

## HDFS 196/496 - Field Experience Spring Semester, 2012

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### SYLLABUS

#### Course Objectives

1. To provide an opportunity to apply academic theory to a professional setting.
2. To aid in developing professionalism and in clarifying career goals.
3. To develop an understanding of community service and the people served.
4. To strengthen credentials in the job market.

#### Student Responsibilities

1. Complete a contract with your site supervisor and turn in to Nancy Kaler by **January 20th** at the latest.
2. Complete Background Check and submit to Nancy by **January 10<sup>th</sup> OR prior to you starting your field experience.** Certified Background Check.com may be used at a cost of \$39.00. If you have had a background check done by another agency, a copy will be accepted, if submitted to Nancy and she approves it. See blackboard for instructions for the Certified Background Check log in.
3. Keep a journal of your experiences (Instructions on page 2).
4. Maintain time sheets. Total the hours on each sheet and have it signed by your site supervisor as you complete it.
5. Portfolio or Reflection Paper (Instructions on page 2).
6. Blog 4 times throughout semester (Instructions on page 2).
7. Give the evaluation form to your site supervisor twice during the semester and turn in with your journal on or before the specified dates.
8. Attend scheduled seminars (See attached schedule).
9. When you complete your hours, take time to write a thank-you note to your site supervisor expressing some specific things you learned and enjoyed about your field experience.
10. Binders including journals, time sheets, and evaluations must be turned in by **February 24<sup>th</sup> and May 4<sup>th</sup>.**
11. Complete Self Evaluation. Print another evaluation, complete it as a Self-Evaluation and include in final binder.
12. Look at blackboard for announcements throughout the semester.

#### Hours

Each semester credit requires 41 hours:

1 credit/ 41 hours	3 credits/ 123 hours	5 credits/ 205 hours	7 credits/ 287 hours
2 credits/ 82 hours	4 credits/ 164 hours	6 credits/ 246 hours	8 credits/ 328 hours

Field experience hours will be prorated for the following: Please identify prorated hours on your time sheet and include in your total hours.

- Seminar - 1 hour/session
- Overnight supervision - 4 hours = 1 hour log time
- Counseling type programs will be evaluated on an individual basis.
- Conferences or approved workshops that would enhance your professional development - must receive prior approval from Nancy and include a summary report in your journal.

## **Journal**

A bi-monthly (every other week) summary journal of on-site experiences must be completed by all students.

**Suggested entries:** 1) date and time; 2) assigned duties for the day; 3) how you felt about the experience; 4) what was learned; 5) specific application of academic theory to the setting; 6) what could have been done differently; 7) factors affecting the day; 8) your working relationship with coworkers. This journal will only be read by Nancy Kaler.

Journals are to be handed in twice during the semester; at mid-term and end of the semester. Include a journal entry summary for each seminar you attend.

**Note:** If you work on a specific project, your journal should include the steps and processes involved in performing that task.

Suggested format for journal - Use a 1" 3-ring binder so when your journal is turned in you can continue to write journal entries on loose-leaf paper to insert later. Place time sheets (signed by site supervisor and with hours totaled), and evaluations in the binder also.

## **Blog**

In order for students to learn more about career/field experience opportunities, keeping a blog will be a method of communication during the semester. Blogging will be maintained through the Blackboard Discussion Board.

Students will be able to share their daily experience, pose questions to each other, and reflect on the experience as a career.

Four blogs will be required throughout the semester.

- Week of January 24th: summarize your assigned duties and how the field experience is going for you.
- Week of February 20th: share the successes and struggles you've had in your field experience. Ask fellow students for help/advice with a project.
- Week of March 19th: discuss skills you have utilized at your field experience site. What skills need further development: (Example: I have used my research methods skills....My oral communication skills are strong....Confidence is challenge...discuss in further detail).
- Week of April 16th: reflect on your experience as a career choice and what you have learned professionally and personally.

Remember to maintain confidentiality of your field experience co-works, clients, students – you can name your field experience sites, but no other names should be used in the blog. Write professionally.

Communicate with your classmates if you have questions about their field experience, or you need help with a project at your site.

There is a rubric on blackboard to show you how you will be graded on blogging.

## **Portfolio**

Portfolio is a purposeful collection of work that shows evidence of learning over time. Add a portfolio section to your 3-ring binder containing five (5) work samples of your accomplishments from field experience. Provide a written explanation of each work sample. If not included in your journal, summarize how the project started, your goals, how you went about doing the project, what were your results or outcomes, how was the project evaluated, and were your goals achieved. Be creative and start this project at

the beginning of the semester. The portfolio is an important part of your career to show prospective employers.

**OR**

### **Reflection**

Reflective thinking is a way of examining one's own experiences - both past and present - in order to understand them, learn from them, and grow. When reflecting, it is also important to make connections between your current experiences and past learning - both from your course work and personal experiences. Choose five (5) ideas or situations from your field experience, reflect upon them and write your thoughts and feelings.

Examples could include:

- How were your courses helpful in preparing you for this experience?
- I have learned many things about cooperation and working with people.
- What I liked/disliked about my experience. If I were in a leadership role; I'd make the following changes...
- If I had to do it all again, I would ...
- My philosophy regarding this career possibility is...
- This experience has taught me how to be a better person in several ways ...
- How will you apply what you have learned to make the world a better place?
- Take on the perspective of a client or customer, the person who works directly with the customer and the administrator of the program to resolve a difficult situation. How should this situation have been handled and why?

There is a rubric on blackboard to see how you will be graded on your Reflection Paper.

### **Professional Expectations**

Field Experience should be regarded as important as a professional job, even though your time is volunteered. You have a professional responsibility to meet the guidelines for staff and do assume regular duties. It is not appropriate for you to challenge your site supervisor's philosophy, but rather to utilize it as an opportunity to compare and refine how you will develop and apply it to your professional career. You represent NDSU and the Human Development and Family Science department; high ethical standards are expected of you at all times.

#### **A. Attitude**

- Enthusiasm toward work (eager to learn)
- Adaptability (assumes responsibility quickly in new situations)
- Initiative (recognizes work to be done and acts independently)
- Cooperation (excellent skills in working with others)

#### **B. Work Skills**

- Demonstrate exceptional skills (produces high quality work)
- Utilization of time (well organized; does more than expected)
- Attendance and punctuality (never late or absent without notifying supervisor)
- Dependability (assumes responsibilities and completes tasks with little need for supervision unless supervisor chooses)

#### **C. Academic Strengths**

- Preparation for position (excellent skills)
- Communication (writes and/or speaks clearly; conveys ideas easily and accurately)
- Capacity for growth (shows evidence of growth in skills and abilities)

**\*\*\* If you are terminated from your Field Experience, you fail those credits.**

## Grading Policies

- I. Requirements for earning a grade of A.
  - a. Experience successfully completed with a rating of 8 or above on Field Experience Evaluation form.
  - b. Contract, journals, Field Experience Evaluation, Portfolio or Reflection and time sheets completed and turned in on time. (see schedule)
  - c. Participation in seminars.

- II. Grades will be based on the following point system:

Evaluation (10 x your total)	100
Contracts (signed and on time)	20
Journal (25 x 2)	50
Blogs (15 x 4)	60
Portfolio or Reflection paper	50
Time Sheets (sufficient hours totaled, signed, on time)	<u>20</u>
<i>Deductions for not completing required hours (1 point/hour)</i>	
	<b>TOTAL 300</b>

Letter grades will be determined as follows:

**A** = 90%-100%    **B** = 89-80%    **C** = 79-70%    **D** = 69-60%    **F** = below 60%

**To earn full points in each area, work must be of top quality and submitted by the due date.**

- III. Waivers:

Waivers for any of the above requirements may be granted under special circumstances. For such waivers, you must speak to the field experience coordinator as soon as possible.

- IV. Incomplete:

An incomplete will be given when the student has been unable to complete the assigned hours at the field site due to unpreventable circumstances. Permission to receive an incomplete must be obtained from the field experience coordinator prior to the last week of the semester.

### Academic Honesty/Responsibilities:

All work in this course must be completed in a manner with NDSU Faculty Senate Policy, Section 335: Code of Academic Responsibility and Conduct. (<http://www.ndsu.nodak.edu/policy/335.htm>). HDE Honor Code can be found at [http://www.ndsu.edu/hde/honor\\_commission/](http://www.ndsu.edu/hde/honor_commission/)

Any students with special needs who need special accommodations in this course are invited to share these concerns or requests with the instructor as soon as possible. Students needing accommodations should contact the Coordinator of Disability Services in Room 212 Ceres or by calling 231-7198 during the first week of classes.

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Spring Semester, 2011**

**Seminar Schedule and Due Dates**

Tuesday, January 10 <sup>th</sup> @ 4:00 PM OR Wednesday, January 11 <sup>th</sup> @ 8:30 AM	Orientation to Field Experience ( <b>required for students new to field experience</b> )  Location: HDE Conference Room EML 269
Friday, January 20 <sup>th</sup>	<b>SIGNED CONTRACTS and background checks DUE to Nancy</b>
Friday, February 24	<b>BINDER DUE</b> – journal, evaluation, signed time sheets  <i>(for students completing 3 or more credits)</i> Make an appointment to meet individually with Nancy Kaler, Field Experience Coordinator.  **Sign-up sheets will be on Nancy’s office door.
Thursday & Friday, March 1 <sup>st</sup> & 2 <sup>nd</sup>	Seminar: Individual meeting with Nancy; binders will be returned at this meeting.
Friday, May 4th	<b>BINDER DUE</b> – journal, field experience evaluation, self-evaluation, signed time sheets, portfolio or reflection paper

**PICK UP YOUR BINDER DURING FINALS WEEK!**