

**COURSE OUTLINE**

<u>SOC299</u>		<u>Cooperative Education Human Services Field Experience</u>		<u>6</u>
Course Number		Course Title		Credits
<u>0/week</u>	<u>0/week</u>	<u>4 days/week</u>	<u>0/week</u>	<u>15 weeks</u>
Class or Lecture	Laboratory Work Hours	Laboratory, Shop, Studio or Clinic	Work Experience	Semester Length
<u>Not Applicable</u>				<u>Not Applicable</u>
Performance on an Examination/Demonstration				Telecourse

Required Materials:

NONE

Catalog Description:

Exposes the student to the philosophy, goals, and day-to-day operations of a public or private community service agency. Through supervised work experiences, the student practices the roles of the para-professional and employee, and evaluates their interrelated responsibilities. This course is designed for the student who is interested in the realistic application of social scientific concepts to the human services field. The student is required to serve an internship of four days each week in an agency approved by the coordinator of the Community Services Assistant curriculum. During the period the student is expected to perform all assigned duties. Arrangements must be made during the preceding semester.

Prerequisites: Minimum grade of C in PSY113 and divisional permission.

Co-requisites: None

Latest Review: Spring 2004

Course Coordinator: Guy DeRosa

**GENERAL OBJECTIVES:**

Among the general objectives of the internship are the following:

1. To provide the mechanism by which the institutions and agencies, the students and Mercer County Community College may improve each others activities through growth and development in the interests of service for the population of Mercer County.
2. To assist in the development of humanistic, well-rounded, competent community service workers in the best interest of the people whom they will serve.
3. To facilitate the wedding of theory with practice for para-professionals in the human service occupations.
4. To provide the setting, experience, formal instruction and informal learning activities from which the intern will benefit.
5. To make a contribution to the cooperating agency or institution.
6. To assist the student in determining whether this is the occupation for him/her at an early stage in his education, so that his/her career choice will be a wise one.
7. To assist the human service field in determining whether the student has the appropriate characteristics for continuation in the profession as a paraprofessional or by way of further undergraduate/graduate study.

**SPECIFIC OBJECTIVES:**

After completing this course the student will be able to:

1. Analyze the effectiveness of the helping experience.
2. Construct a model of the helping process.
3. Discuss and evaluate the helper's contribution to the helping process.
4. Identify the role and responsibilities of the client within the helping process.
5. Evaluate the quality and quantity of communication that should occur between client and counselor.
6. Analyze the interrelationship between client stimuli and counselor responses.
7. Evaluate his training experiences objectively and critically.
8. Work effectively with persons from various environments and backgrounds and handle problems of various seriousness and delicacy.
9. Assess the relevancy of various modes of treatment.
10. Identify different agencies and the nature of their service.

11. Develop some criteria for referral of clients to other persons or agencies/departments according to their specific needs.
12. Develop case folder on a client and keep it up to date.
13. Conduct interview with a client and determine his needs and eligibility for services.

**METHOD OF EVALUATION:**

Student Log	33 1/3%
Faculty Advisor Rating	33 1/3%
Field Experience Supervisor Reports	33 1/3%

**STUDENT OBLIGATIONS:**

The student is privileged to serve as an intern. The agency supervisor and the field work placement have been carefully selected. The student is responsible for making the most of this enriching experience. In this context, he/she is obligated to do the following:

1. Notify his college academic advisor for the field experience as soon as an agreement has been reached with an agency for the internship.
2. The minimum internship is fifteen weeks and all interns are expected to fulfill their responsibility for that period.
3. Follow the rules of the placement agency.
4. Display the utmost discretion in dealing with confidential information. Identifying data will be disguised when case studies are discussed in seminar.
5. Notify the agency supervisor immediately if absence from work is necessary. Notify the faculty/advisor of the absence the next time the student is on campus. If an intern is absent more than 3-4 days the time must be made up.
6. Prepare in addition to the daily log such other reports as the seminar instructor may require. Such reports may include activities, values derived, administrative theory employed in the institution, meetings attended, major projects, problems and readings.
7. Be prepared for weekly conferences with the agency supervisor. Part of the intern evaluation will be his/her ability to make effective use of supervision.
8. Prepare for the faculty advisor and/or the seminar instructor a list of subjects he/she wants to discuss.
9. In consultation with the faculty advisor and the agency supervisor, develop a set of goals for the internship.
10. Complete and interim and final self-evaluation.
11. Complete an evaluation of the placement agency and an evaluation of the Internship Program.

12. In the event of a strike which precludes working at the agency, interns report to the faculty advisor for substitute assignments.
13. Interns pay transportation costs to the field instruction agency.

### **AGENCY RESPONSIBILITIES**

1. Enter into agreement with college.
2. Set goals.
3. Define position.
  - a. job responsibilities and minimum performance level
  - b. limits
  - c. hours
  - d. absenteeism
  - e. confidentiality
4. Interview perspective interns.
5. Provide an agency supervisor who is experienced, has the desire and ability to teach and the time to carry out his/her supervisory responsibilities.
6. Orientation
7. Regularly scheduled weekly supervision during which the student's work will be discussed and an understanding reached about plans to enable the student to progress further.
8. Arrangement for participation in staff meetings.
9. Interim evaluation of intern.
10. Informal meeting(s) with college supervisor.
11. Notify the college when the intern is not meeting responsibilities or is having difficulties.
12. Feedback on program.
13. Final evaluation of intern.

**COMMUNITY SERVICE ASSISTANT PROGRAM**  
**SL 299 STUDENT LOG**

Three times during the semester each student is required to submit a log of his field experiences. Data should be accumulated and written up regularly during the field experience period.

The following is a list of required items to be included in the log.

1. The name and location of the agency in which your field experience took place. The name and rank of your supervisor.
2. A description of the agency's internal environment. The number of employees, their positions, and how they are organized and structured. Include a sketch or diagram of the employees and the physical plant.
3. Describe in exact detail your activities from the time you arrived until you left each day.
4. How could the school have served you better in preparing you for the field-experience program? (Final log only)
5. In what way can this program be better set up to serve students' needs, or did you find it satisfactory as it was? (Final log only)
6. What hints are you now able to give a new student starting his field experience training? (Final log only)
7. What are the skills for which you feel you need additional training? Why? (Explain fully) (each log)
8. What interesting experiences did you encounter doing your field-experience training with respect to your fellow-workers and agency clients? (each log)
9. Did you enjoy the field experience training? (Give reasons) (Final log)
10. Give your own general opinion of this field-experience program.
11. Include a sample of each form used in your immediate office with a brief explanation of each and its uses. (Final log)
12. Include samples of all agency brochures, booklets, pamphlets, and other descriptive literature. Analyze and evaluate each piece of literature. (Final log)
13. Include a statement of all agency policies with a brief explanation of why each is important. (Each log)
14. Include news clippings about the agency, should there be any in the local papers at the time of your field experience training. (Each log)
15. Include any other items that you feel are interesting and noteworthy.

**All work is to be neat and typewritten. Use the items above as section titles.**