

Roles and Expectations of Fieldwork Participants

We appreciate your considering a fieldwork placement of one of our students with your organization. If you have questions or are interested in partnering with us for a fieldwork placement, please contact Dr. Suzanne Bartholomae, Human Development and Family Science, The Ohio State University, College of Education and Human Ecology, 614-292-0913, or bartholomae.1@osu.edu.

Role of the Agency/Agency Supervisor*

Responsibilities of the department include the following:

A. Agency Supervisor

The Agency supervisor is the agency staff person who has the overall responsibility of organizing and directly supervising the student's on-site Field Work experience.

Basic expectations/responsibilities for the Agency supervisor are to:

1. interview student prior to final acceptance to determine if there is a good match between student and agency expectations (589.01).
2. plan and implement an observation and orientation program for the student's first week at the Agency (589.01).
 - a. discuss the agency's functions, policies, and philosophy.
 - b. discuss personal philosophy of the helping relationship.
 - c. provide student with tour of the facility and introduction to key staff members with whom he/she will work.
 - d. discuss areas where students can expect to participate.
3. enable student(s) to:
 - a. observe and/or participate in as many areas of the agency as possible.
 - b. observe and/or participate in routine office tasks, including administrative activities.
 - c. read through agency files concerning individuals/families with which the student may have contact; sit in on sessions with those individuals/families when appropriate.
 - d. help plan a meeting or program with an individual/family/group.
 - e. record intake information on a new individual/family referred to the agency where appropriate.
 - f. attend staff and in-service meetings.....
 - g. evaluate a program or a planned intervention with an individual or group.
 - h. go over these notes with the agency supervisor and plan for the next session (superficial problems).
 - i. work with or observe other agencies that have related programs; make referrals or coordinate efforts.

- j. make a home visit to an individual/family with the Agency supervisor and/or visit another agency working with individual/family/group.
- k. follow-through with one individual/family with a report.
- 4. discuss/negotiate term project: approve assignments as necessary (student initiates).
- 5. inform student(s) of community workshops or services related to the agency's functions.
- 6. suggest books and articles related to the agency's functions.
- 7. provide ongoing guidance and support, and specific suggestions for improving skills, knowledge and attitudes.
- 8. meet with student(s) weekly to discuss progress, concerns, and give appropriate feedback.
- 9. meet with student(s) and Department supervisor during the quarter to discuss student's progress.
- 10. evaluate student on checklist and narrative form provided by Department supervisor at middle and at end of quarter. Return form to Department supervisor at end of quarter.
- 11. sign off weekly on students time sheet.

* Please note that this is a guide. Each agency will adapt participation to its own unique need; however, each agency must provide the 589.01 student with a thorough orientation. Some items will be most appropriate for the initial quarter of placement. Others will be most appropriate for the second quarter.

Role of the Field Work Student*

The Field Work student is a HDFS undergraduate student who has met the eligibility requirements for Field Work (Section 3). Basic expectations/responsibilities for the Field Work student are to:

- 1. contact Agency supervisor by phone before first day to introduce self and arrange for an interview (589.01).
- 2. participate in an interview before initial quarter begins. If approval for placement is given, student should arrange work schedule with Agency supervisor (589.01).
- 3. discuss/negotiate project for second quarter with Agency supervisor near the end of the first quarter of field placements; finalize ideas during the first week of second quarter of placement; discuss other assignments at appropriate times during the quarter (see ASSIGNMENTS, Section 4).
- 4. participate for a minimum of 12 hours per week per quarter, and document hours on time sheet. Obtain Agency Supervisor's initials weekly on time sheet.
- 5. arrive and depart at pre-arranged times.
- 6. inform Agency supervisor if you will be late or if unable to attend because of illness; call Agency supervisor and arrange a make-up time convenient to the Agency supervisor

(inform Department supervisor if illness or emergency affects more than two days at agency; student must make up absences of longer than two days).

7. dress appropriately (guide: what agency staff wear).
8. observe and practice professional ethics.
9. participate fully, but to the degree defined by the Agency supervisor, in the agency's functions.
10. meet weekly with Agency supervisor; this is especially important if regular contact does not allow for informal discussions.
11. prepare for and meet with Agency supervisor and Department supervisor during the quarter to discuss progress, questions, concerns, and to develop an improvement plan.
12. attend orientation, in-service seminars, and evaluation meetings; read in related areas.
13. arrange for, prepare for, and attend conferences (on campus) with Department supervisor.
14. hand in written assignments to Department supervisor by dates listed on Course syllabus.
15. evaluate self (attitudes, values, knowledge, skills) and experience.
16. continually devise ways to improve competencies.
17. develop open, supportive relationships with Agency supervisor and other staff.
18. demonstrate enthusiasm, openness, congruence, and warmth.

* Specific expectations for behaviors at the agency are listed on the Evaluation Rating Scale (Appendix A), in the Grades sub-section and in the Assignments sub-section of Section 6.

Role of the University Department Personnel

Responsibilities of the department include the following:

A. Department Coordinator of Field Work

The Coordinator of Field Work is a Department of Human Development and Family Science faculty member who has the overall responsibility for planning, organizing and coordinating the supervised Field Work.

Basic expectations and responsibilities of the Coordinator are to:

1. locate appropriate placements for students.

2. inform students of times, special expectations, and location of available agency sites.
3. match students' career interests with the work done by the agency.
4. inform agencies about the student(s) assigned to them.
5. inform student of assignment to agency.
6. assign students to Department supervisors.
7. arrange for and coordinate orientation for students and in-service meetings for supervisors.
8. meet with Department supervisors periodically.
9. discuss grades with Department supervisor; sign grade cards.

B. Department Supervisor of Field Work

Basic expectations and responsibilities of the supervisor are to:

1. familiarize self with students (student information sheet) and agency (agency file).
2. meet with student and Agency supervisor (at agency) during the quarter to discuss progress, questions, concerns, and improvement plan (Department supervisors arranges).
3. meet with student on campus to evaluate student's progress (student arranges).
4. review, approve/disapprove assignments (as indicated in ASSIGNMENTS, Section 4).
5. evaluate and grade written assignments.
6. be available to student and/or Agency supervisor for further input, and guidance, if necessary.
7. assign grade, in coordination with Agency supervisor and Field Work Coordinator.
8. assist with planning and attend orientation and in-service and evaluation meetings.
9. plan and conduct seminars for students in placement.
10. meet with Field Work Coordinator periodically.