Fall 2000

PSYC 371 / PSYC 372: Field Experience

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Dordt College

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PSYCHOLOGY 371-372
FIELD EXPERIENCE

COORDINATOR - Dr. Ken Bussema
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COURSE DESCRIPTION

A 'hands-on' practicum designed to provide an overview of the type of activities and professional services typically offered by human service agencies. The field experience placement is not intended to develop competence to the level of a beginning practitioner, but rather to observe, learn, and practice a variety of human service activities. Students will develop their interpersonal skills through direct contact with clients and have the opportunity to explore a variety of career paths and professional roles. Three hours of course credit is given for satisfactory completion of 8 hours on the site per week (120 hours total) plus participation in weekly Field Experience meetings on campus (other arrangements will be made for summer and off campus placements).

COURSE GOALS

Students will:

1. develop a clearer sense of career direction, required education to meet career goals, and of their 'goodness-of-fit' with a career in the human services.

2. demonstrate appropriate uses of self in one-to-one and/or group settings (recognize limits, respect client, communicate appropriately).

3. develop problem solving skills based on psychological understanding and an awareness of particular individuals and their environments.

4. demonstrate ability to function as part of a team to plan and coordinate services for a client.

5. develop proficiency in planning and organizing time and flow of work, completing work on time, and exercising sound judgment on completing work priorities.

6. depending on placement and responsibilities:
   a. show proficiency in administering, scoring, and interpreting assessment devices.
   b. demonstrate ability to develop Individual Program Plans (IPP).
   c. demonstrate ability to develop and/or implement a behavioral program.
   d. demonstrate skill and accuracy in data collection, record keeping, and charting.
   e. demonstrate ability to teach, model, and illustrate appropriate behavior (e.g. social skill training).
7. be challenged to address value/ethical issues in the delivery of services, to recognize personal value bases and feelings, and to begin to develop a personal and professional response to value/ethical questions.

8. test reality of and begin to apply the understanding and perspectives gained in their course work.

**STUDENT REQUIREMENTS**

A. contact the Psychology Department approximately one semester before the planned field experience to indicate their interest.

B. complete all pertinent application procedures.

C. complete an interview with the potential placement agency.

D. work with the organization and departmental supervisors in the design of objectives, projects, and schedules.

E. complete the required projects and schedules for the cooperating organization or agency.

F. report to the Psychology Department supervisor on a weekly basis.

G. complete all necessary forms, a final report, and a placement evaluation by one week before the end of the semester.

**EVALUATION**

The field experience will be based on a letter grade basis. Students must complete all requirements for the field experience, course grade will be based on the quality of assignments, field supervisor' evaluations, and participation in the weekly meetings.
DORDT COLLEGE
PSYCHOLOGY FIELD EXPERIENCE
FIELD EXPERIENCE PLACEMENT AGREEMENT

The following is the agreement between:

________________________________________________________________________

Organization Address

and DORDT COLLEGE, for the purpose of providing a field experience

in

for

(Student)

PROVISIONS OF THE FIELD EXPERIENCE PROGRAM

THE COOPERATING ORGANIZATION WILL:

A. designate an individual to implement the field experience, and
   to supervise the student's activities;
B. provide the necessary activity and instruction so as to give
   the student the maximum benefit in the time allotted,
   utilizing proper equipment, and assist in evaluating the
   student's progress;
C. notify the Field Experience Coordinator regarding undesirable
   student attitudes and habits;
D. interview and approve the student for the placement.

THE COOPERATING ORGANIZATION SUPERVISOR WILL:

A. To review and evaluate the student's application.
B. To assist in the development of objectives, projects, and
   schedules.
C. To provide the student with on going evaluations and to
   schedule on going meetings for those evaluations.
D. To provide the departmental supervisor with mid-term and final
   evaluations of the student.
E. To contact the departmental supervisor as soon a possible if
   problems develop.

THE FIELD EXPERIENCE COORDINATOR AND/OR DEPARTMENT STAFF WILL:

A. develop and supervise the specific Field Experience Learning
   Contract for the student;
B. regularly contact the organization (at least two contacts) to
   assess the student's performance throughout the training
   period, and in conjunction with the Organization's evaluation,
   assign a course grade;
C. assume responsibility for the student during the field
   experience.

AGREED TO BY:

Organization Supervisor ___________________________ Date ______

Field Experience Coordinator ___________________________ Date ______

Student ___________________________ Date ______
DORDT COLLEGE
PSYCHOLOGY FIELD EXPERIENCE
LIABILITY FORM

The form is to be read and signed by the Field Experience student and by the appropriate official of the Organization.

We, the undersigned, do not hold Dordt College, the Dordt College Psychology Department or any of the Psychology faculty legally responsible or liable for personal or property damages incurred or resulting from the work or activities of the intern in the Psychology Field Experience at this Organization.

Organization ___________________________________________

Organization Field Experience Supervisor _______________________

Director or Head of Organization ________________________________

Field Experience Student ______________________________________

Field Experience Coordinator _________________________________

SIGNATURE of Student ________________________________ Date _________

SIGNATURE of Organization Director or legal representative ____________________________

Date ________________

(To be filed with the Psychology Department, Dordt College)
The Learning Contract

One of the most important learning tools you will develop this semester is the Learning Contract. This contract should be the joint effort of you and your supervisor. It will describe your goals for the semester and the tasks you will perform in order to meet those goals. Remember as you make this contract that it should provide for increased responsibility as the semester progresses.

When you are establishing your goals for the semester, consider the skills, interests and values you have. It is important to bring these things together with the goals of the organization where you will be working in order to identify the components of a good learning experience for the semester. Your goals should be realistic and challenging - don’t take on too much or too little. This is your opportunity to stretch yourself and to learn new things. Goal setting is a technique for helping you build a framework for your field experience. It can provide you with a sense of direction and purpose, and serve as a standard against which to measure your progress. The learning contract will also help your supervisor design the field experience with you to meet your goals and build on your educational background.

You should be developing your learning contract in the second or third week of the semester and it should be completed, signed and sent to me by the end of the fourth week. (FAX, e-mail)

Learning Goals: Learning goals should state in general terms what you hope to learn and can include short range and long range goals appropriate to the work of your agency. Think about the following as you build your contract:

* relating your experience to your academic
* exploring career opportunities
* developing specific skills and competencies
* improving interpersonal communication skills

Learning Activities: Learning activities outline the specific tasks you will do in order to meet your goals. They are specific statements of what, when, how you will be involved in the agency. Include in your list of activities: attending discussion/supervision meetings arranged by your agency, completing weekly journals/logs (send to me via e-mail), and a written evaluation of the field experience at the end of the semester (a copy goes to the supervisor).
DORDT COLLEGE
PSYCHOLOGY FIELD EXPERIENCE
LEARNING CONTRACT

Date ____________

__________________________ (Student) will undertake training in the area of ____________

__________________________ with (Organization) ______________________ under the supervision of

__________________________ (Agency Supervisor).

OBJECTIVE: The objective of the Field Experience program is to learn basic concepts, principles, and procedures in the area stated, to prepare the student more adequately for a career in:

__________________________

ORIENTATION:

A. The student will submit to an interview by the Organization's supervisor as is normally done for employment of personnel.

B. The Organization's supervisor will provide the student with a job description and arrange for training time of ___ hours per week for ___ weeks, or a total of ___ hours for the program, ending (date) ____________

Learning Goals and Activities

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1. Briefly and concisely describe what your activities during the week of training. Include observations, work done, skills learned, readings completed, and other pertinent data including the amount of time spent for each activity on an hourly basis. **What stood out this week?** Be sure to list dates and hours worked.

2. What insights (connections, new ideas or understandings) and/or skills did you acquire as the result of your activities?

3. What problems or difficulties, if any, did you encounter this week? **What puzzled you?**
DORDT COLLEGE

PSYCHOLOGY FIELD EXPERIENCE

SUPERVISOR'S EVALUATION OF STUDENT'S PERFORMANCE -
(Mid-semester/ 60 hours or Final 120 hours)

Student ___________________________ Date ___________________________

Organization Supervisor ___________________________

Additional comments are invited whenever appropriate. This form should be completed by
the individual designated by the Organization as the student's supervisor. Where
appropriate this evaluation should be reviewed with the student by the supervisor. A copy
of this evaluation will be kept on file with the Psychology Department.

RATING SCALE:
1-Excellent, 2-Very Good, 3-Average, 4-Below Average, 5-Unterachable *Not Applicable

Cooperation: willing to perform assigned tasks; followed through on commitments.
1 2 3 4 5 NA*

Initiative: Looks for opportunities to participate and contribute; asked questions.
1 2 3 4 5 NA*

Communication: able to express self clearly both in speaking and in writing; contributed in group meetings.
1 2 3 4 5 NA*

Preparation: Demonstrates skill knowledge from previous course work or experience that was relevant to the agency.
1 2 3 4 5 NA*

Ability to work under pressure: flexible, able to adjust to unexpected demands; keeps calm when others are emotional; effective in dealing with conflict.
1 2 3 4 5 NA*

Ability to work with others: demonstrates good listening skills, shows empathy and understanding, relates in friendly, sensitive manner.
1 2 3 4 5 NA*

Accepts constructive criticism: able to learn from mistakes; accepts responsibility for self; nondefensive; does not personalize criticism.
1 2 3 4 5 NA*

Professionalism: behaves in a mature manner; shows respect for clients; takes work seriously.
1 2 3 4 5 NA*

Overall Rating: Compared with others with similar training and experience
1 2 3 4 5 NA*

*******************************************************************************
Please Use Reverse Side for Additional Comments:
*******************************************************************************

Signature: ___________________________ Date ___________________________