques to guide clients in obtaining their goals and to assist in the change process?**

| | | | | | |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|
| UNSATISFACTORY 1 | BELOW AVERAGE 2 | SATISFACTORY 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 | N/A |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|

4. **Was the student able to implement the theories and skills necessary to be a successful group facilitator?**

| | | | | | |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|
| UNSATISFACTORY 1 | BELOW AVERAGE 2 | SATISFACTORY 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 | N/A |
|---------------------|--------------------|-------------------|--------------------|------------------|-----|

5. **Overall, how would you evaluate this student?**

| | | | | |
|---------------------|--------------------|-------------------|--------------------|------------------|
| UNSATISFACTORY 1 | BELOW AVERAGE 2 | SATISFACTORY 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 |
|---------------------|--------------------|-------------------|--------------------|------------------|

In your judgment, is this student qualified for entry-level employment in the human services profession? Yes No

| |
|--|
| Recommended Grade: <input type="checkbox"/> Pass <input type="checkbox"/> Fail |
|--|

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 _____

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_____ HS-207 Human Services Program Fieldwork I

_____ HS-208 Human Services Program Fieldwork II

Semester/Year _____

Student/Agency/College Contract

Student: _____

Supervisor: _____

Title: _____ Degree(s): _____

Agency: _____

Address: _____

Telephone: _____

THIS CONTRACT CONSISTS OF PAGES 13, 14, 15, 16, 17

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 work with the supervisor to design a Learning Plan/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 work with student to design a Learning Plan/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 student cannot receive a grade without this Evaluation.

I have read and understand the above.

(Student's Initials)

(Supervisor's Initials)

C. Indicate what specific learning assignments the student will have:

ACTIVITY

**PURPOSE OF ASSIGNMENT
RELATIVE TO LEARNING GOALS**

- ◆ Work with individuals _____
- ◆ Work with groups _____
- ◆ Work with families _____
- ◆ Work with communities _____
- ◆ Liaison _____
- ◆ Meetings _____
- ◆ Case Consultation _____
- ◆ Observations _____
- ◆ Recordkeeping _____
- ◆ Recording/documenting _____
- ◆ Clerical tasks _____
- ◆ Research _____
- ◆ Home visits _____
- ◆ Intake _____
- ◆ Referral _____
- Other _____

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)

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's signature)

Passaic County Community College:

Date: _____
_____ Michael F. D'Arcangelo, Associate Professor
Chair, Human Services Department