

Human Development & Family Studies, University of Connecticut

FIELDWORK – Fall 2016 HDFS 3080/HDFS 3090

WHAT IS HDFS 3080?

HDFS 3080 provides students with an opportunity to:

1. Gain meaningful experiences and skills related to the development and welfare of individuals and families by working under the supervision of professionals in various settings.
2. Integrate their classroom learning with a practical experience under the guidance of a faculty supervisor in a fieldwork seminar.

HOW MANY CREDITS CAN I EARN IN HDFS 3080?

Students earn a minimum of three Uconn credits and intern for 8 hours a week in a placement – totaling 120 hours for the semester. You can also earn 6 credits in fieldwork by either working 16 hours a week in one semester for 240 hours, by continuing your fieldwork placement into a second semester, or by completing fieldwork in a new placement for 3 credits a second semester.

****Please note that the credits for HDFS 3080 and 3090 Fieldwork will NOT count towards the 12 selected courses required for the major. These are elective credits. Additionally, you must complete your fieldwork during the fall or spring terms – it is not offered during the summer****

WHAT IS THE DIFFERENCE BETWEEN HDFS 3080 AND 3090?

HDFS 3090 enables students to have additional fieldwork experience after completing HDFS 3080. Students follow the same registration requirements as for HDFS 3080. Students registering for HDFS 3090 can only earn three credits and those credits do not count towards the major.

WHAT ARE THE REQUIREMENTS TO DO FIELDWORK?

Prerequisites are HDFS 2001, an HDFS GPA of 2.5 or better, and 15 credits of 2000 level HDFS courses already completed. Students who do not meet these requirements may take the course with the consent of both the fieldwork coordinator and seminar instructor.

HOW DO YOU SELECT A FIELDWORK PLACEMENT?

There are a number of ways to select a placement site:

1. Check the binder available in the Student Services Center that contains information on a number of agencies.
2. Call the agency representatives on the Listings of Recommended Placements for more information and to set up an interview.
3. Visit the Office of Community Outreach in the Student Union, and find placement opportunities through a computer data base.
4. If you are unsure of a site, or if the site is not listed, talk with the Faculty Supervisor or your Academic Advisor.

WHAT ARE THE REQUIREMENTS OF THE FIELDWORK SEMINAR?

You are required to attend a biweekly, two-hour seminar. Seminar requirements vary between sections, but generally include a systematic journal, some readings, and a short paper or two. Evaluation will be done by both your Faculty Supervisor and your Placement Supervisor.

HOW DO I REGISTER FOR HDFS 3080 OR HDFS 3090?

HDFS 3080 and 3090 are **CONSENT COURSES** that require additional paperwork and signatures from individuals on and off campus:

HDFS 3080/ 3090 Application Form: Fill out the application form and return to the Student Services Center (FSB 123)

Fieldwork Contract: You and your placement supervisor will fill out and sign the fieldwork contract. The placement supervisor should make a copy of the contract for her/his file. No other signatures but yours and the placement supervisors are required.

Students who are doing fieldwork for the first 3-6 credits will register for 3080.01. Students who are continuing their fieldwork experience for another 3 credits (up to 9 total) you will register for 3090.01.

On your application form, please note the section that applies to you.

WHEN DOES THE SEMINAR MEET?

Supervised Fieldwork: 3080.01/3090.01 (biweekly) Wednesdays 1:25-3:25pm

Beginning on the first Wednesday of the semester

WHEN YOU HAVE THE REQUIRED SIGNATURES, BRING YOUR FORMS TO THE STUDENT SERVICES CENTER
We will review the forms and send a permission number to your listed UConn email account.

Student Services Center
FSB 123
Phone: 486-4632 Fax: 486-3452
E-mail: HDFSadvise@uconn.edu

HDFS 3080 AND HDFS 3090 SUPERVISED FIELDWORK

**APPLICATION FORM – Fall 2016
Catalog Years 1998/99 & Later**

Application for: **HDFS 3080:** _____ **HDFS 3090:** _____ **Total Credits:** _____

Student's Name: _____ **Semester Standing:** _____

Local Address: _____ **Local Phone:** _____

_____ **UConn Email:** _____

Home Address: _____ **Peoplesoft ID#:** _____

Major: HDFS _____ **Other:** _____

Previous HDFS Fieldwork? **No:** _____ **Yes:** _____ **Number of Credits:** _____

PLACEMENT REQUESTED: _____

Placement Supervisor: _____ **Title:** _____

Mailing Address: _____

Phone: _____

***Gerontology minors check here (do not need to complete prerequisites):** _____

Please check that you've met the prerequisites: HDFS 2001 _____ **MAJOR GPA (2.5 or higher):** _____

List courses for a total of 15 HDFS credits:

RETURN THIS FORM TO THE STUDENT SERVICES CENTER (FSB 123)



College of Liberal Arts and Sciences
Human Development and Family Studies

TO: HDFS Fieldwork Placement Supervisors

FROM: Kristin Van Ness, M.A.
Fieldwork Coordinator

RE: HDFS Fieldwork Internships

The Human Development and Family Studies Program in the College of Liberal Arts and Sciences at the University of Connecticut offers students an opportunity to complete an internship for 8 or 16 hours a week at approved placements for 3 or 6 credits. Our students are typically upper-level undergraduates with interest in various career pathways including: Early Childhood Development and Education, Childhood and Adolescent Development, Public Policy and Law, Counseling and Therapy, Social Work, Family Life Education, Families and Disabilities, Public Health, Family & Consumer Sciences, and Adulthood and Aging. To be qualified for our fieldwork program, all student must have taken our Diversity Issues in HDFS course, have a major GPA of 2.5 or higher, and have taken 15 credits of upper level coursework.

We appreciate your willingness to consider accepting the student who brings you this letter as an intern. Before you begin your discussions, please review the attached contract. So that this experience may be mutually beneficial, enjoyable, and educationally sound, please keep the following in mind as you weigh the mutual duties and responsibilities involving this internship. Fieldwork students should experience:

- Weekly contact with a placement that acquaints them with the work place and introduces them to some of the complex issues faced by professionals in human services.
- Tasks that allow for growth and development in skills and lead to greater confidence in the intern.
- Meaningful contact with clients and/or professional agencies.
- Supervision from the Placement Supervisor resulting in two evaluations during the internship and any additional communication with the Faculty Supervisor, as the case may require.

In addition to their fieldwork service, our students participate in a biweekly seminar conducted by a Faculty Supervisor. Their work includes readings, journal writings, discussions and other assignments. We encourage you to contact the Faculty Supervisor any time you have questions or concerns about our student.

On behalf of our faculty, let me thank you for your cooperation and creative mentorship with our students. We look forward to working with you in the future. If you decide to accept an intern, please fill out the contract; keep a copy of it and this letter for your files, and have the student return the original to us. Should you have any questions, please call our office at 860-486-4632. Thank you.

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University of Connecticut
Human Development and Family Studies

HDFS 3080/3090 FIELDWORK CONTRACT

This contract represents an agreement between the HDFS student and the Placement Supervisor. The Placement Supervisor should keep a copy of this agreement and the student should return the original form to the HDFS Student Service Center. This signed copy serves as an acknowledgement that the HDFS placement is now formally established. This does not mean, however, that the contract cannot be revised at a later date when the internship is actually in effect. Those changes should go to the Faculty Supervisor. Thank you.

Student Name: _____

Student Signature: _____

Local Address: _____ **Phone:** _____

Email: _____ **Peoplesoft ID#:** _____

Home Address: _____ **Home Phone:** _____

PLACEMENT: _____

Address: _____

Phone: _____

Supervisor's Name: _____

Supervisor's Signature: _____

Student's Schedule at Agency: _____

Student's Assignment and Duties: _____

No. of Credits: _____ (3 or 6) **Section:** _____

Return this form to: STUDENT SERVICES CENTER, FSB 123