FIELD PLACEMENT CONTRACT

STUDENT: ___________________________  SEMESTER/YEAR: _____________

ADDRESS: ___________________________  SITE: ______________________

______________________________  PLACEMENT: I, II, III

(Circle One)

TELEPHONE: _________________________  SITE SUPERVISOR: ______________

FIELD LIASION: _____________________  TITLE: _________________________

ADDRESS: ___________________________

Human Service Associate Curriculum
Allegany College of Maryland
12401 Willowbrook Road SE
Cumberland, Maryland  21502-2596

______________________________

TELEPHONE:  301-784-5557 (Secretary)
              301-784-5558 (Annette)
              301-784-5556 (Jason)

______________________________

E-MAIL:  ehelmstetter@allegany.edu
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FAX : 301-784-5094

The college believes that the success of the field placement 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 placement 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 placement 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 placement 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 placement site supervisor and/or the student.
3. The instructor will conduct a placement 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 placement 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 placement 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 placement at __________________________________.
       (Placement Site)

2. My placement this semester will be ___ hours per week for ___ weeks totaling ___
   hours.

3. My placement semester will begin the week of ______________________
   (Month)  (Date)
   and end the week of ____________________.
       (Month)  (Date)

4. I will be working for this placement at the following days and times:
   Fill in Time and Circle AM or PM

<table>
<thead>
<tr>
<th>CHECK DAYS</th>
<th>I WILL ARRIVE ON OR BEFORE:</th>
<th>I WILL LEAVE ON OR AFTER:</th>
<th>OTHER NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ Monday</td>
<td>_______AM/PM</td>
<td>_______AM/PM</td>
<td></td>
</tr>
<tr>
<td>____ Tuesday</td>
<td>_______AM/PM</td>
<td>_______AM/PM</td>
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<td>____ Wednesday</td>
<td>_______AM/PM</td>
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<td>____ Saturday</td>
<td>_______AM/PM</td>
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<tr>
<td>____ Sunday</td>
<td>_______AM/PM</td>
<td>_______AM/PM</td>
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</tbody>
</table>

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 placement 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.

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**ATTENDANCE REQUIREMENTS**

Course and Hours

<table>
<thead>
<tr>
<th>Grade</th>
<th>Practicum I</th>
<th>Practicum II</th>
<th>Practicum III</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>146-150</td>
<td>175-180</td>
<td>(A) 126-130</td>
</tr>
<tr>
<td>B</td>
<td>*141-145</td>
<td>*170-174</td>
<td>(B) 121-125</td>
</tr>
<tr>
<td>I or X</td>
<td>140- or lower</td>
<td>169 -or lower</td>
<td>(I or X) *120 or lower</td>
</tr>
</tbody>
</table>

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 placement at the same site immediately following that placement 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 placement 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 placement attendance.

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**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 placement? (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 placement?

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?  _____ _____

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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

2. Please describe the responsibilities, tasks, and experiences the student can expect to have at the placement 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 placement, please describe the project he/she will be developing and implementing, if known at the time of the interview.

6. Other notes/comments: