

ALLEGANY COLLEGE OF MARYLAND  
Human Service Associate Curriculum

**FIELD WORK CONTRACT**

**STUDENT:** \_\_\_\_\_ **SEMESTER/YEAR** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **SITE:** \_\_\_\_\_

\_\_\_\_\_ **FIELD WORK: I, II, III**  
(Circle One)

**TELEPHONE:** \_\_\_\_\_ **SITE**  
**SUPERVISOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

Human Service Associate Curriculum  
Allegany College of Maryland  
12401 Willowbrook Road SE  
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**BUSINESS**  
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**BUSINESS**  
**TELEPHONE:** \_\_\_\_\_

The college believes that the success of the field Work is the joint responsibility of the site supervisor, the student, and the faculty supervisor. The **goals of this partnership** are to:

- 1) Obtain and develop skills and knowledge which are relevant to the helping profession.
- 2) Prepare the student for the responsibility and initiative required in the work world.
- 3) Challenge the student through the use of constructive feedback to reach their potential personally and professionally.
- 4) Develop positive work habits, a professional attitude, and ethical standards.
- 5) Expose the student to a wide variety of clients, helping techniques, and organizational styles.
- 6) Explore potential career areas.

**I. RESPONSIBILITIES**

**A. SUPERVISOR**

1. The Field Work site supervisor will meet with the student at least once a week to review the student's progress, plan activities, and tasks, and to clarify the student's role.
2. The supervisor will meet with the AC instructor on a periodic basis to review the student's progress.
3. The supervisor will monitor the student's attendance, sign the attendance form provided by the instructor, and report to the instructor any undue absences or other attendance infractions.
4. The supervisor will evaluate the student at midterm and during the final week of the student's Work semester. Evaluation forms will be provided by the AC instructor.

AS THE DESIGNATED SITE SUPERVISOR, I AGREE TO THE ABOVE RESPONSIBILITIES.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**B. FACULTY INSTRUCTOR**

1. The instructor will visit the field work site on a regular basis throughout the semester (approximately \_\_\_\_ visits).
2. The instructor will be available (beyond regularly scheduled visits) for consultation upon request of the field work site supervisor and/or the student.
3. The instructor will conduct a field work seminar, make assignments, evaluate student coursework, and perform other instructional tasks.
4. The instructor will assign midterm and final grades to the student.

AS THE DESIGNATED FACULTY SUPERVISOR, I AGREE TO THE ABOVE RESPONSIBILITIES.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**C. STUDENT**

1. The student will post his or her attendance record in a clear and prominent place at his or her Work site.
2. The student will meet all terms of this contract.
3. The student will meet other requirements listed on the course syllabus.
4. The student will perform tasks as required by his/her field Work supervisor.

AS THE STUDENT, I AGREE TO THE ABOVE RESPONSIBILITIES.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**II. TERMS OF THE CONTRACT**

A. Hours/Days (#1-3 are to be completed by the student and #4 by the student and site supervisor)

1. I \_\_\_\_\_ agree to accumulate \_\_\_ to \_\_\_  
(Student Name)  
hours of Field Work at \_\_\_\_\_.  
(Work Site)
2. My Field Work this semester will be \_\_\_ hours per week for \_\_\_ weeks totaling \_\_\_ hours.
3. My Field Work semester will begin the week of \_\_\_\_\_  
(Month) (Date)  
and end the week of \_\_\_\_\_.  
(Month) (Date)
4. I will be working for the Field Work on the following days and times:  
Fill in Time and Circle AM or PM

<u>CHECK DAYS</u>	<u>I WILL ARRIVE</u>	<u>I WILL LEAVE</u>	<u>OTHER NOTES</u>
	<u>ON OR BEFORE:</u>	<u>ON OR AFTER:</u>	
_____ Monday	_____ AM/PM	_____ AM/PM	
_____ Tuesday	_____ AM/PM	_____ AM/PM	
_____ Wednesday	_____ AM/PM	_____ AM/PM	
_____ Thursday	_____ AM/PM	_____ AM/PM	
_____ Friday	_____ AM/PM	_____ AM/PM	
_____ Saturday	_____ AM/PM	_____ AM/PM	
_____ Sunday	_____ AM/PM	_____ AM/PM	

B. NOTES

1. Students are bound to the specific details of this contract! **ANY ONGOING CHANGE IN YOUR SCHEDULE MUST BE APPROVED IN ADVANCE BY YOUR SITE SUPERVISOR AND YOUR FACULTY INSTRUCTOR;** at that time the contract will be renegotiated.
2. An occasional one-time adjustment in the student's schedule must be cleared in advance with the site supervisor. Unapproved time may not be recorded on the time sheet.

3. All absences must be made up.
4. Students are required to meet field work hours through the end of the contract period as designated above and may not terminate early even if the required hours have been met.
5. Students may not begin accumulating hours before or after the date stated above without special permission from the faculty instructor although they may visit the site to observe and attend orientation sessions.

\_\_\_\_\_  
Supervisors Signature/  
Instructors Signature/

\_\_\_\_\_  
Date  
Date

\_\_\_\_\_  
Student's Signature/

\_\_\_\_\_  
Date

### ATTENDANCE REQUIREMENTS

#### Course and Hours

<u>Grade</u>	<u>Work I</u>	<u>Work II</u>	<u>Work III</u>
A	146-150	175-180	(A) 126-130
B	*141-145	*170-174	(B) 121-125
I or X	140- or lower	169 -or lower	(I or X) *120 or lower

1. \*Indicates the minimum number of hours required to pass the course.
2. The student is required to meet the minimum for each course with no exceptions.
3. An I grade (Incomplete) means that the student is required to continue his or her field work at the same site immediately following that semester. The student is required to accumulate the remaining number of hours necessary to pass the course.
4. An X grade (Remedial) means that the student is required to repeat the course the next time it is offered (in this case a year later).
5. An A or B in field work does not guarantee the same grade for the course. Students will also be evaluated according to assignments, exams, seminar and laboratory as well as field work attendance.

III. **INDIVIDUAL STUDENT PLAN (ISP)**

A. **STUDENT EXPECTATIONS** (To be completed by the student)

1. What professional experiences and skills do you hope to have at this field work? (examples: group work, advocacy, activity therapy, etc.)
2. What personal areas do you want to work on? (examples: assertiveness, trust, conflict resolution, etc.)
3. What other needs/expectations do you have for your field work?

B. **STUDENT LEARNING OUTCOMES** (to be completed by students)

1. Based on what you wrote in “A” and what you have learned about yourself and your skill level, write one specific and measurable learning outcome for fieldwork for each of the following areas:

**Helping Skills**

**Ethics**

**Documentation**

**Professionalism**

**Work Ethic**

C. **SEMESTER PLAN** (To be completed by the student and supervisor)

1. Please describe the orientation provided for the student:

Is there any part of the orientation that is mandatory? (i.e. trainings, confidentiality tests, volunteer orientation workshops)

                       
Yes      No

If yes, please describe:

Will you provide training to the student on Universal Precautions? (AIDS & Hepatitis B Prevention)                       or HIPPA?                      

Yes      No                      Yes      No

Does the agency require a Criminal Background Check or any other Clearances to be completed before the student can start field Work? If so, please specify.

2. Please describe the responsibilities, tasks, and experiences the student can expect to have at the Work and if the Learning Outcomes described in Section B are acceptable:

3. Are there any other expectations/goals you have for the student?

4. How often will supervisory conferences be scheduled with the student?

5. If the student is enrolled in their third and final field work experience, please describe the project he/she will be developing and implementing, if known at the time of the interview.

6. Other notes/comments: