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 supervision class on campus each week that you must attend.
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 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.

REQUIREMENTS

See Course Syllabus for current requirements.

The Supervisor/Agency Evaluation of Student located on pages 14 through and including 18 must be completed and submitted before a grade can be issued.
PASSAIC COUNTY COMMUNITY COLLEGE
One College Boulevard, Paterson, NJ 07505

Human Services Program
Michael F. D’Arcangelo, Coordinator
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

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

_____ HS-208 _________ Human Services Program Fieldwork II
(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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HS-207 Human Services Program Fieldwork I

HS-208 Human Services Program Fieldwork II

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.
♦ All Papers must include the student’s name, course name, course code, semester, and year in the top left corner of the paper.
♦ All Papers must be typed using 12-pt. Times New Roman, double spaced, stapled.
♦ PAPERS WILL NOT BE ACCEPTED AFTER DUE DATE.
### Human Services Program

**Michael F. D’Arcangelo, Coordinator**

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

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_____ HS-207 Human Services Program Fieldwork I (135 hours required)  
(Section no.)

_____ HS-208 Human Services Program Fieldwork II (135 hours required)  
(Section no.)

Semester/Year ______________________________

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### Student Attendance Record

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Student Name ________________________________________________________________

Student ID No. __________________________ Student Tel. No. _________________________

Agency Supervisor Name _________________________________________________________

Agency Name ___________________________ Agency Tel. No. ___________________________
Passaic County Community College
Student Attendance Record (continued)

_____ HS-207 __________ Human Services Program Fieldwork I (135 hours required)
      (section no.)

_____ HS-208 __________ Human Services Program Fieldwork II (135 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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_____HS-207 _________ Human Services Program Fieldwork I
         (section no.)

_____HS-208 _________ Human Services Program Fieldwork II
         (section no.)

Date: ______________________________  Semester/Year __________________________

_____ Generalist  _____ Gerontology Option

_____ Addictions Option  _____ Mental Health Option

Supervisor/Agency Evaluation of Student

Student Name: ____________________________________________________________________

Student ID No.: ______________________ Student Tel. No. _______________________

Agency Supervisor: ___________________________________________________________________

Title: _______________________________  Degree(s): __________________________

Agency Name: ___________________________________________________________________

Agency Address: __________________________________________________________________

Agency Tel. Number: __________________________________________________________________

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 Human Services Program Fieldwork course.

To receive a passing grade, the student must attain a rating of 3 or higher in all areas. A rating of less than 3 will result in failure of the 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.

4 Exceeds Expectations:
Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent.

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.

2 Improvement Needed:
Performance did not consistently meet expectations; performance failed to meet expectations in one or more essential areas of responsibility.

1 Unsatisfactory:
Performance was consistently below expectations in more essential areas of responsibility.

*Continued on next page*
1. **Apply the skills and knowledge acquired in the classroom to client contact within a social services setting**

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

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

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b. **Respect the client’s rights**

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

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*Continued on next page*
d. Perform professionally in a social services agency

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e. Recognize personal values and attitudes impacting helping relationships

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3. Apply counseling theories and techniques to guide clients in obtaining their goals

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4. Use the theories and skills necessary to be a successful group facilitator

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5. FOR MENTAL HEALTH OPTION STUDENTS ONLY

a. Establish rapport with individuals with mental health disorders

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b. Demonstrate ability to counsel clients with mental health disorders

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6. FOR ADDICTIONS OPTION STUDENTS ONLY
   a. Establish rapport with the addicted population

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

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7. FOR GERONTOLOGY OPTION STUDENTS ONLY
   a. Establish rapport with the geriatric population

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   b. Demonstrate ability to counsel clients in the geriatric population

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

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

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

**Recommended Grade:**  ____ Pass  ____ 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 ___________________
Human Services Program

Michael F. D’Arcangelo, Coordinator
MSW, LCSW, LCADC, ICADC, SAP, SSW, SAC, C-CATODSW, CJC, CCDP
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_____ HS-207 _______ Human Services Program Fieldwork I
  (section no.)

_____ HS-208 _______ Human Services Program Fieldwork II
  (section no.)

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.
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♦ 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)
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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<th>ACTIVITY</th>
<th>PURPOSE OF ASSIGNMENT</th>
<th>RELATIVE TO LEARNING GOALS</th>
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<td>Work with individuals</td>
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<td>Work with groups</td>
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<td>Work with communities</td>
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<td>Case Consultation</td>
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<td>Recording/documenting</td>
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<td>Clerical tasks</td>
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<td>Home visits</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